

## **Policy No: B-1**

### **Subject: Position Descriptions, Board Members**

**Number of pages:** 5

**Effective Date:** June 27, 2015

**Revision Date:** June 16, 2021, April 20, 2023

**Review Date(s):**

**Review Responsibility:** AASL Bylaws and Organization Committee, AASL Board of Directors

#### **Policy Statement:**

Members of the AASL Board of Directors have responsibilities and roles.

#### **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 responsibilities and roles on a balanced board that is competency-based and constituency-based.

#### **Supportive Documentation:**

See AASL Bylaws Article V and VIII.

#### **Definition**

1. Balanced board: Members are competency-based and constituency-based.
  - a. Competency-based: Members have the knowledge, skills, abilities, and behaviors that contribute to organizational performance.
  - b. Constituency-based: Conversations reflect the views, beliefs, values, and self-interests of the constituents. Board members may voice interest and opinions as a representative of a constituency; however, vote on behalf of the overall interest of the association.

#### **Procedure:**

1. As a balanced board, qualifications for candidates will be determined annually by the Leadership Development Committee in consultation with the AASL Board.
2. The following outlines the responsibilities, attendance requirements, and additional duties for specific AASL elected positions.
  - a. The AASL President will:

- i. Preside at AASL meetings that may be virtual or in-person, including those of the AASL Board of Directors
  - ii. 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
  - iii. Perform other duties designated by the membership, or the board, and represent the AASL or designate a representative to other organizations
  - iv. Report annually to the AASL membership
  - v. Attend in person
    1. ALA Annual Conference
    2. Joint Youth (AASL, ALSC, YALSA) Executive Committee Meeting with rotating schedule to preside
    3. AASL Chapter Assembly to present a report from the board
    4. AASL National Conference (or other AASL national professional development event)
    5. State chapter conferences as part of the presidential leadership visit rotation, and present
    6. AASL priorities and special initiatives which may require travel as needed
  - vi. Attend virtual meetings as determined in consultation with AASL Executive Director
  - vii. Perform the following responsibilities:
    1. Write a presidential column for each issue of Knowledge Quest
    2. Submit blog posts for KQ blog
    3. Submit an annual written report of the past year's AASL activities to ALA Council
    4. Respond to interview requests from media outlets, AASL press releases, and other inquiries as needed
    5. Facilitate virtual AASL Town Hall meetings including the annual membership meeting
    6. Conduct an orientation for the AASL Board of Directors and committee chairs
- b. The AASL President-elect will:
- i. Perform the duties of the president in the absence or incapacity of the president
  - ii. Perform other duties designated by the board
  - iii. Assume authority/responsibility beginning at the third AASL Board of Directors meeting at the ALA Annual Conference.

- iv. Attend:
  - 1. ALA Annual Conference
  - 2. AASL Board meetings in person and/or virtually
  - 3. AASL Chapter Assembly at ALA Annual
  - 4. Joint Youth (AASL, ALSC, YALSA) Executive Committee Meetings
  - 5. State chapter conferences as part of the presidential leadership visit rotation and present
  - 6. AASL priorities and special initiatives which may require travel as needed
  - 7. ALA Inaugural Event as a guest of honor
  - 8. President-elect training with AASL Executive Director
- v. Perform the following responsibilities:
  - 1. Work with AASL staff to make committee appointments and prepare documents for the coming year
  - 2. Serve on the ALA Appointment Committee
  - 3. Prepare orientation for incoming AASL Board of Directors
- c. The AASL Immediate Past President will:
  - i. Serve as chair of the Leadership Development Committee
  - ii. Serve as a mentor to newly elected directors
  - iii. Attend:
    - 1. ALA Annual Conference
    - 2. AASL Board meetings in person and/or virtually
    - 3. AASL Chapter Assembly at ALA Annual
    - 4. Joint Youth Executive Committee Meeting
    - 5. State chapter conferences as part of the presidential leadership visit rotation and present
    - 6. AASL priorities and special initiatives, which may require travel as needed
  - iv. Perform the following responsibilities:
    - 1. Serve as the host/ess for the AASL Past Presidents' Luncheon at ALA Annual
    - 2. Serve on I Love My Librarian selection committee
- d. The AASL Secretary/Treasurer will:
  - i. Document all board actions at official meetings
  - ii. Serve as the members' advocate in the budgetary process
  - iii. Attend:
    - 1. ALA Annual Conference
    - 2. AASL Board meetings in person and/or virtually
    - 3. AASL Chapter Assembly at Annual

4. Joint Youth (AASL,ALSC,YALSA) Executive Committee Meetings
  5. ALA Planning and Budget Assembly (PBA)/Division meetings
  6. ALA Budget Analysis and Review Committee (BARC)/Division meetings
  7. AASL priorities and special initiatives, which may require travel as needed
- e. The AASL Division Councilor will:
- i. Represent AASL in the governing body of the association, the ALA Council
  - ii. Serve as a communication channel between the AASL Board and ALA Council
  - iii. Attend:
    1. ALA Annual Conference
    2. AASL Board meetings in person and/or virtually
    3. AASL Chapter Assembly at Annual
    4. Joint Youth (AASL, ALSC, YALSA) Executive Committee Meeting
    5. ALA Council meetings
    6. Youth Division Caucus
    7. AASL priorities and special initiatives, which may require travel as needed
- f. The AASL Director-at-Large(s) will:
- i. Act on behalf of the overall interests of the association and its members
  - ii. Bring expertise and knowledge that advances the strategic plan
  - iii. Attend:
    1. ALA Annual Conference
    2. AASL Board meetings in person and/or virtually
    3. AASL Chapter Assembly at Annual
    4. AASL priorities and special initiatives, which may require travel as needed
- g. The AASL Director-at Large, Chapters will:
- i. Address the interests of state-level support, as well as all members of the association
  - ii. Serve as a communication channel between the AASL Board and the AASL Chapters as an ex officio on the AASL Chapter Coordination Team (ACCT)



- iii. Report to the ACCT any actions taken by the AASL Board of Directors on AASL Chapter Assembly Resolutions
- iv. Share these resolutions and other matters of note from the AASL Chapter Assembly with the AASL Board of Directors
- v. Attend:
  - 1. ALA Annual
  - 2. AASL Board meetings in person and/or virtually
  - 3. AASL Chapter Assembly meetings in person and/or virtually
  - 4. ACCT Meetings