

Immediate Past President Friends of Libraries Section

Term of office: One-year term (third year of three-year cycle consisting of First Vice President/President-Elect; President; Immediate Past President)

Election cycle: A First Vice President/President-Elect is nominated annually.

Duties and Responsibilities:

1. Attends all Executive Board meetings as a voting member
2. Presents a written report for each Executive Board meeting to be included in the electronic meeting archives.
3. Recommends two FLS members to serve on the Nominating Committee, with the appointments approved by the Section President
4. Chairs the Nominating Committee to prepare a slate of candidates for FLS offices in accordance with the Section's current by-laws
5. Makes recommendations of candidates to fill vacancies on the Executive Board, which in turn votes to approve the recommended candidates by April 30 annually
6. Requests candidate information (biographies and position statements) for each candidate to be provided to NYLA for the election and posting on the FLS webpage
7. Prepares the slate of candidates, submitting nominations in accordance with the Section by-laws, and with the assistance of NYLA staff, informs the Section membership of the election by the end of June
8. Provides oversight for the Section's election process, concluding July 15 annually
9. Reports the results of the election to the FLS Executive Board for their approval
10. Informs candidates of election outcome and Section members at the FLS Annual Membership meeting
11. Publicizes election results through Section marketing avenues (e.g., newsletter, listserv, webpage) and NYLA's online publications

12. Provides all incoming officers with the documents deemed necessary by the President to give an overview of the Section's way of work, history, and current status
13. Organizes the logistics, markets, and facilitates the meet-up for area Friends groups and library staff in coordination with the FLS Board's annual in-person board meeting.
14. Makes recommendations to the NYLA President and NYLA President-Elect of FLS members to be appointed to NYLA committees
15. Provides support to the First Vice President/President-Elect or the Section President as needed

Reviewed by the Executive Board, 1/26/15; 2/8/19
Non-substantive changes made 9/28/20

file: past president job description