

ELECTED POSITION: VICE-PRESIDENT/PRESIDENT-ELECT

DESCRIPTION: The Vice-President/President-Elect serves two years before succession to office of WLA President in the third year. Election is in odd-numbered years. Election is by majority of ballots cast by WLA membership. Election shall be declared by March 30, and office shall be assumed at the conclusion of the WLA annual conference. Incumbent is a voting member of the WLA Board.

NOTE: Requires considerable time and support to carry out activities.

RESPONSIBILITIES:	OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED:	ACTION REQUIRED:	TIMELINES:
Perform duties of president during temporary absence.	At request of President	At request of President	
May convene meeting of WLA Board should President or secretary fail to call a meeting. Depending upon timing of a permanent vacancy in Presidency, may succeed to office.	Secretary Association Coordinator WLA Board	Assumes all duties described in Bylaws.	
Assists in administering, as well as formulating, policies and objectives of WLA.	At request of President Coordinator of Strategic Planning	As requested Signatory authority for contracts or other binding agreements at direction of president. Member of the Emergency Action Council	As needed As needed
Assists President in monitoring WLA financial status.	President, Board, Chairs of Interest Groups and Standing Committees, WLA staff, etc. Treasurer	Participates in WLA Budget Committee. Assists President in annual budget presentation and/or revisions to WLA board. Coordinates with Treasurer evaluating status of WLA revenues and expenditures. Reconciles, or arranges for reconciliation of, account(s).	Present to June Board meeting for approval Regular contact, at least monthly. Monthly
Supports library advocacy efforts.	President, Co-chair and members of Legislative Planning Committee, WLA membership Legislative Day Committee Federal Relations Coordinator	Coordinates with Legislative Day chair, planning activities as appropriate. Regularly provides information to and coordinates with Federal Relations Coordinator concerning WLA positions on federal legislation and regulations.	
Primary involvement with Intellectual Freedom and Nominating Committees	Nominations Committee Association Coordinator Intellectual Freedom Committee Library community, Elected Officials, Citizens	Assures that Nominations Committee has information and support needed to achieve election activities and timelines. Respond to, or arrange response to, questions of intellectual freedom.	As needed
Represent WLA on the Washington State Advisory Council on Libraries (WSACL)	State Library, WSACL Chair and Council members	Represents WLAs position relating to Washington state library development and use of federal funds. Communicates to Board and membership as needed.	Minimum of four quarterly WSACL meetings
Liaison to other library associations and interested parties as delegated.	Washington associations and chapters of national associations including WLMA, SLA, WAECT, WSASL, ARL, etc.	Communicate WLA activities, encourage coordination and partnerships with other library associations. Represent WLA at board meetings or conferences of other associations as delegated, reporting to WLA as appropriate.	