

DRAFT: 2019 Position Descriptions

ELECTED POSITION: WLA VICE-PRESIDENT/PRESIDENT-ELECT

DESCRIPTION: The WLA Vice-President/President-Elect serves one year as Vice-President before succession to office of WLA President in the second year. 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 activities.

RESPONSIBILITIES	OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED	ACTION REQUIRED	TIMELINES
<p>Attends 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>Evaluate performance of Board and Executive Management</p>	<p>WLA Board</p>	<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>Participates in the annual Board director self-review process and executive management performance evaluation</p>	<p>Quarterly, including Annual Conference, Fall Planning Retreat, Meetings may be in-person or online</p> <p>Annually</p>
<p>Performs duties of President during temporary absence</p>	<p>At request of President</p>	<p>At request of President</p>	
<p>May convene meeting of WLA Board should President fail to call a meeting</p> <p>Depending upon timing of a permanent vacancy in Presidency, may succeed to office</p>	<p>Secretary Executive Director</p> <p>WLA Board</p>	<p>Assumes all duties described in Bylaws.</p>	<p>As needed</p>
<p>Assists in administering, as well as formulating, policies and objectives of WLA</p>	<p>At request of President</p>	<p>Signatory authority for contracts or other binding agreements at direction of president.</p> <p>Member of the Executive Committee</p>	<p>As needed</p> <p>As needed</p>
<p>Assists in monitoring WLA financial status</p>	<p>Secretary/Treasurer</p> <p>Finance Committee</p>	<p>Participates in WLA Finance Committee</p>	<p>As needed</p>

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Supports library advocacy efforts	Legislative Committee, WLA membership Federal Relations Coordinator	Attends and Participates in Legislative Committee Meetings Regularly provides information to and coordinates with Federal Relations Coordinator concerning WLA positions on federal legislation and regulations	As needed
Liaison to other library associations and interested parties as delegated.	Washington associations and chapters of national associations including SLA, CLAMS, ACRL, etc.	Communicates WLA activities, encourages coordination and partnerships with other library associations Represent WLA at Board meetings or conferences of other associations as delegated, reporting to WLA as appropriate	As needed