

American Association of Law Libraries

Job Description: President

President's Calendar: http://www.aallnet.org/board/president_calendar.asp.

The President is the head of the Association. He/she is responsible for providing overall leadership and direction in the development and implementation of policies. The President is the chief administrator and legal head of the Association. The President is the presiding officer at Board meetings, encouraging a full and fair discussion of issues while maintaining control of the process. The President is also the presiding officer at Association business meetings.

The specific activities outlined below are in addition to assuming the duties and responsibilities of all Board members, which include preparing for and attending all Board meetings, making chapter visits, serving as a committee liaison, attending Board events at the Annual Meeting, and generally participating in Association governance activities. See the job description for Executive Board Member for additional details. <http://www.aallnet.org/board/>

The President does not act in isolation. He or she consults regularly with others, especially in advance of taking any action, as the ability to plan and unite is critical. The President and the Executive Director will be in almost daily contact throughout the year, and the President will confer often with the Vice President/President-Elect, other officers, the entire Board, Headquarters staff, and members of the Association. The President, together with the Executive Director, has general authority to speak for AALL.

The President will be supported in his/her work by the Headquarters staff. The President will be reminded by the Executive Director well in advance of up-coming tasks and responsibilities. Most of the time, the Executive Director can provide information on the specifics of the task, how previous Presidents have approached it, how much time might be involved, what paperwork or documentation might need to be prepared or reviewed, etc. The Executive Director, together with the Headquarters staff, will implement the President's initiatives. A calendar of the President's typical activities is available at http://www.aallnet.org/board/president_calendar.asp. (For additional information about the President's travel, please contact the Executive Director.)

The major duties of the President can be grouped into the following categories: association governance; communications with the membership; representing the Association to the AALL community and at conferences, meetings, and events; and oversight of Annual Meeting preparations. Specific responsibilities include:

Association Governance

Board Governance

1. Developing an agenda for Board meetings and the Annual Meeting General Business Meeting, and chairing those meetings. This is done with the Executive Director, who will present the President with draft agendas and make suggestions for the most effective way in which to guide the meetings to a successful conclusion. The Executive Director is responsible for organizing task lists and assisting in all follow-up after a meeting. The President, Secretary and Executive Director will meet with the Parliamentarian prior to the Business Meeting at the Annual Meeting.
2. Appointing interim and special committees and representatives. Making replacement appointments as needed.
3. Assigning Board members to chapter visit opportunities. Requests for chapter visitors are received throughout the year.
4. Member of the Board's Finance and Budget, and Executive Director Review Committees. Chairs the Board's Executive Committee.
5. Serving as liaison to one or more Association committees.
6. Leading in the planning of any Board retreat.
7. Appointing mentors for newly elected Board members.

Oversight of Annual Meeting Preparations:

1. Setting the official meeting schedules and activities for Board members at the Annual Meeting.
2. Overseeing generally the Annual Meeting Program Committee's activities.
3. Overseeing generally the Local Advisory Committee's activities.
4. Preparing remarks for various public events (CONNELL, the Opening General Session, Closing Event, Opening of Exhibit Hall, etc.) and invitation-only events (the Past Presidents' Tea, the Recognition Luncheon, etc.) Many of these events are scripted by

Headquarters and the President need only add his/her personal touches.

5. Selecting recipients of Presidential Certificates of Merit.

6. Selecting the keynote speaker.

Communicating with the Membership and Others:

Written:

1. Reviewing monthly draft “From the Desk of” e-Newsletter, writing introduction and other items as needed.

2. Preparing six President’s Messages for *Spectrum*.

3. Coordinating the preparation and publication of three Members’ Briefings for *Spectrum* and writing introductions.

4. Writing a message for the Annual Meeting newspaper and other Annual Meeting communications.

5. Assisting in the development of the Association’s Annual Report.

6. Responding to a variety of requests for communications throughout the year.

7. Speaking for AALL to a variety of inside constituencies and to the outside world. The President and the Executive Director are the official spokespeople for AALL. In very limited situations others may have the ability to speak for the Association (See Speaking for AALL Policy, http://www.aallnet.org/about/policy_board_whospeaks.asp.)

Representing the Association:

(Note: All representation and accompanying travel is at the discretion of the President, who may appoint others, as appropriate, to attend in his/her stead.)

1. Making chapter visits.

2. Representing AALL to other law library and library associations. In recent years, the President has attended ALA Midwinter, IALL, and CALL/ACBD as AALL’s official representative. It may be appropriate to have representation to other organizations depending on timing, expense, affinity, and a variety of other factors.

3. Representing AALL to other organizations. In recent years, the President has attended AALS, the Friends of the Law Library of Congress Wickersham dinner, and similar

events. It may be appropriate to have representation to other organizations depending on timing, expense, affinity, and a variety of other factors.

4. Conferring with vendors and other Association partners. This may include a formal visit to a vendor's headquarters, or it may be phone or e-mail correspondence. The frequency and importance of these communications will vary, depending on each year's circumstances, and may be handled by the Executive Director and/or Vendor Liaison.

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