

Appendix II: Letter of Appointment Example

July 28, 2004

Linda Bennett
CAS
217 Mitchell Hall
University of Memphis
Memphis, TN 38152-0001

Dear Linda:

This is to appoint you as a member of AAA's Advisory Working Group on Practicing/Professional Opportunities.

As you are aware, at the recommendation of its Association Operations Committee, the Executive Board of the American Anthropological Association has authorized appointment of an advisory working group of Association members to work with AAA staff on plans to expand AAA's professional development opportunities for practicing anthropologists.

This advisory group will consist of 5 members. It is charged specifically to expand the AAA Operating Plan Initiatives dealing with professional development opportunities for practicing anthropologists and establishment of an AAA affiliate program. Copies of these initiatives are enclosed. It is anticipated that in carrying out this work, the advisory group will also explore ways to finance and implement recommendations contained in a report on "AAA Practicing and Professional Employment Services Initiatives" which was received by the Board in May 2003. A copy of this report is also enclosed.

The advisory working group will meet by telephone during the fall of 2004 and in person at the 2004 AAA Annual Meeting in San Francisco. Recommended changes to the AAA Operating Plan Initiatives should be received in time for the Long-Range Planning meeting in early March.

I very much appreciate your willingness to serve on this advisory working group. Staff member liaison to the advisory group will be Richard Thomas, AAA's Membership Manager. If you have questions about the group, please contact Richard at (703) 528-1902 ext. 3030 or by email at rthomas@aaanet.org.

Sincerely,

Elizabeth M. Brumfiel
President