

## **President Friends of Libraries Section**

**Term of office:** One-year term (second 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. Directs the work of the Section
2. Presides at all Executive Board meetings and FLS Annual Membership meeting
3. Provides a written agenda for each meeting
4. Presents a written report of the President's activities for each Executive Board meeting to be included in the electronic meeting archives
5. With the Treasurer, approves payment of any bills and reimbursements throughout the year
6. Informs the NYLA President, NYLA Executive Director, and FLS Web Editor of the complete roster of officers, members at large, and Section representatives to NYLA standing committees for the current year
7. Prepares a "President's Column" for each FLS newsletter
8. Reviews annually the "Manual of Policies and Procedures," a record of the policies adopted by the Executive Board and guidelines for duties and procedures to be followed by FLS officers. This task may be delegated by the President to another officer.
9. Appoints special task forces to carry out detailed tasks for specified periods of time with the approval of the Executive Board
10. Establishes new committees as needed and appoints committee members and representatives with the approval of the Executive Board
11. In consultation with the FLS Board and NYLA President-Elect, identifies and recruits candidates to serve as Section representatives to NYLA standing committees, submitting them for approval for appointment by the Board
12. Assists the Second Vice President with membership recruitment and a welcome letter for new members
13. Initiates periodic reviews of the Long-Range Plan

14. Provides oversight of contributions to *The NYLA Voice* by the chair of the FLS Communication Committee, providing content when requested and assigning articles to appropriate officers for submission
15. Serves as Section representative on NYLA Council for one year
16. Provides periodic written and oral reports on Section activities to NYLA Council
17. Prepares an annual year-end report for the FLS Annual Membership meeting on the activities of the Section and presents it in writing to the membership and to NYLA Council
18. Plans the agenda for the FLS Annual Membership meeting
19. Serves as the spokesperson for the Section and is responsible for overseeing the marketing and public image of the Section
20. Upon completion of term, serves one year as Immediate Past President and chair of the Nominating Committee to prepare a slate of candidates for FLS offices

Reviewed by the Executive Board, 1/26/15; 2/8/19  
Non-substantive revisions 9/28/2020

file: president job description  
updated: 2/7/19; 9/28/20