

American Association of Law Libraries

Job Description

AALL Executive Board Member

The Executive Board consists of 11 members, the five officers and six members of the Board. As elected representatives of the membership, the Executive Board plans for and carries out the work of the Association. All members of the Board have the following responsibilities. The officers have additional duties as outlined in separate descriptions.

Decision Making

Attend three Board meetings annually: prior to the Annual Meeting, in fall and in spring.

A new Executive Board member does not officially take office until the Closing Banquet of the Annual Meeting, but s/he attends a new Board member orientation and the Board meetings on Thursday and Friday before the meeting as an observer. Board members (except those who are outgoing) also participate in an informal Board meeting on Tuesday afternoon at the Annual Meeting which chaired by the incoming President.

The fall and spring meetings are generally in the Chicago area. They are each two or three days long, generally beginning on a Thursday and ending on Saturday afternoon. The schedule is available on AALLNET, http://www.aallnet.org/board/meeting_schedule.asp, and is set by the Vice-President in the spring for the next Board year.

Prior to each Board meeting, thoroughly read the materials distributed for discussion.

Approximately two weeks before each Board meeting, headquarters staff sends each member an email letting them know that the "Board Book" (in electronic format) of agenda items and supporting materials is available for download. Supplements are sometimes sent in advance and sometimes distributed at the meeting. Allow enough time (usually over several days) to read and consider the materials so that an informed discussion can occur.

Participate in Executive Board discussion at and between meetings on the Executive Board listserv.

Executive Board members have a closed listserv, with the Executive Director as the only additional person on the list. (However, the Web Administrator has access to the discussion.) This listserv is sometimes used to have initial discussions on a topic before the group meets in person at a Board meeting.

Board Committees

Serve on Executive Board committees as assigned, and attend and participate in the meetings of the committees.

http://www.aallnet.org/about/policy_board_committees.asp

An Executive Board member will be appointed to serve on one or two committees by the incoming President, generally in accordance with committee membership guidelines. Board members may also be asked to serve on special Board task forces which deal with specific

issues.

Communications with association units

Represent AALL at official visits to chapters.

http://www.aallnet.org/about/policy_board_visits.asp

http://www.aallnet.org/chapter/rotation_schedule.pdf

Each chapter may request an official visit from an Executive Board member during the year. The President sets the chapter visit schedule. On average, a board member will make two chapter visits per year.

Before a visit, the member should learn about the chapter being visited by reading the chapter biography, looking at the web site, and reading the latest issue of its newsletter. There is also valuable information about chapter visit procedures and past chapter visit reports on the Board Administration page on AALLNET. During a chapter visit, the board member may visit several law libraries, visit library schools to promote law librarianship as a career, meet with the chapter's board/leadership, and spend time talking to chapter members. The board member usually gives a short talk (often during a meal function) to present information about AALL and national issues. Talking points which highlight issues the Board would like to inform the Chapter members about are generally shared among Board members and posted on the Board Administration web pages. The board member is under no obligation to participate in a substantive program, although some board members agree to do so if the program is on their area of expertise.

As soon as practical after the visit, the board member should write thank you letters and submit a chapter visit report to the Board listserv and the Headquarters Web Administrator.

Fulfill liaison responsibilities, including working with assigned committee chairs to prepare items for the Executive Board meetings.

http://www.aallnet.org/about/policy_board_liaison.asp

Each Board member is assigned as liaison to three or four AALL committees or AALL entities. These assignments are announced by the President prior to the Annual Meeting, so the board member can communicate with the committee chair regarding the committee meeting agenda at the Annual Meeting. The Board member should attend the meetings of all committees to which s/he is liaison. Before the Annual Meeting, the outgoing liaison should communicate with his or her successor about any ongoing issues with the committee, and to coordinate schedules to be sure one of them attends the committee's meeting.

During the year, the Board member should keep current on the committee's activities by receiving messages from the committee listserv and participating in its conference calls, and by other occasional contact (phone, email, and mail) as necessary with the committee chair. When

headquarters staff sends all committee chairs the information regarding submitting items for the Board agenda, the Board member should check with each committee chair regarding any potential agenda items. The Board liaison is responsible for informing the committee chair of the Board action taken on any agenda items or budget requests from the committee. The Board Member also needs to communicate with the committee leadership regarding reports requested pursuant to the Executive Board Strategic Directions action plan. The Board member should keep the committee chair informed about other Board and Association matters as the need arises.

Revised July 20, 2009