

Section 6 - Responsibilities of Division Level Leaders

Division President-elect

The president-elect is an officer of the division and is a member of the Board of Directors and Executive Committee. He/she presides at Board and Executive Committee meetings in the president's absence.

Major Responsibilities

- Appoint division committee chairs and members for terms beginning in his/her presidential year

- Attend leadership training at ALA (expenses paid)

- Gain an understanding of key LLAMA projects/issues and how LLAMA operates within the ALA structure

- Gain an understanding of the LLAMA strategic plan

- Participate in regularly scheduled conference calls with the President, Past-President and staff. The frequency of these varies depending on the president's decision. In the past they have been weekly, bi-weekly, or twice a month.

- Explore ideas for theme/content of Annual Conference President's Program

President-elect's Calendar

July

- July 1, term begins

- President/Pres-elect/Past-President conf calls generally begin

September

- September 1, new fiscal year begins



Leadership Orientation

November

Begin putting in place President's Program Cmt, though formal appointments won't happen until spring.

January

Participate in virtual pre-Midwinter Board Update call

Midwinter Meeting

Attend Midwinter Executive Committee Meeting Thursday

Attend Board meetings Friday and Monday

Attend social hour Friday

Attend section all-committee meeting Saturday, serves as resource for questions

Attend division all-committee meeting Saturday, serves as resource for questions

Meet with members of President's Program Cmt, if available, and explores ideas for the program

Attend Division Presidents-elects' Luncheon Saturday

Attend Leadership Development Seminar Sunday

Attend LLAMA Happy Hour on Sunday

March

Receive appointment database instructions from staff

April

Participate in virtual Executive Cmt Spring Meeting

Talk with current President about appointments

Reach out to division committee chairs for recommendations on re-appointments

Check in with section chair-elects on appointment progress and questions

Call with Executive Director to answer any appointment question, check-in on President's Program, etc.

Receives inaugural luncheon information from staff

May

Appointments continue



Leadership Orientation

June

90% of appointments complete

Participate in virtual pre-Annual Board Update

Annual Conference

If possible, attend Emerging Leader poster session on Friday (if LLAMA-sponsored project is being presented)

Attend Board meetings Friday and Monday

Attend LLAMA President's Social on Friday

Attend LLAMA fundraiser on Friday night (if one is being held)



Leadership Orientation

Division President

The president is the chief elected officer of the division and chairs the Executive Committee and the Board of Directors. He/she presides at Board and Executive Committee meetings and serves as an ex-officio member of all division level committees, with the exception of the Nominating Committee, without the right to vote.

Major Responsibilities

Represent LLAMA to ALA and other divisions, and respond to ALA requests, such as forwarding names for ALA committee or project assignments

Appoint division committee chairs and members as needed

Appoint members to any new committee or task force created during his/her term

Lead Board and Executive Committee strategy discussions

Write a quarterly column for Library Leadership & Management

Chair regularly scheduled conference calls with the President-elect, Past-President and staff. The frequency of calls varies based on the president's decision. In the past they have been weekly, bi-weekly, or twice a month.

Develop with the executive director the agendas for Board and Executive Committee meetings

With staff, helps lead annual online orientation session for new and incoming Board members and committee chairs

Give guidance to the Leadership Development Committee for

planning the Midwinter Meeting Leadership Development Seminar

Give guidance to the President's Program Committee for planning the Annual Conference President's Program

Look for collaborative opportunities, both inside and outside of ALA, where appropriate

Communicate with the rest of the Board, sections, and/or committees, as necessary

Communicate with other Division Presidents and the ALA President, as appropriate

Host the LLAMA Social in the president's suite at Annual Conference (suite and social expenses paid)



Leadership Orientation

President's Calendar

July

July 1, term begins

Establish day/time/frequency of President/Pres-elect/Past-President conf calls

Write President's LL&M column

Email welcome to Board; reminder that Section/Div Cmt Report form due

August



Leadership Orientation

Midwinter Meeting

- Chair the Midwinter Executive Committee Meeting Thursday
- Chair Board meetings Friday and Monday
- Attend social hour Friday
- Welcome/thank you to committee members at section all-committee meeting Saturday
- Welcome/thank you to committee members at division all-committee meeting Saturday
- Attend Division Presidents' Luncheon Saturday
- Introductory remarks at Leadership Deent Seminar Sunday
- Attend LLAMA Happy Hour on Sunday
- Meet with President's Program Committee
- Represent LLAMA at ALA functions as necessary

February

- Email reminder to Board/Cmt chairs that Section/Div Cmt Report form is due
- Write President's LL&M column

March

- Work with executive director to devE4op agenda for virtualSpring Executive Committee meeting

April

- Chair virtual Executive Cmt Spring Meeting
- Share insights on appointment process with President-elect
- Write President's LL&M column

May

- Congratulatory note to newly elected Exec Cmt members
- Prepare an annual report to the ALA Council about LLAMA's achievements during the year. Executive director will send previous reports and contribute as necessary.
- Review presidential suite options with executive director, if applicable. Occasionally ALA Conf Services only has one hotel available.



Leadership Orientation

June

- Work with executive director to develop agenda for Annual Conference Board meeting
- Email to division cmt chairs and LLAMA reps with Annual Board agenda; request for any reports, updates, suggestions from committees
- Chair virtual pre-Annual Board Update

Annual Conference

- If possible, attend Emerging Leader poster session on Friday, if LLAMA-sponsored project is being presented
- Host LLAMA President's Social in suite on Friday
- Chair Board meetings
- Attend Division Presidents' Luncheon Saturday
- Introductory remarks at President's Program
- Attend John Cotton Dana awards Sunday

Division Past-President

The immediate past-president is an officer of the division and serves on the Executive Committee and the Board of Directors. The past-president has no specific responsibilities outlined in the bylaws, however, he/she helps shape policy and the future direction of the division based on knowledge and insights gained during his/her year as president. The past-president is often asked by the president to manage special projects, particularly if the project originated during his/her presidential year.

Major Responsibilities

Participate in calls with the president and president-elect

Act as a resource for the president on appointments, policy questions, etc.

In consultation with Executive Committee/Board write and send Executive Director's evaluation (generally a 1-page summary) to ALA Senior Associate Executive Director

By tradition, chair the division Nominating Committee the year after completing his/her term as past-president

Serve as Member Liaison to Emerging Leader Project Team (in years when LLAMA is sponsoring an EL project)

Past-President's Calendar

July/August

- x Participate in President/Pres-elect/Past-President conf calls



Leadership Orientation

April

Participate in virtual Executive Cmt Spring Meeting

June

Participate in virtual pre-Annual Board Update

Annual Conference

Attend Emerging Leader poster session on Friday (if applicable)

Attends LLAMA Social in presidential suite on Friday

Attend Board meetings Friday and Monday

Attend LLAMA Happy Hour on Sunday



Leadership Orientation

Division Councilor

The division councilor is elected for a three-year term and serves as a member of the Board and Executive Committee. The councilor



Leadership Orientation

Participate in virtual Executive Cmt Spring Meeting

June

Post on Board ALA Connect site, or send to Executive Director, any Council documents that the Board will need to discuss at the Annual Conference

Annual Conference

Attend Council meetings Sunday, Monday and Tuesday

Attend other Council meetings, i.e., orientation, as necessary

Attend Board meetings Friday and Monday

Attend President's Social Friday

Take advantage of opportunities to interact with other Division Councilors

When requested by the Board, bring issues or resolutions to the ALA Council on behalf of LLAMA



Leadership Orientation

October

Participate in virtual Fall Executive Committee Meeting

January

Pre-Midwinter Meeting call with Executive Director

Participate in virtual pre-Midwinter Board Update call

Post on Board ALA Connect site, or send to Executive Director, any financial reports that the Board will need to discuss at the Midwinter

Midwinter Meeting

Attend Midwinter Executive Committee Meeting Thursday

Attend Board meetings Friday and Monday

Attend Board social hour Friday

Attend PBA and BARC/Division leaders meeting Sunday

Seek opportunities to interact with other Division fiscal officers

February

Work with Executive Director to submit initial next fiscal year budget, based on actions from the Midwinter Meeting and Section/Div Cmt Report forms

March

Communicate with LLAMA's BARC liaison in preparation for the BARC spring meeting

April

Bimonthly call with Executive Director

Participate in virtual Executive Cmt Spring Meeting

June

Pre-Annual Conference call with Executive Director

Post on Board ALA Connect site, or send to Executive Director, any financial reports that the Board will need to discuss at the Annual Conference

Annual Conference

Attend Board meetings Friday and Monday

Attend President's Social Friday

Attend PBA and BARC/Division leaders meeting Sunday

Seek opportunities to interact with other Division fiscal officers



Leadership Orientation

Division Director-at-Large

The director-at-large serves on the Executive Committee and the Board of Directors. The director-at-large has no specific responsibilities outlined in the bylaws; however, he/she helps shape policy and the future direction of the division and serves as a communication link between the LLAMA membership and Executive Committee.

Major Responsibilities

Serves as the LLAMA members' ombudsman

Director-at-Large's Calendar

July/August

Assist the new President as requested

October

Participate in virtual Fall Executive Committee Meeting

January

Participate in virtual pre-Midwinter Board Update call

Midwinter Meeting

Attend Midwinter Executive Committee Meeting Thursday

Attend Board meetings Friday and Monday

Attend Board social hour Friday

Attend section and division all-committee meetings Saturday

Attend LLAMA Happy Hour on Sunday

April

Participate in virtual Executive Cmt Spring Meeting

June

Participate in virtual pre-Annual Board Update

Annual Conference

Attend Board meetings Friday and Monday

Attends LLAMA Social in presidential suite on Friday

Attend LLAMA Happy Hour on Sunday