

*DRAFT: 2019 Position Descriptions*

**ELECTED POSITION: WLA PRESIDENT**

**DESCRIPTION:** The WLA President takes office following one year in the elected position of Vice-President/President-Elect. Election is by majority of ballots cast by WLA membership. Election shall be declared no later than November 1, and office shall be assumed on January 1 of the following year. Incumbent is a voting member of the WLA Board.

**NOTE:** Requires considerable time and support to carry out responsibilities.

<b>RESPONSIBILITIES:</b>	<b>OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED</b>	<b>ACTION REQUIRED</b>	<b>TIMELINES</b>
<p>Presides over regular meetings of the WLA Board of Directors</p> <p>Prepares in advance for decision-making and policy formation at Board meetings</p> <p>Responsibly reviews and acts upon committee recommendations brought to the Board for action</p> <p>Evaluates performance of Board and Executive Management</p>	WLA Board	<p>Attends all WLA Board meetings and planning retreats, WLA annual conference</p> <p>Takes responsibility for self-education on the major issues before the Board</p> <p>Participate in the annual board director self-review process and executive management performance evaluation</p>	<p>Quarterly, including Annual Conference, Fall Planning Retreat</p> <p>Meetings may be in-person or online</p> <p>Annually</p>
Chief Executive Officer of WLA with all associated legal responsibilities	WLA membership, Board, WLA staff	<p>Signatory authority for WLA</p> <p>Assures that WLA meets all requirements for current certificates, licenses, etc., and submits all official reports as required by law</p> <p>Interprets WLA Bylaws as applied to specific circumstances, subject to Board and/or membership endorsement</p>	
Responsible for administration of WLA funds	WLA Board, Finance Committee, Treasurer	<p>Signatory on all accounts, contracts and agreements of WLA and Interest Groups (may designate signatory authority)</p> <p>Sits on Finance Committee</p> <p>Approves WLA expenditures and binding contract</p>	
Responsible for achieving effective communications throughout the association	WLA membership, Board, WLA staff	Presides at Board and Executive Committee meetings	

*DRAFT: 2019 Position Descriptions*

	Alki	<p>Along with Executive Director establishes meeting dates, locations, and agendas</p> <p>Chairs Executive Committee and informs Board of any meetings and their results</p> <p>Assures continual sharing of information between and among the board, committees, and membership</p> <p>Prepares WLA Presidents column for each <i>Alki</i></p>	
Authorized to hire, appoint, or contract to meet association needs, as well as terminate or otherwise discontinue agreements, with Board approval	WLA Board, Legislative Committee Treasurer	<p>With Board approval: Hires Executive Management, Legislative Liaison, CPA services, legal counsel, <i>Alki</i> editor, etc.</p> <p>Sets goals and identifies priority activities and timelines in coordination with staff.</p> <p>Evaluates Executive Management and Legislative Liaison in conjunction with Board</p> <p>Maintains files of staff evaluations only for time person is employed by WLA</p>	<p>Annual or biennial contract renewal for long term positions</p> <p>Quarterly or annually</p>
Sets directions for WLA in conjunction with Board	WLA membership, WLA Board	<p>Provides for update of WLA Strategic Plan in cooperation with Board and Committee Chairs.</p> <p>Establishes written criteria, expectations for activities of committees and task forces in conjunction with Board</p> <p>Appoints Standing Committee Chairs</p> <p>Appoints Ad Hoc Committees</p>	At beginning of office and as needed.
Leads library advocacy efforts	Legislative Liaison, Federal Relations Coordinator	<p>Oversees, coordinates, and evaluates activities of Legislative Liaison</p> <p>Prepares contract for Liaison position</p>	Frequent communications with Legislative Liaison and Federal Relations Coordinator

*DRAFT: 2019 Position Descriptions*

<p>Communicates with organizations, associations, and individuals representing WLA and its policies, positions, and views both formally and informally</p> <p>May delegate these responsibilities as appropriate</p>	<p>Library community Elected officials</p> <p>Citizens</p> <p>State Library</p> <p>Other library associations, organizations, or informal groups</p>	<p>Responds to information requests from government, legislature, and individuals concerning Washington libraries as well as WLA positions or policies</p> <p>Corresponds or otherwise communicates with associations or groups interested in library services</p> <p>Attends reciprocal Board meetings, invites representation from other associations to WLA Board meetings and conference</p> <p>Nominates or appoints persons to represent WLA on non-WLA committees, study groups, etc.</p>	<p>On request</p> <p>As appropriate</p> <p>As appropriate</p> <p>As requested</p>
<p>Executes non-contractual agreements</p>	<p>Other library associations, organizations or informal groups</p>	<p>Reviews and/or negotiates reciprocal association agreements</p>	<p>As needed</p>