

**First Vice President/President-Elect  
NYLA Annual Conference Curator for FLS  
Friends of Libraries Section**

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

**Election cycle:** Nominations required annually

**Duties and Responsibilities:**

1. Creates, manages, organizes, and executes the Section's programs at the NYLA Annual Conference
  - a. Researches potential topics and speakers; develops program proposals for review by NYLA members and Conference Curators' Committee
  - b. Attends the NYLA Conference Curators' meetings
  - c. Looks for ways to forge alliances with other NYLA units and affiliates to present and sponsor conference programs and if opportunities present themselves, other continuing education opportunities for the members over the course of the year
  - d. Develops budget for conference needs and submits to Section Treasurer for inclusion in the Section's annual budget
  - e. Curates program content in cooperation with speakers
  - f. Works with all other Executive Board members to publicize the Annual Conference program offerings through the Section newsletter, NYLA's "News You Can Use," *The NYLA Voice*, FLS and/or NYLA listserv, and FLS webpage
  - g. Strives to involve the membership in the conference programs at a variety of levels, through presenting their experiences, serving as panel moderators, assistant room monitors, or booth volunteers
2. Attends all Executive Board meetings and presents a written report to be included in the electronic meeting archives.
3. Assists the President and assumes the office of President when the President is unable to serve
4. Upon completion of term, serves as President

Reviewed by the Executive Board, 1/26/15; 8/20/18; 2/8/19  
Non-substantive revisions 9/28/2020

file: vice president job description