President
Friends of Libraries Section

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

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 Annual Membership meeting
3. Provides a written agenda for each meeting
4. With the Treasurer, approves payment of any bills and reimbursements throughout the year
5. Informs the NYLA President, NYLA Executive Director, and FLS Web Liaison of the complete roster of officers and members at large for the current year
6. Prepares a “President’s Column” for each FLS newsletter
7. 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.
8. Appoints special task forces to carry out detailed tasks for specified periods of time with the approval of the Executive Board
9. Establishes new committees as needed and appoints committee members, liaisons, and representatives with the approval of the Executive Board
10. Assists the Second Vice President with membership recruitment and a welcome letter for new members
11. Initiates periodic reviews of the Long-Range Plan and Section Membership Plan
12. Contributes to the NYLA *e-Bulletin* when requested and assigns articles to appropriate officers for submission
13. Serves as Section representative on NYLA Council for one year
14. Provides periodic written and oral reports on Section activities to NYLA Council
15. Prepares an annual year-end report for the Annual Membership meeting on the activities of the Section and presents it in writing to the membership and to NYLA Council.

16. Plans the agenda for the Annual Membership meeting.

17. Serves as the spokesperson for the Section and is responsible for overseeing the marketing and public image of the Section.

18. 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
file: president job description