

NELA JOB DESCRIPTIONS FOR ELECTED OFFICERS

Position: Vice President/President-Elect, President, Past-President

Term of Office: 3-year commitment – Year 1 Vice President/President-Elect
Year 2 President
Year 3 Past President

Board Year – November to October (term begins/ends at NELA Annual Conference in fall)

Meetings Commitment: 6 In-person or Virtual Executive Board Meetings each year
6 In-person or Virtual Administrative Committee Meetings each year
Annual Business Meeting held during the Annual NELA Conference
Other meetings as scheduled

Year 1 Vice President/President-Elect

- Serves as a member of the Administrative Committee, Executive Board and Finance Committee.
- As Chair of the annual conference is in charge of Conference Planning Committee (responsible to the Executive Board). Works with the Events & Communication Coordinator on Conference organization and details.
- Assists President in evaluating and managing staff.
- Acts in absence of the President.

Year 2 President

- Sets agendas for and presides at all meetings of membership, the Administrative Committee, and the Executive Board. Serves on Finance Committee and Personnel Committee.
- Conducts Annual Business Meeting at close of term of office. Prepares & presents Annual Report to membership.
- Represents the Association in official capacity and may be reimbursed for expenses incurred and acts as spokesperson for the Association.
- Represents NELA at the annual state conference of each of the member New England states or appoints another officer to do so. May attend ALA Conference to represent NELA at Chapter Relations.
- Approves disbursements of money by Treasurer and Library Association Administrator. Approves expense vouchers and signs all contracts for the organization.
- Coordinates committee activities with the advice of the Executive Board. Appoints Committee Chairs, as well as establishes and populates Ad Hoc committees and special committees as necessary, subject to Executive Board approval.
- With the advice and consent of the Executive Board and the Administrative Committee, the President sets priorities and develops special projects for the Association.
- Oversees the work of the Association employees.

Year 3: Past President

- Coordinates annual evaluations of Association employees. Serves on the Personnel Committee.
- Convenes and Chairs Nominating Committee (consisting of State Reps.) for election of Officers, and for Emerson Greenaway Award.
- Manages Election details, working with Library Association Administrator.
- Coordinates Emerson Greenaway Award details, working with staff.
- Other duties as requested by the President and Executive Board.

Position: Junior & Senior Director

Term of Office: 2 years

Year 1: Junior Director

Year 2: Senior Director

Board Year – November to October (term begins/ends at NELA Annual Conference in fall)

Meeting Commitments: 6 In-person or Virtual Executive Board Meetings each year

6 In-person or Virtual Administrative Committee Meetings each year

Conference Committee Meetings as Scheduled

Annual Business Meeting held during the Annual NELA Conference

Other meetings as scheduled

- Shall be responsible for the sections and special interest groups, and will communicate and meet with them when necessary. The Directors serve in a coordinating and advisory capacity to the sections and special interest groups, and serve as liaison between section and special interest group chairs and the staff, as needed.
- Directors serve as members of the Administrative Committee and the Executive Board.
- The Junior Director also serves on the Conference Planning Committee, working directly with the Vice President/President Elect.
- The Senior Director, assisted by the Secretary, identifies areas of the Policy and Procedures Manual in need of revision, bringing proposed changes to the Administrative Committee throughout the year for discussion and submitting the accepted changes to the Secretary for revision of the online manual.
- The Senior Director serves as an advisor to, and a liaison between, the chairs of the Membership and Public Relations Committees. The Senior Director also serves on the Personnel Committee.
- Perform special duties as assigned by the President, including working on any special Presidential initiatives or programs.

Position: Treasurer

Term of Office: 2 years (may serve up to two consecutive terms)

Board Year – November to October (term begins/ends at NELA Annual Conference in fall)

Meeting Commitments: 6 In-person or Virtual Executive Board Meetings each year

6 In-person or Virtual Administrative Committee Meetings each year

Annual Business Meeting held during the Annual NELA Conference

Other meetings as scheduled

The Treasurer must be bonded.

- Serves as a member of the Administrative Committee, Executive Board, Personnel Committee and chairs the Finance Committee.
- Works with the Library Association Administrator to develop and present budget for approval by Executive Board at the January meeting of the Executive Board.
- Presents financial reports as prepared by Library Association Administrator at the annual business meeting.
- Directs Library Association Administrator to submit accounts for annual audit to auditor
- Authorized to sign checks made out by Library Association Administrator.
- Oversees payroll and other policies related to employees.
- Oversees deposits via online bank account access and transfers funds from checking account to savings instruments in federally-approved agency on approval of Executive Board.
- Treasurer should be prepared to discuss with the incoming Executive Board its fiscal responsibilities during Orientations and at other times.
- In the second year of each term, convenes Finance Committee and Membership Committee to review Dues Schedule.
- As directed by President, meets with Library Association Administrator and other officers to evaluate the Library Association Administrator's responsibilities and performance.

Position: Secretary

Term of Office: 2 years (may serve up to two consecutive terms)

Board Year – November to October (term begins/ends at NELA Annual Conference in fall)

Meeting Commitments: 6 In-person or Virtual Executive Board Meetings each year

6 In-person or Virtual Administrative Committee Meetings each year

Annual Business Meeting held during the Annual NELA Conference

Other meetings as scheduled

- Serves as a member of the Administrative Committee and Executive Board.
- Records minutes of all Administrative Committee and Executive Board meetings.
 - Records minutes of Annual Business Meeting
 - Prepares minutes for distribution and/or publication within 2 weeks.
- Records Policy and Procedures Manual changes and updates as the Executive Board votes to accept or reject. Works with Senior Director to keep manual updated.