

Division Vice Chair/Chair-Elect

Elected Position

Description

The Vice Chair/Chair-Elect of each WLA Division is elected by a majority of ballots cast by Division membership

- Serve one year as Vice Chair before succession to office of Division Chair in the second year
- Office shall be assumed January 1
- Candidate must be a member of the Division they are representing

Responsibilities

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

- Prepare for discussion and decision-making formation at Division meetings
- Responsibly review and act upon recommendations brought to the Division for action
- Assist in administering, as well as formulating, policies and objectives of Division
- Support Division advocacy efforts
- Liaison to other library associations and interested parties as delegated
- Assist in administration for Division funds; has signatory authority for the Division at direction of Chair.

Perform duties of Division Chair during temporary absence

- May convene meeting of Division should Chair fail to call a meeting
- Depending upon timing of a permanent vacancy in Chair, may succeed to office

Related Bylaws

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.

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.