

Division Chair

Elected Position

Description

The Chair of each WLA Division takes office following one year in the elected position of Division Vice Chair.

- If no Vice Chair is elected in the prior year, a Chair will be elected by a majority of ballots cast by Division membership
- Office shall be assumed January 1
- Candidate must be a member of the Division they are representing

Responsibilities

Appoint Steering Committee members

Preside over regular meetings of the Division, typically once every one or two months

- Prepare in advance for discussion and decision-making at Division meetings
- Review and act upon committee recommendations brought to the Division for action

Responsible for administration for Division funds; has signatory authority for the Division

- Communicate effectively throughout the association on behalf of the Division
- Set directions for Division in conjunction with Steering Committee
- Lead Division advocacy efforts
- Communicate with organizations, associations, and individuals representing the Division and its policies, positions, and views both formally and informally
- May delegate these responsibilities as appropriate

Related Bylaws

ARTICLE IX, SECTION 5: GOVERNING BODIES OF DIVISIONS

Each Division will have a steering committee with a minimum of a Chair, Vice-Chair, Secretary and/or Communications, elected by members of the respective Division, for a one-year term. Additional steering committee members may be added, as needed. Steering Committee chairs are non-voting members of the WLA Board.

ARTICLE IX, SECTION 6: DIVISION FISCAL PROCEDURES

No Division will incur expense on behalf of WLA except as previously authorized by the WLA Board and the WLA Secretary/Treasurer as delineated in the WLA Financial Policies and Procedures. Divisions will receive an

annual allocation at the beginning of each WLA fiscal year. Divisions may charge fees for workshops or programs. All Division fiscal procedures will be in accordance with the officially adopted WLA Financial Policies and Procedures.