

# American Association of Law Libraries

## Job Description: Vice President/President-Elect

Vice President/President-Elect's Calendar: <http://www.aallnet.org/board/president-elect.asp>

The Vice President/President-Elect assumes the duties of the president in case of death or incapacity. 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 members <http://www.aallnet.org/board/> for additional details.

The Vice President/President-Elect (VP) begins planning for his/her presidential year almost as soon as the election results are announced. The VP will spend considerable time making these preparations and will also represent the Association before other organizations, as requested by the President.

The VP consults with the President as requested, especially regarding special/interim committees and replacement of members on committees, Headquarters operations, policy implementation, and general Association governance.

The VP will consult frequently with the Executive Director throughout the year, and will be supported in his/her work by the Headquarters staff. The VP 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 VPs 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 VP's decisions (e.g. committee appointments, developing meeting schedules, planning meetings with the Annual Meeting Program Committee and making the site visit to the Annual Meeting site, etc.) A calendar of the VP's typical duties is available at <http://www.aallnet.org/board/president-elect.asp>. (For additional information about the Vice President/President-Elect's travel, please contact the Executive Director.)

The VP is a member of the Board Finance and Budget, Executive Director Review and Executive Committees, and may be asked to serve on the Strategic Planning or Administration Committee as well. The VP is the chair of the Appointments Committee, and serves as vice chair after his/her election to the office, but before becoming VP.

Specific duties of the VP fall into three main categories, Communications, Preparing for the Presidential Year and Representing the Association, as follows:

## Communications

The VP will prepare a number of written documents throughout the year, some for immediate release (for example, a call for volunteers for the September e-newsletter) and others for release when he/she becomes President in July. As with other duties, these will generally be prompted by the Executive Director although, on occasion, some requests for documents will come directly to the VP. Most typically this will include one or two articles for the convention newspaper.

The VP develops 'talking points' to be used by Board members making chapter visits. This document summarizes recent Board decisions, Association activities and initiatives, and promotes the upcoming Annual Meeting.

## Preparing for the Presidential Year

1. Annual Meeting Program Committee. Choosing a Program (AMPC) Chair, developing a theme for the Annual Meeting, and determining special features of the Annual Meeting (i.e. number of plenary sessions, innovative programming features, educational program and business meeting schedules, etc.) This may involve a meeting with the AMPC in Chicago.
2. Annual Meeting Local Advisory Committee. Choosing a Local Advisory Committee (LAC) Chair, and assisting in the appointments to the LAC. This will involve at least one site visit to the Annual Meeting locale.
3. Nominations Committee. Presenting to the Executive Board a slate of candidates for the Nominations Committee, to be approved at the summer Executive Board meeting, immediately before the VP-elect takes office as VP.
4. Board Meeting Schedule. Presenting to the Executive Board the schedule of meetings for his/her presidential year, to be approved at the summer Executive Board meeting immediately before the VP-elect takes office as VP.
5. Committee Appointments. Choosing committee vice-chairs and appointing members to standing committees with the advice of the Appointments Committee. This process starts in January or February immediately after the election. The VP-Elect serves as vice-chair of the Appointments Committee and selects committee vice-chairs. In the fall, the VP issues a call for volunteers and makes appointments to the Appointments Committee. The VP then selects committee members for his/her term as President with the advice of the Appointments Committee. The process culminates in late spring with appointment letters sent from Headquarters.
6. Board Liaisons and Committees. The VP assigns a Board member as liaison to each committee for his/her term. In addition, the VP appoints Board members to the various Board committees, consistent with the membership guidelines for each committee. Information on each of the committees can be obtained at the Executive Board site on

AALLNET: <http://www.aallnet.org/board/>.

7. Presidential Initiatives. Preparing information on presidential initiatives for submission to the Finance and Budget Committee. This may include explanations of special projects and emphases, and recommendations for special committees.
8. Orientation sessions. Planning orientation sessions at the Annual Meeting for new Board members and Council Chairs, for committee chairs, and for representatives. Additional sessions for Board Members and Council Chairs may occur in the Spring (via conference call) and at the Fall Board Meeting.
8. Retreat. Planning any Board retreat during his/her term as President.
9. Members' Briefings. Choosing topics and selecting editors for three Members' Briefings in *Spectrum*.

#### Representing the Association

In recent years the VP has been the Association's official representative to BIALL, although this is technically subject to the President's discretion. The VP may represent the Association at various lunches and events at the Annual Meeting, such as the Leadership Luncheon. The VP may be asked to represent the Association at an event the President would normally attend when the President is unable to do so. The VP should be prepared to perform such special tasks as requested.

Revised January 27, 2011