

## ELECTED POSITION: PRESIDENT

**DESCRIPTION:** The President takes office following two years in the elected position of Vice-President/President-Elect (through 2013). Assumption of office is at the conclusion of the 2013 WLA Annual Conference. The period of office for President is one year (after 2013). Incumbent is a voting member of the WLA Board.

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

RESPONSIBILITIES:	OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED:	ACTION REQUIRED:	TIMELINES:
Chief Executive Officer of WLA with all associated legal responsibilities	WLA membership, Board, WLA staff	<p>Signatory authority for WLA.</p> <p>Assures that WLA meets all requirements for current certificates, licenses, etc., and submits all official reports as required by law</p> <p>Interprets WLA Bylaws as applied to specific circumstances, subject to Board and/or membership endorsement.</p>	
Responsible for administration of WLA funds	WLA Board, Finance Committee, Secretary/Treasurer	<p>Signatory on all accounts, contracts and agreements of WLA and Interest Groups. May designate signatory authority.</p> <p>Sits on Finance Committee.</p> <p>Approves WLA expenditures and binding contracts.</p>	
Responsible for achieving effective communications throughout the association	WLA membership, Board, WLA staff ALKI	<p>Presides at board and Executive Committee meetings; along with Executive Director establishes meeting dates, locations, and agendas.</p> <p>Chairs Executive Committee and informs Board of any meetings and their results.</p> <p>Assure continual sharing of information between and among the board, committees, and membership.</p> <p>Prepare WLA Presidents column for each ALKI.</p>	
Authorized to hire, appoint or contract to meet association needs, as well as terminate or otherwise discontinue agreements, with Board approval.	WLA Board  Legislative Planning Committee  Secretary/Treasurer	<p>With Board approval: Hires Executive Management, Legislative Liaison; CPA services, legal counsel, Alki editor, etc.</p> <p>Sets goals and identifies priority activities and time lines in coordination with staff. Evaluates Executive Management and Legislative Liaison in conjunction with Board. Maintains files of staff evaluations only for time person is employed by WLA.</p>	<p>Annual or biennial contract renewal for long term positions.</p> <p>Quarterly or annually</p>

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<b>RESPONSIBILITIES</b>	<b>OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED:</b>	<b>ACTION REQUIRED</b>	<b>TIMELINES</b>
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>Appoints Standing Committee Chairs. Appoints Ad Hoc Committees.</p>	At beginning of office and as needed.
Leads library advocacy efforts	Legislative Liaison	Oversee, coordinate and evaluate activities of Legislative Liaison. Prepares contract for Liaison position.	Frequent communications with Legislative Liaison.
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 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