

Leadership Orientation

Section 7 -



Leadership Orientation

The section chair is the chief officer of the section and serves on the LLAMA Board of Directors. He/she manages the plans, activities, and programs of the section, assuring that they are responsive to the needs of members. He/she presides at section Executive Committee meetings and can serve as an ex-officio member of all section committees, with the exception of the Nominating Committee, without the right to vote.

Major Responsibilities

Represent the section on the LLAMA Board of Directors and attend all Board meetings

Actively participate in Board strategy discussions, helping to guide the division as a whole

Understand the LLAMA strategic directions (see Section 4).

Communicate Board actions, strategy and planning to the section and stay in regular touch with committee chairs

Twice a year report to the Board on section planning, programs, continuing education, budget implications, etc., using the Reporting Form for Sections and Division Level Committees (see Section 11).

Lead section Executive Committee meetings and set meeting agendas in consultation with committee members

Review proposed section programs and give guidance to committees planning programs

Seek collaborative opportunities, both inside and outside of LLAMA, where appropriate

Appoint section committee chairs and members as needed

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July:

July 1, term begins

Email welcome to section committees

Work with Past-Chair to submit Reporting Form for Sections and Division Level Committees

Review online LLAMA Leadership Orientation Guide

http://www.llama.ala.org/llamaleads/ and like our Facebook page https://www.facebook.com/libraryleadership



Leadership Orientation

Annual Conference

Attend Board meetings Friday and Monday



Attend section all-committee meeting Saturday Chair section Executive Committee meeting, if applicable Attend section programs Attend LLAMA Happy Hour on Sunday Represent section at LLAMA events as necessary

Post-Annual Conference

When appropriate, write thank you notes to individuals who gave their time and resources to the section Work with new Section Chair to submit Reporting Form for Sections and Division Level Committees

The Past-chair serves on the section Executive Committee but has no specific responsibilities outlined in the bylaws. The role of the Past-chair differs by section. He/she may be asked to manage special projects, particularly if the project originated during his/her year as section chair. The Past-chair can also help shape policy and the future direction of the section based on knowledge and insights gained during his/her year as chair.

Major Responsibilities

Participate in section Executive Committee meetings