

INTEREST GROUP COORDINATOR

DESCRIPTION: The Interest Group Council (which consists of IG Chairs) elects the Coordinator of Interest Groups in an even-numbered year, for a two year term of office which begins during the following year annual conference. The incumbent is a voting member of the WLA Board.

RESPONSIBILITIES	OFFICERS, INTEREST GROUPS & OTHERS INVOLVED	ACTION REQUIRED:	TIMELINES:
Represents Interest Groups on WLA Board	WLA Board Interest Groups	Attend Board meetings and retreat, communicating interests and issues of Interest Groups	Quarterly
Represents IGs on WLA Committees	WLA Board IG Chairs	Member of Finance Committee, representing interests and concerns of IGs. Member of Conference Committee. Plans and conducts Meet-and-Greet or other program at annual conference to promote IGs to the general membership.	Annually As needed
Facilitates coordination and communication among Interest Groups	IG Chairs	Chairs IG Council, arranging for meetings, setting agendas, etc. Ensures each IG meets and elects appropriate officers annually according to bylaws. Facilitates budget development for submission to Finance Committee Works with the IG Chairs to make sure IG website pages are consistent and up to date (i.e., officer roster, etc). Assures that WLA policies and procedures are communicated to, and followed by, Interest Groups. Maintains and distributes an interest Group procedures manual for use of IG Chairs. Work with IG's to assure that they schedule meetings of their IG's between conference dates.	Bi-annually to elect new IG coordinator, and as needed. Annually (usually at conference) Spring As needed Annual planning retreat, and as needed for updates, etc. As needed