**Policy No: B-1**

**Subject:** Position Descriptions, Board Members

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**Policy Statement:**
Each member of the AASL Board of Directors 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 members of the AASL Board of Directors have a clear understanding of their roles on a competency-based board and responsibilities during board meetings and throughout the year.

**Supportive Data:**
See AASL Bylaws Article V and VIII.

**Procedure:**
As a competency-based board, qualifications for candidates shall be determined annually by the Leadership Development Committee in consultation with the AASL Board.

The following outlines the responsibilities, attendance requirements, and additional duties for specific AASL elected positions.

The **AASL President** shall:

- Preside at AASL meetings, including those of the AASL Board of Directors
- Serve as an ex-officio member 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 represent the AASL or designate a representative to other organizations
- Report annually to the AASL membership

The AASL President will attend:

- ALA Annual Conference
- AASL Board meetings, over which they will preside in person and/or virtually
• AASL Chapter Assembly to present a report from the board
• Joint Youth (AASL, ALSC, YALSA) Executive Committee Meeting with rotating schedule to preside
• AASL National Conference (or other AASL national professional development event)
• State chapter conferences as part of the presidential leadership visit rotation, and present
• ALA legislative days
• AASL priorities and special initiatives which may require travel as needed

Additional responsibilities of the AASL President will include the following:

• Write a presidential column for each issue of Knowledge Quest
• Submit blog posts for KQ blog
• Submit an annual written report of the past year’s AASL activities to ALA Council
• Respond to interview requests from media outlets, AASL press releases, and other inquiries as needed
• Facilitate virtual AASL Town Hall meetings including the annual membership meeting
• Conduct an online orientation for committee chairs

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 Annual Conference
• AASL Board meetings in person and/or virtually
• AASL Chapter Assembly at ALA Annual
• Joint Youth (AASL, ASC, YALSA) Executive Committee Meetings
• State chapter conferences as part of the presidential leadership visit rotation and present
• AASL priorities and special initiatives which may require travel as needed
• ALA Inaugural Event as a guest of honor
• President-elect training with AASL Executive Director

Additional responsibilities include:

• Work with AASL staff to make committee appointments and prepare documents for the coming year
• Prepare orientation for incoming board
The AASL Immediate Past-President shall:

- Serve as chair of the Leadership Development Committee
- Serve as a mentor to newly elected directors

The AASL Immediate Past-President will attend:

- ALA Annual Conference
- AASL Board meetings in person and/or virtually
- AASL Chapter Assembly at ALA Annual
- Joint Youth Executive Committee Meeting
- State chapter conferences as part of the presidential leadership visit rotation and present
- AASL priorities and special initiatives, which may require travel as needed

Additional responsibilities include:
- Serving as the host/ess for the AASL Past-Presidents’ Luncheon at ALA Annual

The AASL Secretary/Treasurer shall:

- Document all board actions at official meetings
- Serve as the members’ advocate in the budgetary process

The AASL Secretary/Treasurer will attend:

- ALA Annual Conference
- AASL Board meetings in person and/or virtually
- AASL Chapter Assembly at Annual
- Joint Youth (AASL, ALSC, YALSA) Executive Committee Meetings
- ALA Planning and Budget Assembly (PBA)/Division meetings
- ALA Budget Analysis and Review Committee (BARC)/Division meetings
- AASL priorities and special initiatives, which may require travel as needed

The AASL Division Councilor shall:

- Represent AASL in the governing body of the association, the ALA Council
- Serve as a communication channel between the AASL Board and ALA Council

The AASL Division Councilor will attend:

- ALA Annual Conference
- AASL Board meetings in person and virtually
- AASL Chapter Assembly at Annual
- Joint Youth (AASL, ALSC, YALSA) Executive Committee Meeting
- ALA Council meetings
- Youth Division Caucus
- AASL priorities and special initiatives, which may require travel as needed
The AASL Director-at-Large(s) shall:

- Act on behalf of the overall interests of the association and its members
- Bring expertise and knowledge that advances the strategic plan

The AASL Director-at-Large(s) will attend:

- ALA Annual Conference
- AASL Board meetings in person and/or virtually
- AASL Chapter Assembly
- AASL priorities and special initiatives, which may require travel as needed

The AASL Director-at Large, Chapters as a designated competency additionally shall:

- Speak to the interests of the AASL Chapters, as well as all members of the association
- Serve as a communication channel between the AASL Board and the AASL Chapters as an ex officio on the AASL Chapter Coordination Team (ACCT)
- Report to the ACCT any actions taken by the AASL Board of Directors on Resolutions
- Share Resolutions and other matters of note from the AASL Chapter Assembly with the AASL Board of Directors

The AASL Director-at-Large, Chapters will additionally attend:

- AASL Chapter Assembly and ACCT Meetings