

Policy No: L-3

Subject: ESLS Officers

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Effective Date: 11/10/18

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Board of Directors; ESLS

Policy Statement:

Officers of the ESLS shall be the Chair, Chair-Elect, the past Chair, an elected Representative to the AASL Board of Directors, and a Secretary. The Executive Committee shall be composed of elected officers and the chairs of standing committees.

Focus:

Primary: Educators of School Librarians Section

Secondary: AASL Board of Directors, AASL Members

Purpose:

To define the roles and responsibilities of the Educators of School Librarians Section Officers.

Procedure:

1. Officers of the ESLS shall be the Chair, Chair-Elect, the past Chair, an elected Representative to the AASL Board, and a Secretary. The Executive Committee shall be composed of elected officers and the chairs of standing committees.
2. Meetings of the Executive Committee shall be held at the ALA Annual conference and at the ALA Midwinter meeting. Additional meetings may take place as needed in site-based or virtual formats. Additional meetings may be called by the ESLS Chair with the approval of the Executive Committee, or at the written request of at least one-half of the ESLS Executive Committee.
3. Members of the Executive Committee and Chairs of standing committees are expected to attend ALA Annual and ALA Midwinter conferences during their term of office. Failure to attend all identified conferences and subsequent meetings dramatically impact the ability of officers and committee chairs to direct the business of ESLS so attendance at these events is critical.
4. Election of officers will be conducted annually as a component of the ALA/AASL balloting procedure.
5. Terms begin at the end of the ALA annual meeting. Terms of office are:
 - Chair – one year
 - Chair-elect – one year
 - Immediate Past Chair – one year
 - Secretary – two years
 - ESLS Representative to the AASL Board of Directors – 3 years
6. The ESLS Chair shall:
 - attend all ESLS meetings at the ALA Annual and Midwinter conferences,
 - serve as presiding officer at all meetings of ESLS,
 - set and disseminate agendas for all meetings,
 - work with secretary to review and disseminate minutes of meetings,
 - establish Ad-Hoc committees and Task Forces as necessary,
 - serve as ex-officio member of the AASL CAEP Coordinating Committee

- work with other ESLS officers to coordinate submission of proposals for the ESLS Research Symposium and Juried Paper Session for the AASL National Conferences
 - work with other ESLS officers to coordinate submission of ESLS proposals to ALA Conference sessions.
7. The ESLS Chair-Elect shall:
- attend all ESLS meetings at the ALA Annual and Midwinter conferences,
 - perform all the duties of the Chair in the absence of the Chair,
 - serve as an ex-officio member to all ESLS committees,
 - work with other ESLS officers to coordinate submission of proposals for the ESLS Research Symposium and Juried Paper Session for the AASL National Conferences
 - work with other ESLS officers to coordinate submission of ESLS proposals to ALA Conference sessions.
8. The ESLS Past Chair shall:
- attend all ESLS meetings at the ALA Annual and Midwinter conferences,
 - provide consultation to the Chair and Chair-elect,
 - serve as ex-officio member of the ALA Committee on Education,
 - serve on the Leadership Development Committee to recommend potential candidates for open AASL leadership positions,
 - work with other ESLS officers to coordinate submission of proposals for the ESLS Research Symposium and Juried Paper Session for the AASL National Conferences
 - work with other ESLS officers to coordinate submission of ESLS proposals to ALA Conference sessions.
9. The Secretary shall:
- attend all ESLS meetings at the ALA Annual and Midwinter conferences,
 - keep a written record of business and discussion at ESLS meetings and disseminate information from meetings to membership in the form of minutes in a timely manner
 - work with the ESLS Chair to maintain a written record/archive of ESLS minutes and other documents as identified by the ESLS Chair.
 - work with other ESLS officers to coordinate submission of proposals for the ESLS Research Symposium and Juried Paper Session for the AASL National Conferences
 - work with other ESLS officers to coordinate submission of ESLS proposals to ALA Conference sessions.
10. The ESLS Representative to the AASL Board shall:
- attend AASL Board meetings to represent the Section,
 - attend all ESLS meetings at the ALA Annual and Midwinter conferences, disseminate information to ESLS members regarding AASL business and initiatives relevant to the work and mission of ESLS, and
 - disseminate information to the AASL Board regarding ESLS business and initiatives relevant to the work and mission of AASL.
11. As leaders in the education of school librarians section, the Chair, Chair-Elect, past Chair and the ESLS representative to the AASL Board, and the Secretary are encouraged to attend and actively participate in the AASL National Conference.
12. All Standing Committee Chairs shall:
- attend all ESLS meetings at the ALA Annual and Midwinter conferences,
 - keep a written record of business and discussion at their committee meetings in the form of minutes,
 - disseminate the minutes of meetings to the Executive Committee in a timely manner, and
 - disseminate the minutes of meetings to the membership as directed by the ESLS Chair.