Policy Statement:
Each AASL Board member has specific responsibilities during board meetings and throughout the year as outlined in this policy.

Focus:
AASL Board of Directors

Purpose:
To ensure that prospective, newly elected, and current board members have a clear understanding of their roles and responsibilities during board meetings and throughout the year.

Supportive Data:
See AASL Bylaws Article IV, VII and VIII.

Procedure:
The following outlines the responsibilities, attendance requirements, and additional duties for AASL elected officials.

The AASL President shall:

- Preside at all of the AASL meetings, including those of the AASL Board of Directors
- Serve as an ex-officio member of all of the AASL committees, except the Leadership Development Committee, with a right to vote only in case of a tie
- Perform other duties designated by the membership, or the board, and shall represent the AASL or designate a representative to other organizations
- Report annually to the AASL membership

The AASL President will attend:

- ALA Midwinter Meeting and ALA Annual Conference
  - AASL Executive Committee and AASL Board meetings, over which they will preside
  - AASL Affiliate Assembly (present report from the board)
  - AASL Alliance for Association Excellence Committee
  - ALA President’s Luncheon
• ALA Division President’s Breakfast*
  ○ Joint Youth Executive Committee Meeting (and every three years preside)
• AASL Spring and Fall Executive Committee meetings*
• AASL National Conference (or other AASL national professional development event)*
• Five (5) state affiliates as part of the presidential rotation, where they will present*
• ALA Library Legislation Day with AASL Executive Director*
• AASL priorities and special initiatives which may require travel as needed*
• ALA Division Leadership meeting*

*Indicates events in which AASL covers all or partial expense

Attendance at other state conferences is a personal decision and will not be supported financially by AASL.

Additional responsibilities include:

• Writing a presidential column for each issue of Knowledge Quest
• Contributing reports to For the Record, AASL’s Bi-Annual Newsletter on the Business of the Association
• Submitting blog posts for Knowledge Quest website
• Conducting an online orientation for committee chairs and prepare, with staff, a committee handbook
• Presenting the AASL President’s Report during AASL’s Annual Membership meeting

The AASL President-Elect shall:

• Perform the duties of the president in the absence or incapacity of the president
• Perform other duties designated by the board

The AASL President-Elect will attend:

• ALA Midwinter Meeting and ALA Annual Conference
  ○ AASL Executive Committee and AASL Board meetings
  ○ AASL Affiliate Assembly (and will present)
  ○ AASL Alliance for Association Excellence Committee
  ○ ALA President-Elect’s Luncheon
  ○ ALA Division President’s Breakfast*
  ○ Joint Youth Executive Committee Meeting
• AASL Spring and Fall Executive Committee meetings*
• Three (3) state affiliates as part of the presidential rotation at which they will present*
• AASL priorities and special initiatives which may require travel as needed*
• ALA Inaugural Event as a guest of honor
• ALA Division Leadership meeting*
• ALA President-elect Orientation*
• President-elect training with AASL Executive Director*

*Indicates events in which AASL covers all or partial expense

Attendance at other state conferences is a personal decision and will not be supported financially by AASL.

Additional responsibilities include:

• Working with AASL staff to make committee appointments and prepare documents for the coming year
• Prepare orientation for board including board handbook
• Contributing reports to For the Record, AASL’s Bi-Annual Newsletter on the Business of the Association

The AASL Immediate Past-President shall:

• Serve as a mentor to newly elected directors
• Serve as a liaison to the Affiliate Assembly Coordinating Team (AACT) in its capacity as a membership committee.
• Serve as chair of the Leadership Development Committee

The AASL Immediate Past-President will attend:

• ALA Midwinter Meeting and ALA Annual Conference
  o AASL Executive Committee and AASL Board meetings
  o AASL Affiliate Assembly
  o AASL Alliance for Association Excellence Committee
  o ALA Division President’s Breakfast*
  o Joint Youth Executive Committee Meeting

• AASL Spring and Fall Executive Committee meetings*
• Two (2) state affiliates as part of the presidential rotation at which they will present*
• AASL priorities and special initiatives, which may require travel as needed*
• ALA Division Leadership meeting*

*Indicates events in which AASL covers all or partial expense
Attendance at other state conferences is a personal decision and will not be supported financially by AASL.

Additional responsibilities include:

- Serving as the host/ess for the AASL Past-Presidents’ Luncheon at ALA Annual*
- Presenting the AASL President’s Report during AASL’s Annual Membership meeting

The AASL Treasurer shall:

- Chair the AASL Budget Committee
- Chair the AASL Alliance for Excellence Committee
- Serve as the members’ advocate in the budgetary process, reporting annually to the AASL membership

The AASL Treasurer will attend:

- ALA Midwinter Meeting and ALA Annual Conference
  - AASL Executive Committee and AASL Board meetings
  - AASL Affiliate Assembly
  - AASL Alliance for Association Excellence Committee
  - Joint Youth Executive Committee Meeting
  - ALA Planning and Budget Assembly (PBA)/Division meetings
  - ALA Budget Analysis and Review Committee (BARC)/Division meetings

- AASL Spring and Fall Executive Committee meetings*
- AASL priorities and special initiatives, which may require travel as needed*
- ALA Division Leadership meeting*

*Indicates events in which AASL covers all or partial expense

Attendance at other state conferences is a personal decision and will not be supported financially by AASL.

Additional responsibilities include:

- Presenting AASL Treasurer’s Report during AASL’s Annual Membership meeting
- Contributing reports to For the Record, AASL’s Bi-Annual Newsletter on the Business of the Association

AASL Executive Director, in consultation with the Budget and Finance Committee, is responsible for preparing the yearly budget.
The AASL Division Councilor shall:

- Represent AASL in the governing body of the association, the ALA Council
- Serve on the AASL Executive Committee

The AASL Division Councilor will attend:

- ALA Midwinter Meeting and ALA Annual Conference
  - AASL Executive Committee and AASL Board meetings
  - AASL Affiliate Assembly (and will present)
  - Joint Youth Executive Committee Meeting
  - ALA Council meetings
  - Youth Division Caucus

- AASL Spring and Fall Executive Committee meetings*
- AASL priorities and special initiatives, which may require travel as needed*

*Indicates events in which AASL covers all or partial expense

Additional responsibilities include:

- Contributing reports to For the Record, AASL’s Bi-Annual Newsletter on the Business of the Association
- Presenting the Division Councilor’s Report during AASL’s Annual Membership meeting

The AASL Member-at-Large shall:

- Represent all members of the association on the AASL Board of Directors
- Serve on the Bylaws Committee

The AASL Member-at-Large will attend:

- ALA Midwinter Meeting and ALA Annual Conference
  - AASL Board meetings
  - AASL Affiliate Assembly

- AASL priorities and special initiatives, which may require travel as needed*

The AASL Section Representatives (ESLS, ISS, SPVS) shall:

- Represent the interests of AASL’s Member-at-Large as well as the views of the section to the board
• Provide the board with reports of section activities
• Serve as a communication channel between the AASL Board and the section

The AASL Section Representative will attend:

• ALA Midwinter and ALA Annual Conference
  o AASL Board meetings
  o AASL Affiliate Assembly

• Participate in AASL priorities and special initiatives, which may require travel as needed*

*Indicates events in which AASL covers all or partial expense

The AASL Regional Director shall:

• Represent the interests of the AASL Members-at-Large, as well as those members within his/her region
• Serve as a communication channel between the AASL Board and the membership

The AASL Regional Director will attend:

• ALA Midwinter and ALA Annual Conference
  o AASL Board meetings
  o AASL Affiliate Assembly

• Participate in AASL priorities and special initiatives, which may require travel as needed*

Additional responsibilities include:
• Contacting each state within his/her region to request being added to communication channels
• Optional attendance at a state conference outside of his/her residential state for the purposes of representing AASL and the importance of affiliation*

*Indicates events in which AASL covers all or partial expense