

## NYLA Council and Committee Chair Responsibilities

### President

- Appoints committee chairs and fills vacancies on committees.
- Assists NYLA staff with selecting keynote and farewell luncheon speakers as well as theme for conference.
- Serves as chair of the Executive Committee.
- Presides over and sets agenda for Council Meetings.
- Serves on the Finance Committee.
- Serves as ex-officio and non-voting member of all other committees.
- Introduces Keynote Speaker at Conference.
- Presides over Annual Membership Meeting at Conference.
- Gives Farewell Address at Inaugural Banquet.
- Authorized to co-sign NYLA checks.
- Can appoint special ad-hoc committees/task forces for specified periods of time.

### President-Elect

- Serves on Finance Committee.
- Serves on Executive Committee.
- Serves on NYLA Council.
- Serves as ex-officio and non-voting member of all other committees.
- Gives Inaugural Address at Inaugural Banquet.
- Introduces Farewell Luncheon Speaker.

### Past-President

- Serves as chair of the Nominating Committee.
- Serves on NYLA Council.
- Serves on Finance Committee.
- Serves on Executive Committee.

### Treasurer

- Serves as chair of the Finance Committee.
- Serves on Executive Committee.
- Serves on NYLA Council.
- Receives and reviews monthly balance/financial statements and ledger..
- Reports at NYLA Council meetings on association's finances.
- Authorized to co-sign checks.
- Provides written financial report and summary at Annual Membership Meeting.
- Works with staff to promote fundraising initiatives.
- Reviews monthly financial ledger

#### Treasurer-Elect

- Serves on NYLA Council.
- Serves as non-voting member of Finance Committee.
- Serves as non-voting member of the Executive Committee.

#### ALA Councilor

- Represents NYLA as New York Chapter Councilor
- Serves on the NYLA Council
- Attends ALA Annual and Midwinter Conferences
  - Attends all information Meetings for ALA Council and ALA/APA Council
  - Attends all meetings of ALA Council at conference
  - Attends all meetings of ALA/APA Council at conferences
  - Attends ALA Membership meetings at conferences
  - Attends ALA Chapter Relations Committee meetings and evening ALA Chapter caucuses as necessary
- Reports to NYLA Council on ALA issues and action items year round and solicits input from NYLA on national issues
- Participates on ALA Council list serve year round
- Hosts the ALA Information meeting at NYLA Conference

#### Councilors-at-Large

- Serve on NYLA Council for a term of 3 years.
- Serve as liaisons to NYLA Committees and affiliated organizations.

#### Legislative Committee Chair

- Presides, schedules and sets agenda for committee meetings.
- Assists NYLA staff with organizing Lobby Day and mobilizing regional/system coordinators who make appointments and arrange for transportation to Albany.
- Provides briefings with Executive Director to Lobby Day attendees and participates in meetings with legislators/legislative staff as needed.
- Coordinates input and development of NYLA Legislative Agenda with Executive Director to present to NYLA Council for approval.

#### Membership Committee Chair

- Presides, schedules and sets agenda for committee meetings.
- Works with NYLA staff to develop and implement membership retention and attraction strategies and initiatives.
- Organizes membership drives and representation at events to inform library staff about NYLA membership.
- Gives report to membership at Annual Membership meeting.

#### Continuing Education Committee Chair

- Presides, schedules and sets agenda for committee meetings.

- Solicits, reviews and approves proposals for continuing education workshops for pre-conference and regional institutes that offer CEU credits.
- Works with NYLA staff to develop new continuing education initiatives and formats to meet the professional development needs of the library community.

#### Development Committee Chair

- Presides, schedules and sets agenda for committee meetings.
- Works with NYLA staff to solicit ideas, develop and implement initiatives that raise revenue for NYLA from fundraising and/or through services/products.

#### Public Awareness Committee Chair

- Presides, schedules and sets agenda for committee meetings.
- Develops calendar of library events to post on NYLA website.
- Works with NYLA staff to promote library events to the library community and general public.

#### Intellectual Freedom Committee Chair

- Presides, schedules and sets agenda for committee meetings.
- Advises and informs NYLA Council/Staff on intellectual freedom issues, serves as resource for NYLA members and works in tandem with Intellectual Freedom Roundtable to respond to infringements on intellectual freedom.
- Nominates individual and/or organization to receive Intellectual Freedom Award.
- Provides quarterly update on intellectual freedom issues for NYLA Bulletin.

#### Awards Committee Chair

- Presides, schedules and sets agenda for committee meetings.
- Solicits, reviews and recommends for approval nominations for NYLA Outstanding Service to Libraries Award, NYLA Outstanding Advocate of Libraries Award and Mary Bobinski Innovative Library Director Award.

#### Conference Program Committee Chair

- Presides, schedules and sets agenda for committee meetings.
- Works with NYLA staff and Section representatives to solicit, review and recommend workshops/topics for inclusion in the Annual Conference.
- Works with NYLA staff to implement conference program.

#### Scholarship Bash (formerly Vitality Fund Event) Committee Chair

- Presides, schedules and sets agenda for committee meetings.
- Works with NYLA staff to coordinate fundraising event at Annual Conference.

### Local Arrangements Committee Chair

- Presides, schedules and sets agenda for committee meetings.
- Works with NYLA staff to make arrangements for local tours, volunteers, provide information to attendees at Annual Conference.

### Web Site Committee Chair

- Presides, schedules and sets agenda for committee meetings.
- Works with Sections, Roundtables and Committees to develop and maintain their web pages in coordination with NYLA staff and advise Council on web page policy.