

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 Councils and Committees	WLA Board Standing committees Ad Hoc committees IG Chairs Conference Coordinators and Committee	Member of Budget Committee Member of Continuing Education Council Responsible for coordinating IG Conference programs and meetings; communicating with Annual Conference Committee, or appoint a representative to the Conference Committee. Provides information to other officers and to committees concerning IG continuing education planning and activities, publications, etc.	Annually Quarterly As needed As needed
Facilitates coordination and communication among Interest Groups	Interest Group Chairs	Chairs IG Council, arranging for meetings, setting agendas, etc. Facilitates budget development for submission to Budget Committee 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.	At least annually Spring Annual meeting of new IG chairs.