

### **Responsibilities for the 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).

### **Responsibilities for individual Executive Committee Members:**

## **PRESIDENT**

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

**At the Annual Conference where you are in-coming President:** (also refer to your orientation packet for President-Elect responsibilities at Annual)

Be seated as Chair of the YALSA Board of Directors at the end of the last Board meeting at Annual.

Chair the YALSA Executive Committee II meeting.

Attend and participate in the ALA Inaugural Banquet on Tuesday evening.

**After the Annual Conference when you have been installed as President:**

As needed assist the new President-Elect with appointments.

Communicate Board actions from the Annual Conference to committees, members and other that are directly affected by those motions.

Prepare for, attend and chair the Fall Executive meeting of YALSA's Executive Committee.

Continue to improve understanding of key YALSA policies and procedures as well as ALA policies and procedures, including the Operating Agreement. Continue to expand knowledge of parliamentary procedure. The official resource that ALA governance uses is Alice Sturgis' book, *The Standard Code of Parliamentary Procedure*.

Continue reading about nonprofit governance and leadership. Work with the Executive Director to identify appropriate professional materials, such as workshops, books, etc.

Prepare for the ALA Midwinter Meeting, including the development of briefings for Chairs and agendas for Midwinter meetings of the Board, Executive Committee, Leadership Development and All Committee.

Attend the Young Adult Literature Symposium, in years that it is offered.

Respond to all media contacts, especially those for Teen Read Week.

### **At Midwinter during your presidential year:**

Attend and participate in the Joint Youth Division Executive Committee meeting. Chair all Board and Executive Committee meetings as well as Leadership Development and All Committee meetings. Attend BARC meetings (Division Leaders/BARC Joint Meeting and ALA Finances 101) as time allows. Attend the Joint Youth Division Member Reception and greet members at the door.

Meet with your President's Program Planning Taskforce and YALSA's Program Officer to discuss your program at Annual.

Attend the ALA President's Breakfast.

Emcee the ALA Youth Media Awards Press Conference.

Speak briefly at YALSA's Institute.

Attend the ALA President's reception.

### **After Midwinter during your presidential year:**

Communicate Board actions from the Midwinter Meeting to committees, members and others that are directly affected by those motions. Work with Board members to help them accurately communicate board actions to their liaison committees.

Write letters of commendation and thanks to outgoing chairs and others appointed whose terms have expired.

In March encourage members to vote in the ALA/YALSA election. Work with staff to disseminate the message.

Prepare for and chair the meeting of the Executive Committee.

Prepare for and attend Library Legislative Day in May in Washington DC.

Prepare for ALA Annual Conference. In May work with the Executive Director to develop the agendas for the meetings of these groups: Executive Committee, Board, Leadership Development, All Committee, Membership and the Joint Executive Committee meeting at Annual. Solicit agenda items from the AASL and ALSC Presidents for the Joint Executive Committee meeting at Annual.

Prepare an annual report to the ALA Council due April/May about YALSA's achievements during the year.

Ensure that Resolutions are written for out-going Board members and other members who made a significant contribution to the association that year.

### **At Annual when you're concluding your presidential year:**

Chair the Joint Youth Division Executive Committee meeting, all Board meetings, Executive I, Leadership Development, All Committee and the President's Program & Membership Meeting.

Attend and participate in Executive II, YALSA 101 and BARC and other key ALA meetings as time allows.

Attend the ALA Presidents' Breakfast.

Attend ALA member leader receptions.

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 able. Work with the YALSA office in advance to prepare remarks.

Be available to say a few words at events such as the preconferences, YALSA 101, etc.

Attend AASL Honor Luncheon and Newbery/Caldecott Banquet (and other similar affairs), if invited.

### **After Annual when you have stepped down as President:**

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, as requested.

Consider hosting a Past Presidents' reception or breakfast at the upcoming Annual or

## **On-going Duties During Your Presidential Year:**

### **Communication with Members:**

Communicate regularly with the Executive Committee, Board, YALSA Executive Director, Committee/Jury/Taskforce Chairs and ALA member leaders.

Write for *YALS*, as requested.

When appropriate, write thank you notes to individuals who give their time and resources to YALSA.

Work with the chairs of the President's Program as well as YALSA's Program Officer to plan the event for Annual.

Include your role in YALSA in your email signature, article bylines and other appropriate places.

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 importa

**YALSA Executive Committee – Annual 2008**  
**Topic: Updating Executive Committee Responsibilities**

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**Item #14**

Consider subscribing to, monitoring and/or participating in discussions on YALSA's discussion lists to stay abreast of YALSA news, member needs and trends in the field.

Become familiar with YALSA's electronic resources.

Attend the Fall Executive meeting of YALSA's Executive Committee.

Provide a bio, headshot and image of your signature to the YALSA Office.

Begin thinking about what goals you want to accomplish during your year as President. This will help determine your theme, if you choose to have one, and the focus of your President's Program.

Familiarize yourself with ALA's Handbook of Organization.

Work with YALSA's Administrative Assistant to get business cards.

Fill in for the President as needed for media interviews, quotes for press releases, etc.

Increase your knowledge of parliamentary procedure. The official resource that ALA governance uses is Alice Sturgis' book, *The Standard Code of Parliamentary Procedure*.

Continue reading about nonprofit governance and leadership. Work with the Executive Director to identify appropriate professional materials, such as workshops, books, etc.

### **At Midwinter of your President-Elect year:**

Attend and participate in the Joint Youth Division Executive Committee meeting, all Board and Executive Committee meetings, Leadership Development, All Committee and Joint Youth Division Membership Reception. Attend BARC meetings (Division Leaders/BARC Joint Meeting and ALA Finances 101) as time allows.

Meet with YALSA's Program Officer and your President's Program Planning Taskforce to discuss your program at Annual 2009 and submit a Form A at [www.ala.org/ala/yalsa/aboutyalsa/yalsaform.cfm](http://www.ala.org/ala/yalsa/aboutyalsa/yalsaform.cfm).

Attend the ALA President's Breakfast.

### **After Midwinter of your President-Elect year:**

Make process committee appointments.

Participate in the Executive Committee's Spring Conference Call.

Continue refining your goals, planning your President's Program and developing your theme.

Make up a new list of Board Liaisons to Committee Chairs. Consult with the President about any recommendations he/she may have with assigning Board members to specific committees.

Work with the President to prepare an agenda for the Executive Committee II meeting at Annual, which you will chair.

### **At Annual when you are in-coming President:**

**YALSA Executive Committee – Annual 2008**  
**Topic: Updating Executive Committee Responsibilities**  
**Item #14**

Attend and participate in the Joint Youth Division Executive Committee meeting, all



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
- Report to the YALSA Board about Council actions after Council meets
- Perform other Council-related activities as directed by the YALSA Board

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 ALA's Budget Analysis & Review Committee (BARC), including the Budget and Planning Assembly and the Division Leaders' meeting
- Participating in long range planning such as projecting future budget needs and identifying revenue resources to meet them
- Attending the Division Presidents' Breakfast and other key division and ALA meetings at the Annual Conference and the Midwinter Meeting as requested by the President

### **At Conferences:**

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

- YALSA's Financial Advancement Committee

- ALA's Budget Analysis & Review Committee (BARC) Division Leaders' Meeting
- ALA's Planning & Budget Assembly Meeting
- YALSA's Leadership Development Meeting
- YALSA's All Committee Meeting

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 well as potential donors.

Read regularly about financial matters for not-for-profit organizations and consider participating in continuing education opportunities.

## SECRETARY

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

### **General Responsibilities:**

The YALSA Secretary is a member of the YALSA Executive Committee, as well as the Board of Directors. The Secretary is responsible for ensuring that accurate and sufficient documentation exists to enable authorized persons to determine when, how, and by whom the board's business was conducted. The Secretary records minutes of Board meetings, ensures their accuracy and availability, and performs other duties as requested by the President.

### **Specific Duties:**

- **Minutes:** The secretary is responsible for ensuring that accurate minutes of meetings are taken, approved and disseminated. Minutes must include:
  - date, time, location of meeting
  - list of those present and absent
  - list of items discussed
  - list of reports presented
  - text of motions presented and description of their disposition

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the organizational records.

- **Custodian of records:** The Secretary works with staff to ensure that the records of the organization are maintained and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists

of directors, board and committee meeting minutes financial reports, and other official records.

- **Bylaws:** The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.
- **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) between ALA at the Divisions.

As needed assist the Organization & Bylaws Committee to periodically review key Division documents such as the YALSA Handbook and Bylaws for currency and accuracy and make recommendations to the Board when updates are needed.

When a Bylaws change is approved by the Board, work with the Organization & Bylaws Committee write the proposed new language and help staff prepare the ballot information for the vote to change the Bylaws.

Read regularly about governance matters for not-for-profit organizations, including but not limited to information management and parliamentary procedure, and consider 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.