

# Division Chair

Elected Position

## Description

**The Chair of each WLA Division takes office following one year in the elected position of Division Vice Chair.**

- If no Vice Chair is elected in the prior year, a Chair will be elected by a majority of ballots cast by Division membership
- Office shall be assumed January 1
- Candidate must be a member of WLA and the Division they are representing

## 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
- Communicate effectively to the Board and throughout the association on behalf of the Division

### **Administrative Responsibilities**

- Appoints additional Steering Committee members as needed, beyond elected Vice Chair and Secretary/Communications by the Division
- Responsible for administration for Division funds; has signatory authority for the Division.
- May delegate responsibilities as appropriate

### **Preside over regular meetings of the Division at least once a quarter**

- Prepare in advance for discussion and decision-making at Division meetings
- Review and act upon committee recommendations brought to the Division for action
- Assist in developing and supporting the objectives of Division

### **Set directions for Division in conjunction with Steering Committee**

- Lead Division advocacy efforts
- Liaison to other library associations and interested parties as delegated
- Communicate with organizations, associations, and individuals representing the Division and its interests, positions, and views both formally and informally

## Related Bylaws

### **ARTICLE IX, 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.

### **ARTICLE IX, 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.