

**ELECTED POSITION: PRESIDENT**

**DESCRIPTION:** The President takes office following two years in the elected position of Vice-President/President-Elect. Assumption of office is in an odd-numbered year at the conclusion of the WLA Annual Conference. The period of office for President is two years. Incumbent is a voting member of the WLA Board.

**NOTE:** Requires considerable time and support to carry out responsibilities.

| <b>RESPONSIBILITIES:</b>                                                                                                                           | <b>OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED:</b>                                          | <b>ACTION REQUIRED:</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>TIMELINES:</b>                                                                         |
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| Chief Executive Officer of WLA with all associated legal responsibilities                                                                          | WLA membership, Board, WLA staff                                                               | Signatory authority for WLA.<br><br>Assures that WLA meets all requirements for current certificates, licenses, etc., and submits all official reports as required by law<br><br>Interprets WLA Bylaws as applied to specific circumstances, subject to Board and/or membership endorsement.                                                                                                                                                |                                                                                           |
| Responsible for administration of WLA funds                                                                                                        | WLA Board, Budget Committee, Treasurer                                                         | Signatory on all accounts, contracts and agreements of WLA and Interest Groups. May designate signatory authority.<br><br>Chairs Budget Committee, which includes Vice-President, Treasurer and IG Representative.<br><br>Approves WLA expenditures and binding contracts.                                                                                                                                                                  |                                                                                           |
| Responsible for achieving effective communications throughout the association                                                                      | WLA membership, Board, WLA staff                                                               | Presides at membership, board and certain committee meetings; establishes meeting dates, places and agenda; provides for minutes and/or other communications.<br><br>Chairs Emergency Action Committee of Board and informs Board of any meetings and their results.<br><br>Assure continual sharing of information between and among the board, committees, and membership.<br><br>Prepare WLA Presidents column for each WLA publication. |                                                                                           |
| Authorized to hire, appoint or ncontract to meet association needs, as well as terminate or otherwise discontinue agreements, with Board approval. | WLA Board<br><br>Legislative Planning Committee<br><br>Conference chairperson<br><br>Treasurer | With Board approval:<br>Hires Association Coordinator, Legislative Liaison; contracts for conference parliamentarian, CPA services, legal counsel, Alki editor, etc.<br><br>Sets goals and identifies priority activities and time lines in coordination with staff. Evaluates Association Coordinator and Legislative Liaison in conjunction with Board. Maintains files of staff evaluations only for time person is employed by WLA.     | Annual or biennial contract renewal for long term positions.<br><br>Quarterly or annually |

**ELECTED POSITION: PRESIDENT (page 2)**

| <b>RESPONSIBILITIES</b>                                                                                                                                                                                 | <b>OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED:</b>                                                                                                   | <b>ACTION REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>TIMELINES</b>                                                                                                                                                |
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| Sets directions for WLA in conjunction with Board                                                                                                                                                       | WLA membership, WLA Board                                                                                                                               | <p>Provides for update of WLA Strategic Plan in cooperation with Board and Committee Chairs.</p> <p>Establishes written criteria, expectations for activities of committees, task forces, in conjunction with Board.</p> <p>Nominates Standing Committee Chairs and members for Board Approval. Appoints Ad Hoc Committees, including appointment of two members to review annual business meeting minutes within thirty days of conference, notifying Board of action. Contacts nominees to determine willingness to serve.</p> | At beginning of office and as needed.                                                                                                                           |
| Leads library advocacy efforts                                                                                                                                                                          | <p>Co-chair and memers of Legislative Planning Committee, WLA membership</p> <p>Legislative Liaison</p>                                                 | <p>Co-chairs the Legislative Planning Committee, determining agenda, meeting dates and site, etc. Co-chair reviews legislation that may relate to libraries.</p> <p>Oversees,coodinates and evaluates activities of legislative Liaison. Prepares contract for Liaison position.</p>                                                                                                                                                                                                                                             | <p>Minimum of 10 Legislative Planning Committee meetings, prior to and during legislative session.</p> <p>Frequent communications with Legislative Liaison.</p> |
| Provides for recognition of WLA members and supporters of libraries.                                                                                                                                    | Awards Committee Chair                                                                                                                                  | Provide assistance, oversight and communications with the Awards Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                 |
| Communicates with organizations, associations, and individuals representing WLA and its policies, positions and views both formally and informally. May delegate these responsibilities as appropriate. | <p>Library community<br/>Elected officials</p> <p>Citizens</p> <p>State Library</p> <p>Other library associations, organizations or informal groups</p> | <p>Responds to information requests from government, legislature, and individuals concerning Washington libraries as well as WLA positions or policies.</p> <p>Correspond, or otherwise communicate with associations or groups interested in library services.</p> <p>Attend reciprocal board meetings, invite representation from other associations to WLA Board meetings and conference.</p> <p>Nominate or appoint persons to represent WLA on non-WLA committees, study groups, etc.</p>                                   | <p>On request</p> <p>As appropriate</p> <p>As appropriate</p> <p>As requested</p>                                                                               |
| Executes non-contractual agreements                                                                                                                                                                     | Wa. Library Media Association                                                                                                                           | Reviews and/or negotiates reciprocal association agreements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | As needed                                                                                                                                                       |

September 1997