

Division Vice Chair/Chair-Elect

Elected Position

Description

The Vice Chair/Chair-Elect of each WLA Division is elected by a majority of ballots cast by Division membership

- Serve one year as Vice Chair before succession to the office of Division Chair in the second year
- Office shall be assumed January 1
- Candidate must be a member of WLA and the Division they are representing

Responsibilities

Assist in presiding 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
- Prepare for discussion and decision-making formation at Division meetings
- Assist in developing and supporting the objectives of Division
- Assist in administration for Division funds

Assist in setting directions for Division in conjunction with Steering Committee

- Support Division advocacy efforts
- Liaison to other library associations and interested parties as delegated

Perform duties of Division Chair during temporary absence

- May convene meeting of Division should Chair fail to call a meeting
- Attend Board meetings and WLA events at the request of Chair
- Communicate to the Board and membership on behalf of the Division at the request of Chair
- Depending upon timing of a permanent vacancy in Chair, may succeed to office

Related Bylaws

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.

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.