YALSA Board of Directors Meeting
ALA Annual Conference, Anaheim
June 26 – July 2, 2008

Topic: **Updating Executive Committee Responsibilities**

Background: **At the 2007 Fall Meeting the Executive Committee discussed the need to update Executive Committee and member responsibilities as outlined in the YALSA Handbook. Suggested updates are provided below. The goal is to adopt more current responsibilities for the Executive Committee then to ask the Board to do the same for that governing body.**

Action Required: **Action**

Proposal:
Update the Executive Committee responsibilities in the YALSA Handbook.

Rationale:
The new Secretary position needs to be added to this section of the Handbook. Additionally, recent growth of the association has led to increased responsibilities for this group, so the existing descriptions are outdated.

Background:

Suggested language for the YALSA Handbook regarding the role and responsibility of the Executive Committee:

Executive Committee

The role of the YALSA Executive Committee is to help the Board accomplish its work in the most efficient way. The Committee facilitates decision making in between Board meetings or in the case of a crisis or other urgent circumstances. Specific members of the Executive Committee also liaise with relevant ALA governing bodies, committees and/or elected officers as appropriate. The Executive Committee may not: amend bylaws, elect or remove Board members, hire or fire the Executive Director, approve a change to the budget or make major structural decisions (such as adding or eliminating programs). Traditionally the Executive Committee meets at ALA Annual, Midwinter ALA's Fall Executive Meeting and in the spring (virtually). The President has the authority to call meetings of the Executive Committee as necessary. The Executive Committee consists of the: President, Immediate Past President, President-Elect, Division Councilor, Fiscal Officer, Secretary and Executive Director (ex-officio and nonvoting).

Suggested responsibilities for indivi

Preside over the President's Program and Membership Meeting for your year as President and give a brief report to the membership as to the status of the association. Present gavel to Vice President/President-Elect.

Start a conversation with the Board about the YALSA Executive Director's job performance in order to provide feedback to ALA's Senior Associate Executive Director for the annual employee review.

Emcee the Edwards Lunch and Printz Program, and other key events as you are ableTdch 05 0 TdbGAj3V

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Subscribe to, monitor and/or participate on appropriate YA library related discussion lists.

Participate in discussions with other Division Presidents and the ALA President.

The President follows-up Board meetings and Executive Committee meetings in a timely manner with correspondence to committees, members and others, and informs them of Board actions that affect them directly.

Keep the membership informed of important news relating to YALSA as well as accomplishments.

Governance:

Chair all Board of Directors and Executive Committee meetings. Solicit feedback from the Board and work with the Executive Director prior to the meetings to establish agendas for the meetings.

Organize member leader training, including the Board Planning session at Midwinter of your presidential year and all Leadership Development sessions.

Appoint members to any taskforces that are established during your term as President, and fill any committee/jury/taskforce vacancies that may arise.

Suggest possible candidates to the Board and Nominating Committee who can make significant contributions to the work of the Board and YALSA.

Follow all conflict of interest, confidentiality policies and other ALA/YALSA policies.

With the aid of the Executive Committee, select an individual for any member publisher positions that may come open during your year.

Communicate with other Division leaders and the ALA President, as appropriate.

Work with the Fiscal Officer and Executive Director on fiscal matters.

Work with Board Liaisons and Chairs to quickly resolve any committee/jury/taskforce issues or concerns that arise.

Follow up with Board members after Board meetings to ensure they complete any tasks that were assigned to them.

Work closely with the President-Elect to prepare him/her to step into your place after your presidential year is over.

Serve as an example for members by registering for events such as Teen Read Week, voting in ALA elections, writing letters to the editor, etc.

Guide the work of YALSA members who are representatives to other ALA or ALA Affiliate committees or member groups.

Continue to develop leadership skills and knowledge of association governance through attendance at workshops, reading professional materials, etc.

Represent YALSA in the Media & to the Public:

Inform the Executive Director and Communications Specialist of your whereabouts and the best way to contact you, as needed, as requests from the press often come up on short notice.

Know and be able to quickly and effectively communicate key information and news about YALSA, including official talking points and legislative issues relating to teens and libraries. Talking points are developed by the communications specialist with input from staff and member leaders.

Respond to questions from the media and provide quotes as requested by ALA's Public Information Office (PIO) or the YALSA Office. Keep up-to-date on developments in the field of YA librarianship.

Work with the YALSA Office to write op-ed pieces, as YA issues arise in the media.

Represent YALSA at state, regional and/or affiliate conferences. Work with the YALSA Office to decide which ones you can attend. Expect the state association to pay all or part of your expenses.

PRESIDENT-ELECT

Attend the ALA President's Breakfast.

Continue to work with YALSA's Program Officer and the President's Program Committee.

PAST PRESIDENT

The immediate Past-President serves as a member of the Board of Directors, helping to shape policy for the division and also contributing, from the experience, knowledge and insight gained as President, to the future direction and leadership of YALSA.

Besides duties as a Board member and member of the Executive Committee, the following responsibilities also pertain to this position:

Immediately after you step down from the Board at the end of the Annual Conference:

Communicate with ALA's Senior Associate Executive Director regarding the YALSA Executive Director's performance relating to his/her stated yearly goals, after consultation with the Board and the Executive Committee of YALSA.

Send thank yous to outgoing chairs as well as to members and member leaders who supported you throughout your presidential year.

Open the lines of communication with the new President-Elect and mentor them as appropriate to help them prepare for their presidential year.

Assist the new President with governance matters, as requested.

At Conferences during your year as Immediate Past President:

Attend and participate in the following meetings, as you are able:

- Division Presidents' Breakfast
- Attend ALA member leader receptions
- Other meetings at the YALSA President's request

Take advantage of opportunities to interact with Immediate Past Presidents from other Divisions.

Make an effort to mentor YALSA's President-Elect as opportunities arise.

In Between Conferences during your year as Immediate Past President:

Participate in discussions on the ALA DIVPRES e-list.

Stand in for the President at events and for media interviews, as requested.

Continue to provide support to the President-Elect.

Other Duties as Immediate Past President:

Create ways for Past Presidents to continue to be active in the association. Consider hosting a Past Presidents' reception or breakfast at the upcoming Midwinter Meeting or Annual Conference.

Work closely with the President-Elect to prepare him/her for their leadership position.

Know and understand any ALA policies that impact YALSA, such as the operating agreement (ALA Policy 6.4.1) between ALA at the Divisions.

Read regularly about governance matters for not-for-profit organizations and consider participating in continuing education opportunities such as e-courses and workshops offered by organizations such as Board Source, ASAE and Association Forum.

Consider extending your service to YALSA by offering your time and expertise on an ALA Committee or elected position.

Consider serving on key YALSA process committees where your expertise in association governance would be well-utilized, such as Strategic Planning, Organization and By-Laws, Financial Advancement and Program Clearinghouse.

Past-Past Presidents serve a year on YALSA's Nominating Committee.

DIVISION COUNCILOR

Besides duties as a Board member and member of the Executive Committee, the following responsibilities also pertain to this position:

General Responsibilities:

As provided for in the ALA Bylaws, Article IV, Section 2b: "Each division of the association shall be entitled to one councilor to be elected for a term of three years by the members of the division."

YALSA Bylaws, Article V, Section 2d states the duties and responsibilities of the division councilor, the division-elected representative to the ALA Council shall:

- Serve as a voting member of the YALSA Board
- Attend all meetings of the ALA Council
- Report to the YALSA Board about Council agenda before Council meets to request YALSA voting position on any agenda items
- Vote as directed by the YALSA Board on designated Council agenda items
- Represent YALSA's position on Council through necessary presentations and resolutions
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The YALSA Councilor is also a member of the YALSA Executive Committee, as well as the Board of Directors.

At Conferences:

Attend and participate in the following meetings:

- All meetings of YALSA's Executive Committee
- All meetings of YALSA's Board of Directors
- All meetings of ALA Council
- Youth Council Caucus meeting

Take advantage of opportunities to interact with Division Councilors from other Divisions, so you can get to know your peers.

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

In Between Conferences:

Share any Council documents of significance or that directly impact YALSA with the YALSA Board.

Monitor ALA Council discussions and alert YALSA's President and Executive Director to any issues that arise that directly affect YALSA.

Prepare a report on Council activities for the Board meetings at Midwinter and Annual, including information about proposed resolutions.

Review any Council materials prior to meetings with an eye to items that will have implications for YALSA or the field of young adult librarianship.
Work with other youth Division Councilors to prepare for the Youth Council Caucus meeting.
When requested by the Board, draft any resolutions for YALSA, including resolutions acknowledging significant accomplishments or anniversaries.

Other Duties as Division Councilor:

Know all policies and procedures relating to ALA Council.

Stay informed about YALSA's mission, services, policies, and programs.
Know and understand any ALA policies and their impact on YALSA, such as the operating agreement (ALA Policy 6.4.1) between ALA at the Divisions.

Read regularly about governance matters for not-for-profit organizations and consider participating in continuing education opportunities such as e-courses and workshops offered by organizations such as Board Source, ASAE and Association Forum.

Encourage other YALSA members to run for Council to ensure that YALSA and young adult issues are adequately represented.

FISCAL OFFICER

Besides duties as a Board member and member of the Executive Committee, the following responsibilities also pertain to this position:

The YALSA Fiscal Officer shall be an elected member of the YALSA Board, shall serve a three-year term of office and shall also serve on the YALSA Executive Committee. The primary responsibility of the Fiscal Officer is to work with the Board, Financial Advancement Committee and Executive Director to ensure the fiscal health of the association through proper financial oversight so that there are adequate resources for the organization to fulfill its mission.

Duties will include but are not limited to:

- Reviewing and evaluating proposed programs that have fiscal implications
- Monitoring the YALSA Business Plan and updating it as needed in collaboration with the YALSA Executive Director
- Working with the YALSA Board to institutionalize monetary and budget considerations for all programs and activities of the division
- Working with the YALSA Executive Director to prepare fiscal reports for Executive Committee & Board meetings
- Attending meetings of ALAx ID 15 &720. d9 7u ysBDC /TT1 1 Tf0.0m BDC TjEMC /rve o

Take advantage of opportunities to interact with Fiscal Officers from other Divisions, so you can get to know your peers.

Communicate with YALSA's liaison to BARC. Consider setting up a meeting so the two of you can discuss important issues and as a means for keeping the BARC liaison up to date on important developments.

Educate Committee Chairs about YALSA's Business Plan and how committees can contribute to generating revenue for the association.

In Between Conferences:

Work with the Executive Director to prepare a fiscal report for the Board meetings at Midwinter and Annual and submit to the YALSA Office one month before each conference.

Stay in regular touch with the chair of the Financial Advancement Committee and provide support or information when needed.

Work with the Executive Director to update the YALSA Business Plan, as needed.

Work with the Executive Director to annually identify Budget Priorities for the coming fiscal year. These are submitted to the Board for their approval each Midwinter.

Review agenda and supporting materials prior to all Board meetings with an eye to items that will have fiscal implications.

Other Duties as Fiscal Officer:

Stay informed about the organization's mission, services, policies, and programs, especially in terms of what their financial impact may be.
Assist the YALSA President with designing and implementing training for Board members in regards to their fiduciary responsibilities.
Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
Know and understand any ALA policies that impact finances for YALSA, such as the operating agreement (ALA Policy 6.4.1) between ALA at the Divisions.

Assist the Board and Financial Advancement Committee in planning, implementing and evaluating fundraising initiatives, such as those via Friends of YALSA, planned giving and the endowment.

Keep YALSA's liaison to ALA's BARC Committee informed about key financial accomplishments and issues.

Assist the President in regularly communicating key fiscal goals, accomplishments and concerns to the YALSA membership.

Assist the Board and the FAC in regularly informing the membership and targeted potential donors about opportunities to support YALSA with a financial gift.

Educate Committee Chairs about the YALSA Business Plan and about opportunities committees have in contributing to YALSA's fiscal health.

Communicate with individuals who donate to YALSA as

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- **Communication:** The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the YALSA Bylaws (Article VII, Section 2). The Secretary ensures that members are informed, through appropriate channels such as YALS or the web site, of Board actions.
- **Meetings:** The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President and Vice-President, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above. The Secretary may perform these duties for Member meetings and/or for the Executive Committee.

At Conferences:

Attend and participate in the following meetings:

- All meetings of YALSA's Executive Committee
- All meetings of YALSA's Board of Directors
- YALSA Membership Meeting

Work with staff to ensure that meeting minutes are taken accurately and that all motions of the Board are received and noted.

In Between Conferences:

Review meeting minutes and make corrections, as needed. Share minutes with the Board in a timely manner.

Work with staff to ensure that Board documents are available to members online.
When requested by the President, notify Board and membership of upcoming Board and/or Executive Committee meetings, as specified in the YALSA Bylaws (Article VII, Section 2).

Other Duties as Secretary:

Know all policies and procedures relating to YALSA.

Stay informed about YALSA's mission, services, policies, and programs.
Know and understand any ALA policies and their impact on YALSA, such as the operating agreement (ALA Policy 6.4.1) opej/TT1 .245 0 f0..705 0 Td(Knd/or H sookE-FjepGDc)Tj wia

participating in continuing education opportunities such as e-courses and workshops offered by organizations such as Board Source, ASAE and Association Forum.

Proposed Action:

Adopt the updated position descriptions and direct the O&B Committee to work with YALSA staff to ensure that the Handbook is updated to reflect the changes.