

PNLA Representative

Elected Position

Description

The PNLA Representative is elected by a majority of ballots cast by WLA membership.

- Non-voting member of the WLA Board
- Term of office is two years; Incumbent may run for one additional term
- The PNLA Representative can expect travel, conference registration, and room expense reimbursement for two PNLA conferences and board meetings up to the designated stipend amount in the Board-approved budget
- This position often involves a commitment of personal time and funds to participate in the activities of this association of Northwest states and Canadian provinces
- PNLA Representative must be a member of the Pacific Northwest Library Association

Responsibilities

Participate in Board activities and communications

- Attend Board meetings and WLA events
 - Three Board meetings are online and one is in-person at the annual conference
 - Annual leadership retreat is in-person
 - Board Directors are encouraged to attend WLA events such as the annual conference, WA Library Legislative Day, etc.
- Read and respond appropriately to Board emails and attend ad hoc Board meetings if scheduled
- Familiarize yourself with the issues before the Board and prepare in advance for discussion and decision-making
- Participate in the annual Board Director self-review process and executive management performance evaluation
- Support WLA strategic planning process and special projects as requested by WLA Board

Act as liaison between WLA and PNLA

- Attend all WLA Board meetings and planning retreats, WLA annual conference and other meetings related to statewide planning, reporting on issues and actions of the PNLA
- Attend all PNLA Board meetings, planning, retreats and annual conference, reporting on the issues and actions of the WLA

Promote membership and interest in PNLA

- Provide information about PNLA activities to WLA members, distribute membership applications and conference information in Washington
- Prepare written report of Washington activities for the PNLA conference and each issue of *PNLA Quarterly*
- Prepare report of PNLA activities and conference in an issue of *Alki* and report at WLA Membership meeting

- Suggest names of WLA members and other Washington library professionals that might serve on PNLA Board, committees or be considered for honors and/or awards

Provide leadership to committees as needed

- May be assigned as Board Liaison to a committee, expected to serve as an active, ongoing member of at least one committee; attend all meetings of the committee plus individual committee task completion
- Submit reports to the WLA Board about Division on issues and actions of committee