

Officers and Board of Directors Duties

The officers of the Division as defined by the [bylaws](#) are the President, President-Elect, and Past President. The officers plus the Executive Director of Core assemble the Executive Committee. The list below includes those duties mentioned in the bylaws and also other responsibilities that are generally accepted as the function of the various officers.

1. President

- a. The president is the Chief Elected Officer of the Division and shall perform the following duties:
- b. Presides over the Core Board of Directors meetings; determines when Board meetings are held in addition to meetings held at ALA conferences.
- c. Determines when Executive Committee meetings (formal and informal) will be held and presides over the meetings.
- d. Sees that the bylaws are observed by the officers and members of the Board of Directors, and that the orders of the Board of Directors and of the membership are carried out.
- e. Identifies actions in the interest of the Division and shall recommend such actions to the Board of Directors.
- f. Submits reports no less than twice per year including a report that will be published in full or be otherwise transmitted to the membership, as part of the Annual meeting held at the ALA Annual Conference.
- g. Represents Core between meetings of the Board and Executive Committee as needed.
- h. Identifies actions in the best interest of Core and of the profession, and recommends such actions to the Board of Directors.
- i. In consultation with the Executive Director, creates agendas for Board, Executive Committee, and Membership meetings/retreats/training/orientation.
- j. Ensures that Board Orientation is held each July.
- k. Determines schedule and content of meetings (including orientation, training, and informational) with Division Level Committee Chairs, Section Leaders, Section Level Committee Chairs.
- l. Assures that activities and programs approved by the Board are properly carried out.
- m. Has a full understanding of the Core annual budget and long-term financial forecast.
- n. Oversees and communicates the Core strategic and annual tactical plans.
- o. Assigns Board liaisons to Core Division Level Committees and Section Leadership Teams each July.
- p. Plans the Core President's Program at ALA Annual Conference.
- q. Keeps the Executive Committee informed of all actions and activities by forwarding copies of relevant documents.
- r. Communicates with other Division Presidents and the ALA President, as appropriate.
- s. The president shall perform such other duties as the Board of Directors may assign to this office.

2. President-Elect

- a. Serves as an officer of Core and as a member of the Board of Directors and the Executive Committee.
- b. Assists with the creation of meeting agendas for the Executive Committee, Board of Directors, and other meetings as determined by the President.
- c. In the absence of the President, presides at meetings of the Board, the Executive Committee and at Membership meetings.

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- d. Serves as the Chair of the Core Appointments Committee. Appoints Division Level committee members and chairpersons, coordinating this activity with the committee chairpersons whenever possible.
- e. Serves as the Core representative on the ALA Appointments Committee.
- f. Appoints representatives and liaisons to external organizations and other ALA units as needed.
- g. Gains an understanding of key Core projects/issues and how Core operates within the ALA structure.
- h. Serves as Board Liaison to assigned committees/sections.
- i. Works on special assignments as requested by the President.
- j. Communicates with other Division President-Elects and the ALA President, as appropriate.
- k. Plans the activities, programs and projects to be carried out during his/her term as president.

3. Past-President

- a. Serves as an officer of Core and as a member of the Board of Directors and the Executive Committee.
- b. Trains the President and ensures a smooth transition during term changes.
- c. Provides information to the Board related to activities and experiences while President and President-Elect.
- d. Carries out duties and special projects as assigned by the President or the Board of Directors.
- e. Serves as Board Liaison to assigned committees/sections.
- f. In the term following the completion of the Past-President role, will serve as chair of the Nominating Committee.

4. Board of Directors

The composition and the responsibilities of the Board of Directors are defined in Article V, Sections 1 and 2 of the Core Bylaws:

Sec. 1. Members. The Board of Directors consists of the Officers, ALA Division Councilor, five Directors-at-Large, the chair of the Budget & Finance Committee, the chair of the Organization & Bylaws Committee, and the chair of the Advocacy Committee. The chair of the Budget & Finance, Organization & Bylaws, and Advocacy Committees will be ex officio members, without a vote, and will be appointed to a single, two-year term by the Appointments Committee. The Executive Director will be an ex officio member, without vote, and is appointed by the ALA Executive Director in concurrence with the Board.

Sec. 2. Responsibility and Authority. The Board of Directors will be the governing body of the association, will actively create and support its strategies, and will establish financial policies and be accountable for association assets.

The Board of Directors shall have authority over the affairs of the Division during the period between meetings of the Division provided, however, that none of its acts shall conflict with or modify any actions taken by the Division. The annual and any other budget requests shall be subject to the approval of the Board of Directors. The Board of Directors shall perform such other duties as are specified in the Bylaws, and shall report upon its work to the membership of the Division.

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5. **Guidelines for electronic discussions by the Core Board of Directors:** Issues for electronic deliberation may be presented by any Board member, including the Executive Director.

Presentation of an issue should include:

- some sense of the issue and its background
- time frame for deliberation and voting
- nature of the expected outcome (motion or other official action, general discussion)
- if an issue is to be voted on electronically, it should be presented as a motion at some point in the discussion.
- all postings on the issue should be made to the list, rather than to the originator or other Board members (unless the communication is intended to be private.)

If a vote is requested, every effort should be made to vote within the preferred deadline and to cast that vote on the Board list.

The result of a vote will be posted to the Board list as well as being included in the agenda for the next official Board meeting.

The Executive Director in consultation with the Core President will administer the discussion/voting process to the extent that it needs to be managed.

6. Executive Committee

The Executive Committee is composed of the President, President-Elect, Past President, and the Executive Director (ex officio). The Committee helps guides the strategic and day to day operational priorities of the Division for the Board, delegates items to appropriate committees, and brings items forward to the Board for discussion and votes between regular meetings.