

NJLA EXECUTIVE BOARD and OFFICERS' DUTIES

VICE PRESIDENT/PRESIDENT ELECT - According to the Code for Committees, the VP serves on the following Executive Board Subcommittees: Employee Relations, Member Services, Finance, and Planning (serves as chair). The major task of the Planning Subcommittee is to review the Association's Strategic Plan. The VP is also a member of the Professional Development Committee's Conference Subcommittee.

The VP should use this year to become familiar with the work of the various sections, roundtables, and committees. The VP should attempt to attend at least one meeting of each group since the presidential year will be busy with other meetings.

In the spring of your year as VP, you will solicit members to serve on committees for the following year. The VP also appoints the vice-chairs who will succeed into the office of Chair for the four major committees: Member Services, Professional Development, Public Policy, and Public Relations.

Prior to the annual conference, the VP prepares his/her installation speech to be delivered at the conference. VP presents their Presidential platform for the year at the NJLA annual conference Leadership Luncheon.

PRESIDENT -

- * establishes agenda, dates and locations of all regular Board meetings;
- * presides over the Executive Board meetings with full power to discuss and vote on all matters before the Board;
- * prepares a written monthly report;
- * serves on the following Executive Board Subcommittees: Employee Relations, Finance, and Planning;
- * presides at all general membership meetings;
- * appoints members to all Executive Board standing committees and
- * proposes candidates to fill unexpired Board terms subject to the approval of the Executive Board;
- * advocates for librarians and libraries;
- * serves on the Professional Development Committee's Conference Subcommittee and selects the conference theme;
- * is an ex officio member of the State Library Advisory Board, the Board of the NJ Center for the Book and Rutgers SCILS Program Affiliates;
- * speaks to various library groups and at programs/workshops (State Library New Directors, Emerging Leaders, Leadership Academy)
- * writes quarterly column for New Jersey Libraries Newsletter;
- * represents, promotes and works cooperatively with other library Boards (NJ Association of School Librarians and VALE-NJ) and other organizations in the state;
- * maintains communication with the NJLA Executive Director
- * attends meetings of sections, roundtables, and committees as necessary and monitors committees' progress and agendas;
- * supports the activities of the Association;
- * appoints ad hoc committees and task forces as needed

PAST PRESIDENT - chairs the Nominations and Elections Committee; serves as an official Executive Board member; supports the activities of the Association; and chairs the Executive Board's Employee Relations Committee which evaluates the Executive Director.

SECOND VICE-PRESIDENT - chairs the Organization Committee; presides at general Membership meetings; presents incoming President at the annual conference Leadership Luncheon; supports the activities of the Association; and appointed to committees and ad hoc task forces as needed.

SECRETARY -

- *Attend NJLA Executive Board meetings, call roll and take Minutes. Also responsible for Minutes corrections and updates.
- *Serve as Liaison to an NJLA Section and report regularly to the Exec. Board on the Section's business.
- *Attend NJLA functions including Fall Business meetings and the Annual Conference.
- *Support the activities of the Association.
- *Perform other duties as assigned by the NJLA President.

TREASURER

- 1) Provide oversight of financial matters (review of monthly budget reports, vouchers, and investment statements);
- 2) Sign checks weekly, and transfer funds as needed to cover expenses and maximize revenue;
- 3) Serve ex officio on the Finance Committee and the Investment Committee;
- 4) Administer scholarship funds (sign checks, provide reports to Investment Committee, etc.)
- 5) Report to membership at Fall and Spring Business meetings; report to monthly Executive Board meeting;
- 6) Sign tax, audit, and other legal documents as CFO of NJLA;
- 7) work with executive director, administrative assistant, and accountant on all financial questions.
- 8) Support the activities of the Association.

Requires approximately one 1/2 day meeting per month, and 1/2 hour of office work (check signing, e-mails, etc.) weekly.

MEMBERS-AT-LARGE (and NJLA Academic Representative)

- * Attend NJLA Executive Board monthly meetings;
- * Attend NJLA functions, such as the Fall Business Meeting;
- * Volunteer to serve as Liaison to an NJLA Section and report regularly to the Exec. Board on the Section's business; and
- * Serve on at least one NJLA Executive Board Committee and/or Task Force.

ALA Councilor Job Description:

<http://www.ala.org/ala/ourassociation/chapters/chapterdocuments/chapcornororientation.html>