**Selection of a CTS Convention Theme and Volume Editor(s)**

**Who also serve as Convention Chair(s)**

**Role of the Members**

Members are invited to suggest a theme(s) for the National Convention and Volume Editor(s) by the following means:

* Recommending a theme(s) and possible Volume Editor(s) on the Annual Convention Evaluation form
* Completing the Theme Proposal form located on the CTS website
* Contacting a member of the Executive Committee of the Board directly
* Members may suggest themselves to serve as Volume Editor(s) if they have the interest and the expertise related to the proposed convention theme

\*\*Completion of a Theme Proposal Form does not guarantee that the theme(s) will be selected or that the submitting member(s) will be the chosen Volume Editor(s). The Board may request a current Curriculum Vita from the recommended Volume Editor(s)

**Role of the CTS Board**

The Executive Director of National Conventions (EDNC) presents the list of theme

suggestions (taken from the Convention evaluations as well as those submitted

through the website) to the Board at the Fall and Spring Board Meetings. The proposals that come through the website or those submitted directly to the EDNC are sent to the Board in advance of the Board meetings to allow time for review.

* Board members discuss the themes in light of past convention themes, current issues in Theology and the site for the convention
* Board members also raise ideas for themes and names of potential volume editors
* Once the theme is selected, the EDNC contacts suggested Volume Editor(s)
* Board Members may request a current Curriculum Vita from the recommended Volume Editor(s)
* Once a theme has been vetted, the Orbis editor is invited to be present for a Board meeting to offer her/his input on the theme and consequent volume

 Theme(s) and Volume Editor(s) are selected 18-20 months prior to the convention

* Once selected, Volume Editor(s) consult with the EDNC as they prepare

the full description of the convention theme

* Volume editor(s) attend the appropriate portion of the CTS Board Meeting to present the full description of the theme and also their ideas for plenary speakers
* Board members are free to offer their suggestions for plenary speakers
* Once the theme description is approved, session leaders use it to create the Call for Papers
* The Timeline for the Volume Editor(s) is available in the *Policy Manual XIII, C*.