

THE ALA PRESIDENT

The role of the ALA President is to be the Association's chief spokesperson and to work closely with the ALA's Executive Director in identifying and promoting library issues nationwide and internationally. The ALA President is recognized as the Association's leader by its members. He/she also is vital to the governance of the Association and serves as presiding officer at Executive Board and Council meetings. In order to support these roles, the ALA president receives professional media training, professional training and assistance from ALA's parliamentarian, and significant staff support as outlined below.

The ALA President also serves as President of the ALA-Allied Professional Association* [ALA-APA].

Based on the experience of successful Past Presidents, an incoming ALA President should realistically expect that this position will be equal to at least a half -time job.

Duties And Responsibilities Of The President, President-Elect And Immediate Past President

By virtue of office or practice the **president-elect** is a/the:

- Chair of the ALA Committee on Appointments
- Chair of the Council Committee on Committees
- Member of the ALA and ALA-APA [ALA-Allied Professional Association] Council
- Presiding officer for Council, Membership, and the Executive Board in the absence of the president
- Co-chair [along with the BARC chair] and presiding officer of the Planning and Budget Assembly
- Member of the ALA Executive Board
- Member of the Executive Board's Executive Committee
- Member, ex-officio with vote, of the Board of Trustees of the Freedom to Read Foundation
- President-elect of the ALA-Allied Professional Association [ALA-APA]

By virtue of the office or practice, the **president-elect** also:

- Serves as spokesperson for the Association in the absence of the president or when asked to do so
- Appoints members to the ALA and Council Committees
- May select a thematic focus, in keeping with the prevailing ALA message or promotional campaigns, for use in the development of conference programs, including the President's Program, in public relations efforts, and in membership promotion efforts
- Prepares an inaugural address to be presented at the Inaugural Banquet at which he/she is installed
- Represents the Association at meetings, conferences, receptions, legislative hearings, and other events
- Appoints Executive Board members to serve as liaisons during his/her presidential term
- May attend the Committee on Legislation's Legislative Retreat in Washington, D.C.

**Individuals considering ALA/APA office are encouraged to consult with their employer regarding any restrictions regarding lobbying activities or service on the Board of a 501(c)6 organization, and to consult with ALA staff regarding accommodation to any such restriction.*

- Attends the annual Communications Planning Meeting
- Participates in the annual Division Leadership Meeting in Chicago
- Reports to ALA Council at Midwinter and Annual on plans, goals, and activities to date. The report is oral and may be supplemented by an optional written document. The report may be presented at the ALA Council/Executive Board/Membership Information Session or ALA Council I, II, or III
- Reports to the Executive Board at Midwinter, Annual Conference, and the spring and fall meetings regarding plans, goals, and activities. The report may be written and/or oral.
- At Executive Board meetings announces the vote designation to be used by Board members on the vote tally sheets.

By virtue of office or practice the **president** is a/the:

- Member of the ALA and ALA-APA [Allied Professional Association] Council
- Presiding officer for Council, Membership, and the Executive Board
- Member of the Planning and Budget Assembly
- Member of the ALA Executive Board
- Chair of the Executive Board's Executive Committee
- Member, ex-officio with vote, of the Board of Trustees of the Freedom to Read Foundation
- President of the ALA-Allied Professional Association [ALA-APA]

By virtue of the office or practice, the **president** also:

- Serves as chief spokesperson for the Association
- Promotes ALA's programs, priorities, and key messages
- Leads the Association in planning for the future
- Works closely with members to ensure that their ideas and concerns help drive the overall direction of the association
- Generates enthusiasm and support among members for the Association's goals
- Develops Presidential initiatives in keeping with the prevailing ALA message or promotional campaigns
- Plans the format, speakers and program for his or her President's Program at the ALA Midwinter Meeting and Annual Conference
- Carries out his or her programs and projects during the presidential year
- Attends a number of selected state, national, and international library association venues, including IFLA
- Represents the Association at meetings, conferences, receptions, legislative hearings, and other events
- Represents ALA in various media forums throughout the year
- Attends the Committee on Legislation's Legislative Retreat in Washington, D.C.
- Represents the Board at the spring Staff Awards Ceremony at ALA Headquarters
- Presides at the opening of the exhibits at Midwinter and Annual
- Presides at the Awards Ceremony and Inaugural Banquet at which he or she is outgoing president
- Presides at the Executive Board Candidates Forum [Midwinter]
- Reports to the ALA Council at Midwinter and Annual Conference on initiatives and activities. The report is oral and may be supplemented by a written document. The report may be presented at the Council/Executive Board/Membership Information Session, or Council I, II, or III.
- Reports annually to the ALA-APA Council on the status of the ALA-APA
- Reports to the Executive Board at Midwinter, Annual Conference, and the spring and fall meetings regarding plans, goals, and activities. The report may be written and/or oral.
- Writes a monthly column for *American Libraries*
- Fills vacancies on ALA and Council committees as they occur during the year [Note that this responsibility is

assumed to be delegated to the president by the two appointing authorities, the Committee on Committees and the Executive Board]

By virtue of office or practice, the **immediate past president** is a/the:

- Chair of the Board Effectiveness committee: evaluates Board performance at the conclusion of every session
- Board liaison to the Round Table Coordinating Assembly
- Co-chair of the Ala-Association of American Publishers Joint Committee
- Presides at the Presidential [/Treasurer] Candidates Forum [Midwinter]
- Chairs the evaluation process for the ALA Executive Director. Develops the written performance evaluation in consultation with the president, president-elect, treasurer and other members of the Executive Board.

Staff Support for the ALA Presidency

The ALA Governance Office staff works closely with the President and President-Elect throughout the year to see that they receive adequate information, background, preparation, and training, to facilitate their work and activities, and to ensure that their terms of office are successful. The Director, Board Secretariat, Council Secretariat, Program Officer and Executive Assistant are always available to the President and President-Elect and to their staffs to answer questions and provide assistance.

Specifically, the members of the Governance Office staff also:

- Conduct an intensive two-day orientation for the new President-Elect.
- Prepare agendas for the Executive Board, Executive Committee, Council and other meetings where the Presidents preside.
- Follow up from meetings and ensure the progress of Board and Council actions and initiatives.
- Prepare scripts and remarks for Council meetings, the Opening General Session, the Inaugural Banquet, President's Programs and other meetings and events at conferences
- Coordinate and promote presidential programs, events and meetings.
- Schedule meetings and social events at conferences; handle invitations, arrange for catering and provide onsite support.
- Draft correspondence and other documents as requested.
- Prepare and monitor budgets; process reimbursements.
- Assist the Presidents with duties, programs and actions.
- Advocate for the Presidents and facilitate the Presidents' work with ALA staff.
- Anticipate problems and recommend actions related to ALA members and services.
- Advise Presidents about policy and practice.
- Update the Presidents' web sites or maintain links to sites maintained at the Presidents' home institutions.

Other ALA staff also work with ALA officers as needed to support their goals and initiatives.