

Section 7 – Responsibilities of Section Level Leaders

LLAMA's eight sections are the backbone of the division, providing a place for members to explore their interests and producing nearly all of the programming at conferences. Section leaders play an important dual role in LLAMA: they manage and facilitate the work of their section committees, and they are also LLAMA Board members (as section chairs), responsible for developing and supporting division-wide goals and strategies, and understanding LLAMA's role within ALA.

The only section Executive Committee leaders required by the LLAMA bylaws are Section Chair, Vice-chair, and Past-chair. For some sections, these three positions are enough. Other sections choose to have additional Executive Committee members, such as a director-at-large (or two) and/or a secretary. The number and responsibilities directors-at-large and secretaries can be different in each section. Members interested in serving in one of those roles should contact the section chair, or another member of the section Executive Committee, for additional information. Regardless of the section, the roles of section vice/current/past chairs are similar across the division.

Section Vice-chair

The Vice-chair is a member of the section Executive Committee. He/she presides at meetings in the section chair's absence.

Major Responsibilities

- Appoint section committee chairs and members for terms beginning in his/her year as chair
- Participate in online orientation session
- Gain an understanding of key section projects/issues
- Gain an understanding of the LLAMA strategic directions and how the section fits into it
- Explore project ideas for his/her year as section Chair

Section Vice-chair's Calendar

July:

- July 1, term begins
- Review online LLAMA Leadership Orientation Guide
- Subscribe to LLAMA's blog <http://www.llama.ala.org/llamaleads/> and like our Facebook page <https://www.facebook.com/libraryleadership>



Leadership Orientation

September

- September 1, new LLAMA fiscal year begins
- Participate in online orientation session for new Board members and committee chairs

Midwinter Meeting

- Encouraged to attend LLAMA Board meetings Friday and Monday
- Attend section all-committee meeting Saturday
- Attend section Executive Committee meeting, if applicable
- Attend LLAMA Happy Hour on Sunday, if available

March

- Receive appointment database instructions from staff

April

- Talk with current Chair about appointments
- Reach out to committee chairs for recommendations on re-appointments
- Check in with staff with appointment progress and questions

May

- Appointments continue

June

- 90% of appointments complete

Annual Conference

- Encouraged to attend Board meetings Friday and Monday
- Attend section all-committee meeting Saturday
- Attend section Executive Committee meeting, if applicable
- Attend section programs
- Attend LLAMA Happy Hour on Sunday, if available

Section Chair

The section chair is the chief officer of the section and serves on the LLAMA Board of Directors. He/she manages the plans, activities, and programs of the section, assuring that they are responsive to the needs of members. He/she presides at section Executive Committee meetings and can serve as an ex-officio member of all section committees, with the exception of the Nominating Committee, without the right to vote.

Major Responsibilities

- Represent the section on the LLAMA Board of Directors and attend all Board meetings
- Actively participate in Board strategy discussions, helping to guide the division as a whole
- Understand the LLAMA strategic directions (see Section 4).
- Communicate Board actions, strategy and planning to the section and stay in regular touch with committee chairs
- Twice a year report to the Board on section planning, programs, continuing education, budget implications, etc., using the Reporting Form for Sections and Division Level Committees (see Section 11).
- Lead section Executive Committee meetings and set meeting agendas in consultation with committee members
- Review proposed section programs and give guidance to committees planning programs
- Seek collaborative opportunities, both inside and outside of LLAMA, where appropriate
- Appoint section committee chairs and members as needed

Section Chair's Calendar

July:

- July 1, term begins
- Email welcome to section committees
- Work with Past-Chair to submit Reporting Form for Sections and Division Level Committees
- Review online LLAMA Leadership Orientation Guide
- Subscribe to LLAMA's blog <http://www.llama.ala.org/llamaleads/> and like our Facebook page <https://www.facebook.com/libraryleadership>



Leadership Orientation

August:

- Complete appointments for committees, task forces, representatives, etc.
- Lead discussion of emerging leaders selection, if necessary

September:

- September 1, new fiscal year begins
- Participate in online orientation session for new Board members and committee chairs, if interested

October

- Review LLAMA Exec Cmt Fall Meeting agenda; respond to President's request for action items

January

- Review Midwinter Board agenda; respond to President's request for action items
- Attend virtual pre-Midwinter Board Update call

Midwinter Meeting

- Attend Board meetings Friday and Monday
- Attend social hour Friday
- Attend section all-committee meeting Saturday
- Chair section Executive Committee meeting, if applicable
- Attend LLAMA Happy Hour on Sunday
- Represent section at LLAMA events as necessary

February

- Submit Reporting Form for Sections and Division Level Committees

April

- Review LLAMA Exec Cmt Spring Meeting agenda; respond to President's request for action items
- Share insights on appointment process with section Vice-chair

May

- Congratulatory note to newly elected section Exec Cmt members

June

- Review Annual Conference Board agenda; respond to President's request for action items
- Attend virtual pre-Annual Board Update call

Annual Conference

- Attend Board meetings Friday and Monday
- Attend LLAMA social in President's suite Friday
- Attend section all-committee meeting Saturday
- Chair section Executive Committee meeting, if applicable
- Attend section programs
- Attend LLAMA Happy Hour on Sunday
- Represent section at LLAMA events as necessary

Post-Annual Conference

- When appropriate, write thank you notes to individuals who gave their time and resources to the section
- Work with new Section Chair to submit Reporting Form for Sections and Division Level Committees

Section Past-chair

The Past-chair serves on the section Executive Committee but has no specific responsibilities outlined in the bylaws. The role of the Past-chair differs by section. He/she may be asked to manage special projects, particularly if the project originated during his/her year as section chair. The Past-chair can also help shape policy and the future direction of the section based on knowledge and insights gained during his/her year as chair.

Major Responsibilities

- Participate in section Executive Committee meetings
- Act as a resource for the chair on appointments, policy questions, etc.
- By tradition, chair the section Nominating Committee the year after completing his/her term as past-chair

Other Section Offices: Secretary and Director-at Large

For sections with secretaries, the responsibilities generally are:

- Take minutes at Executive Committee meetings
- Manage Executive Committee documents as needed and forward them to successor after leaving office.

Sections that have either one or two **Directors-at-Large** assign responsibilities based on the needs and traditions of the section.