

**Virginia Association
of Law Libraries
Chapter Leadership
Handbook**



2007-2008

May 24, 2007

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HISTORY OF VALL

The Virginia Association of Law Libraries (VALL) initially was organized as the Richmond Area Law Libraries Association (RALLA) in 1981. As the name suggested, the organization was formed to provide opportunities for the exchange of ideas and solutions to common problems for law library professionals and paraprofessionals in the Richmond metropolitan area. During the next two years, RALLA's membership slowly grew beyond the Richmond area, attracting members from Williamsburg and Northern Virginia. In response to increasing numbers of members, RALLA adopted its first formal constitution and bylaws in October of 1983 and elected the first slate of officers in 1984. Between 1983 and 1986, RALLA's membership grew dramatically, drawing members from all corners of the state. By 1986, the organization clearly reflected a statewide organization of law libraries (57 members) rather than an organization limited to the Richmond metropolitan area. Recognizing the shift from a local membership to a statewide organization and hoping to avoid confusion with the recently formed Richmond Association of Legal Assistants (RALA), RALLA was renamed the Virginia Association of Law Libraries in 1986.

As more Virginia law library professionals and paraprofessionals learned about the existence of a statewide organization in their field, VALL's membership increased and diversified. By late 1987, membership had grown to over sixty members, and work towards establishing formal ties between VALL and the American Association of Law Libraries (AALL) was a means of increasing VALL's contact with law libraries nationwide. VALL formally requested permission from the AALL to establish itself as a Chapter of the national organization in April 1988. Following AALL Executive Board consideration, the request was presented to the general membership of AALL at the 1988 Annual Meeting in Atlanta, Georgia, where VALL was unanimously approved as the 28th Chapter of the American Association of Law Libraries.

VALL's membership has continued to grow steadily from ninety-two active members in September 1988 to 145 members as of September 2005. VALL's fiscal and business affairs are managed by an Executive board consisting of officers of the organization, the immediate Past president, and two elected directors. Members serve on committees, as appointed by the current President.

VALL committees number twelve: Bylaws, Grants, Legislative Awareness, Membership, Newsletter, nominating, Placement, Preservation, Programs, Public Relations, Publications, and Recruitment. Business meetings are held quarterly in conjunction with a dinner or lunch and an educational program.

CONSTITUTION

Constitution of the Virginia Association of Law Libraries

Adopted October 12, 1983
Amended January 9, 1985
Amended January 15, 1986
Amended June 1, 1986
Amended April 23, 1994
Amended July 11, 2006

ARTICLE I. NAME

The name of this association shall be Virginia Association of Law Libraries (the Association).

ARTICLE II. OBJECT

The Association is established to develop and increase the usefulness and efficiency of law libraries. It shall be conducted as a non-profit corporation to promote librarianship and to foster a spirit of cooperation among members of the profession.

ARTICLE III. MEMBERSHIP

Any person or institution interested in law libraries may become a member of the Association by complying with the provisions of the Bylaws.

ARTICLE IV. MEETINGS

Meetings shall be held as provided in the Bylaws.

ARTICLE V. OFFICERS COMMITTEES AND OTHER ORGANIZATIONS

Section 1: Officers. The officers shall consist of a president, vice-president/president elect, secretary, and treasurer. The vice-president/president-elect shall be elected annually by the Association. The vice-president/president-elect shall automatically become president after one year and shall so serve during the second year following his election. The secretary and treasurer shall each serve two-year terms. Elections for each office shall occur in alternate years. The president, the vice-president/president-elect, secretary, and treasurer shall serve without compensation.

Section 2: Duties of Officers. The president, vice-president/president-elect, secretary, and treasurer shall perform the duties usually pertaining to their respective offices and other duties as may be assigned by the Executive Board.

Section 3: Committees and Other Organizations. There shall be such committees and other organizations as the Executive Board shall create or shall be created by a majority vote of those present and voting at any meeting of the Association.

Section 4: Appointments. The president shall appoint all members of committees and other organizations unless the Association shall otherwise direct.

Section 5: Terms of Office. All officers and members of the committees and other organizations shall serve until their successors are elected or appointed and qualified, or they are removed from office.

ARTICLE VI. EXECUTIVE BOARD

Section 1. There shall be an Executive Board of seven, consisting of the officers named in Article V, Section 1, the last retiring president, and two members who will be known as directors. Each director shall serve a two-year term. Each director will be elected in alternate years by the Association. The duties of the Executive Board shall be those usually assigned to such boards in similar associations.

Section 2. The Executive Board shall have the power to fill any vacancy in elective offices except that of president. The person so elected by the Executive Board shall serve the unexpired term. In the case of the death or resignation of the president of the Association, the vice-president/president-elect shall become president and shall serve until the end of his own elected term.

ARTICLE VII. AMENDMENTS

Amendments to this constitution may be proposed by the Executive Board or by a petition signed by 10% of the active members of the Association. Proposed amendments shall become effective when approved by two-thirds of the members voting in a ballot conducted by mail or electronically, in the manner provided in the Bylaws.

ARTICLE VIII. BYLAWS

Amendments to the Bylaws may be proposed by any voting member of the Association.

Proposed amendments shall be submitted to the secretary, who shall send notice, either electronically or in paper, to the voting members 30 days prior to the meeting of the Association at which they will be presented for discussion.

At such meeting, a proposed bylaw amendment may be amended, provided that the amendment is consistent with the original proposed bylaw amendment.

If approved by a two-thirds majority of the members present and voting at the meeting, the final version of the amendment shall be adopted.

BYLAWS

Bylaws of the Virginia Association of Law Libraries

Amended July 13, 1988
Amended April 23, 1994
Amended July 12, 1994
Amended January 20, 1995
Amended October 17, 1997
Amended November 2, 2002
Amended May 19, 2006

ARTICLE I. MEMBERSHIP

Section 1: Classification of Membership. Members of the Association shall consist of:

(a) Individual Members: Upon payment of the annual dues the following persons in Virginia may become an individual member of this Association:

- (1) Any person connected with a law library;
- (2) Any person with past law library experience; and
- (3) Any person connected with a non-law library or working as a consulting librarian, interested in law librarianship.

(b) Institutional Members: Any law library in Virginia may become an institutional member upon payment of annual dues. Persons designated under an institutional membership shall be in all respects the equivalent of individual members.

(c) Associate Members: A person not directly connected with a law library or other library, located in the state of Virginia, may become an associate member of this Association with the approval of the Executive Board and upon payment of annual dues.

(d) Student Members: An individual who is enrolled in a library school or a law school may become a student member upon payment of annual dues.

(e) Honorary Members: The Association may, at any regular business meeting, by a 2/3 vote of those present, elect honorary members. An honorary membership will last for the lifetime of the honorary member. The Association shall not have more than 10 honorary members at any time.

(f) Lifetime Members: The Association may, at any regular business meeting by a vote of 2/3 of those present, elect to life membership those who have been members of the Association for at least 10 years, but who have retired from active library work.

(g) Sustaining Members: Any company or institution supporting the goals of the Association may become sustaining members with the approval of the Executive Board and upon payment of annual dues.

The Executive Board has the authority to determine the classification of new applicants in unclear situations.

Section 2: Rights and Privileges: The following rights and privileges shall accrue to all members of the Association.

(a) The right to hold the offices of president or vice president/president elect shall be restricted to individual members and to designated members under an institutional membership who are also individual or institutional members, in good standing, of the American Association of Law Libraries (AALL).

(b) The right to hold other Association offices (secretary, treasurer, and director) shall be restricted to individual members and to designated members under an institutional membership without regard to AALL membership.

(c) The right to vote shall be restricted to individual members, to designated members under an institutional membership and to student members.

(d) The right to receive all publications of the Association will be shared by all members, unless otherwise directed by the Executive Board.

Section 3: Dues. The dues to be paid shall be as follows:

(a) Individual Members: The annual dues of individual members shall be \$20.00.

(b) Institutional Members: The annual dues for institutional members shall be based upon the number of persons designated by the institution for membership. The institution shall pay \$20.00 for each person on its staff who is designated. Such persons for whom the institutional member has paid \$20.00 each as an annual dues shall be entitled to active membership in the Association without the payment of individual dues. Institutional designations are transferable at any time to other institutional employees.

(c) Associate Members: The annual dues of associate members shall be \$25.00.

(d) Student Members: The annual dues of student members shall be \$7.50.

(e) Honorary Members: No dues.

(f) Lifetime Members: No dues.

(g) Sustaining Members: The annual dues of sustaining members shall be \$50.00.

Section 4: Year. The year for dues shall begin on June 1, and the fiscal year of the Association shall begin on June 1. The dues of members joining between January 1 and May 31 shall be one-half the annual dues for that fiscal year.

Section 5: Suspension of Membership. Members failing to pay dues by August 1st, and after due notice by the treasurer, shall be suspended from the membership by the treasurer. Suspended members may be reinstated at any time upon payment of the full current year's dues.

ARTICLE II. MEETINGS

Section 1: Business Meetings. Business meetings shall be held quarterly.

Section 2: Other Meetings. Educational or other special meetings may be held at such times as the president or Executive Board may elect.

Section 3: Quorum. A quorum for a business meeting of the Association shall be ten voting members.

Section 4: Notice. Notice of meetings shall be sent, either electronically or in paper, to each member at least fourteen days before the business meeting.

Section 5: Procedure. Robert's Rules of Order, in the latest edition, shall govern all the deliberations of the Association when not in conflict with the Constitution and Bylaws of the Association.

ARTICLE III. NOMINATIONS AND ELECTIONS

Section 1: Nominating Committee. There shall be a Nominating Committee appointed by the Executive Board, to consist of three members, no one of whom shall be a member of the Executive Board, and no one of whom shall be a candidate for office at the succeeding election. Each member of the committee shall serve for a term of one year. The chairman of the committee shall be designated by the Executive Board.

The Nominating Committee shall solicit recommendations from the membership for nomination. No member may be nominated for the office of vice-president/president-elect who is not a member, in good standing, of the American Association of Law Libraries (AALL). At least one, and not more than three, candidates for various offices shall be presented. Names of the candidates shall be presented to the membership at the first quarterly meeting of the calendar year.

Further nominations may be made as a motion by any voting member present at the first quarterly meeting of the calendar year, provided that the motion is seconded and approved by the majority of the voting members present.

Section 2: Elections. The president shall appoint an individual who shall have charge of the conduct at the annual election, and the counting and tabulation of all votes cast.

Elections may be conducted using either electronic or paper ballots. Ballots are to be marked and returned to the individual in charge of the election no later than 10 days prior to the second quarterly meeting of the calendar year. Candidates receiving the largest number of votes shall be declared elected. In case of tie vote, the successful candidate shall be determined by repeated ballots until one candidate receives a majority vote.

Elected officers shall take office at the second quarterly meeting of the calendar year.

ARTICLE IV. BALLOT UPON AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the constitution shall be submitted to the secretary, who shall send notice, either electronically or in paper, of the proposed amendments to the voting members 30 days prior to the meeting of the Association at which they will be presented for discussion.

At such meeting, a proposed constitutional amendment may be amended, provided that the amendment is consistent with the original proposed constitutional amendment.

If approved by two-thirds of the members present and voting at the meeting, the final version of the amendment shall be promptly submitted to the entire membership for final decision by ballot.

Ballots, along with a summary of the discussion of the proposed amendment, shall be distributed, either electronically or in paper, to the voting members.

The Executive Board shall specify the time for closing the balloting, but in no case shall it be less than 30 days after the mailing of the ballots. The secretary shall have charge of counting and tabulation of all votes cast in balloting on amendments to the constitution.

Proposed amendments shall become effective when approved by two-thirds of the members voting in a ballot conducted by mail or electronically

Amendments to these Bylaws shall be submitted to the American Association of Law Libraries for review upon adoption by the membership of this Association.

ARTICLE V. EXECUTIVE BOARD

Section 1: Purpose. The property, business, and affairs of the Association shall be managed by the Executive Board which shall be composed of the officers of the Association, the last retiring president, and two directors of the Association who are not officers. The VALL Newsletter editor will serve as an ex officio member of the Board. The Executive Board shall have the power to fill any vacancy in elective offices except that of president. The person so elected by the Executive Board shall serve the unexpired term. In the case of death or resignation of the president of the Association, the vice-president/president-elect shall become president and shall serve until the end of his or her won elected term.

Section 2: Meetings. The Executive Board shall meet once each year at a place and time to be designated by the president of the Association, and at such other times and places as the president or a majority of the Executive Board may direct.

ARTICLE VI. COMMITTEES OTHER ORGANIZATIONS, AND REPRESENTATIVES

Section 1: Removal of Officers. Officers of the Association, as defined by the Constitution, may be removed for failure to perform their duties. An officer may be removed by a 2/3 vote of the Executive Board.

Section 2: Committees. The committees of the Association shall be of two classes; standing committees and special committees. Standing committees shall be those established for purposes requiring the continuous attention of the Association. Special committees shall be those established for a stated period to accomplish a specific purpose. At the end of the stated period, the continuation of every special committee shall be decided upon by the Executive Board.

(a) Committee Membership. Members of standing committees shall be appointed for terms of one year beginning at the second quarterly meeting of the calendar year.

(b) Appointments. The vice president/president-elect shall appoint the committee members for the terms provided by the Bylaws and designate the chair or co-chair of each committee to serve during his or her presidency, except the Nominating Committee. The president may make committee appointments during his term of office. Committee members shall be chosen from those members who have the right to vote.

(c) Term Limitation. No committee chair shall serve more than five years without the unanimous approval of the Executive Board.

Section 3: Outside Representation. Association representatives to other organizations, agencies, joint boards, and joint committees; and to meetings of other associations, may be appointed by the president or vice president/president-elect and shall report to the Executive Board.

Section 4: Authority to Spend. No committee or representative shall incur expenses on behalf of the Association except as authorized, nor shall any committee or representative commit the Association by any declaration of policy.

ARTICLE VII. ANTI-DISCRIMINATION

Membership in the Association or participation in any activity of the Association shall not be denied to any individual, or abridged on account of race, color, religion, sex, national origin, disability or sexual orientation.

PAST PRESIDENTS

Ann B. Roberts 1984-1985	Martha Rush 1996-1997
Susan B. English 1985-1986	Frosty Owen 1997-1998
Georgiana Gekas 1986-1987	Rae Ellen Best 1998-1999
Christopher A. Meyer 1987-1988	Gail Zwirner 1999-2000
Steven D. Hinckley 1988-1989	Donna Bausch 2000-2001
Gail Warren 1989-1990	Jill Burr 2001-2002
Jean M. Holcomb 1990-1991	Charles Oates 2002-2003
Joyce Manna Janto 1991-1992	Bobbie Denny 2003-2004
Karen S. Schubart 1992	Cathy Palombi 2004-2005
Isabel B. Paul 1992-1994	Marie Summerlin Hamm 2005-2006
James S. Heller 1994-1995	Evelyn Campbell 2006-2007
E. Terry Long 1995-1996	

CURRENT CHAPTER LEADERS

Executive Board	
President	Kevin Butterfield
Immediate Past President	Evelyn Campbell
Vice-President/President-Elect	Leanne Battle
Secretary	Jane Baugh
Treasurer	Dee Dee Dockendorf
Director	Femi Cadmus
	Laurie Claywell
Ex Officio	Anthony Ikwueme

Committee Chairs	
Bylaws	Evelyn Campbell
Grants	Joyce Janto
Legislative Awareness	Isabel Paul
Membership	Lisa Reinhart
Newsletter	Anthony Ikwueme
Nominating	TBA
Placement	Femi Cadmus
Preservation	Sally Wambold
Programs	Leanne Battle
Public Relations	Rae Ellen Best
Publications	Gail Warren
Recruitment	Jim Heller

Administrative Positions	
Archivist	Gail Warren
Handbook Editor	Jennifer Sekula
Newsletter Editor	Anthony Ikwueme
Postmaster	Terry Long
VLA Liaison	Cathy Palombi
Webmaster	Paul Birch

CHAPTER CALENDAR

Spring Quarter:

- Financial report for the year presented by Treasurer.
- Quarterly meeting.
- New officers assume positions at end of the meeting.
- New committee chairs assume positions at end of meeting.
- All appropriate records conveyed to new officers and committee chairs.
- Fiscal year begins.

Summer Quarter:

- Quarterly financial report presented by Treasurer.
- Quarterly meeting.

Fall Quarter:

- Quarterly financial report presented by Treasurer.
- Annual meeting.
- Candidate suggestions due to nominating committee.
- Candidates presented by Nominating Committee to President.

Winter Quarter:

- Quarterly financial report presented by Treasurer.
- Candidates announced and ballots distributed by Secretary.
- Quarterly meeting.
- Ballots returned to secretary.
- Candidates notified of election results by President.
- Final committee reports due prior to Spring Quarter Meeting.

EXECUTIVE BOARD

President

Term: 1 year

Essential Functions:

The President shall:

- Preside at all meetings of the VALL membership and the Executive Board.
- Inform the Executive Board of VALL activities and actions taken in the name of VALL.
- Keep the membership informed and act as the unofficial cheerleader for VALL and its members.
- Submit files to the VALL archives.
- Serve as a liaison to a standing committee.

Annual Duties:

- Serve as a member of the AALL Council of Chapter Presidents and act as a liaison between VALL and AALL.
- Attend the AALL Leadership Training and the Council of Chapter Presidents meeting held during the AALL Annual Meeting.
- Advise and assist Vice President with program planning. Responsible for initial arrangements for the VALL Luncheon/Summer Quarter Meeting at AALL in July.
- Encourage VALL members to submit program proposals for the Virginia Library Association's annual conference each year, as well as to at least serve as co-sponsor of an AALL program proposal.
- Invite VASLA and LLSDC members to some or all of VALL programs at the VALL member price.
- Appoint each Board member to act as liaison to one or more standing committees.
- Appoint standing committee chairs and work with committees to establish goals for the year.
- Appoint committee members.
- Serve as a liaison to a standing committee.
- Form special committees as appropriate for a stated period of time to accomplish a specific purpose.

Quarterly Duties:

- Prepare agendas for quarterly business meetings, beginning with the Summer Quarter meeting at AALL.
- Remind committee chairs to submit reports prior to the meeting.
- Conduct business meetings.
- Schedule and conduct Executive Board meetings in conjunction with or prior to every business meeting as well as between them, as needed.
- Write *President's Message* for each issue of the *VALL Newsletter*. Confirm submission deadlines with the Editor.

Calendar

May

- Assume office at end of the Spring Quarter Meeting.
- Convey and receive records as appropriate.
- Communicate with each committee chair. Provide a preliminary list of incoming committee members. Give each committee their charge for the year.
- AALL Chapter VIP form due. <http://www.aall.org/chapter/vipman.asp>
- Complete Chapter Annual Report and submit to Law Library Journal/Frank Houdek. <http://www.aall.org/chapter/AnnauReports4LLJMemo.pdf>
- Verify that AALLNET and the VALL web site accurately reflect the new VALL officer information. Update the information as appropriate.
- Subscribe to Council of Chapter Presidents list.

June

- Submit final count for food and beverage events at AALL by June 1st.
- Arrange for VALL members to escort the Chapter VIP to various AALL functions to include the opening luncheon, the opening reception, and the closing banquet.
- Submit *President's Message* to Newsletter Editor(s) by the submission deadline (June 1).

July

- Submit Chapter Biography Form to AALL by deadline. http://www.aallnet.org/chapter/bio_form.asp
- Attend Chapter Leadership Training and Council of Chapter Presidents Business Meeting – one vote per chapter.
- Remind VALL members who are attending Chapter Leadership Roundtables at the VALL Annual Meeting to prepare a short report for the Board about the sessions they attend.

August

- Submit form to request AALL Chapter Visitor
 1. Generally invited to Fall Quarter/Annual Meeting but can be changed if VALL would be better served by a visit at a different time of year.
 2. VALL provides reimbursements for ground travel, accommodations and other incidentals.
 3. Check AALLNET.org for additional information on Chapter Visitor Program. <http://www.aall.org/chapter/vipman.asp>

September

- Submit *President's Message* to the Newsletter Editor(s) by the submission deadline (Sept. 1).
- Confirm with Treasurer that Chapter Liability Insurance premium has been paid. Due in Oct. More info at: http://www.aall.org/chapter/financial_liability.asp

President's Calendar, Continued . . .

October

- Complete AALL Annual Meeting Schedule Form and submit to AALL by November 1st. The President traditionally completes the paperwork for the July meeting although the VP will run that meeting.
 1. Submit food and beverage order in April; final count will be due in June.
 2. Secure sponsor(s) to help defray the cost of the luncheon.
- Appoint a VALL nominations committee to reflect geographic and type of library diversity to prepare slate by Winter Quarter Meeting.

January/February

- Present VALL slate of candidates at Winter Quarter Business Meeting. Traditionally, VALL selects only one nominee for each available position and elections are uncontested. In accordance with the Bylaws, however, open the floor for additional nominations as part of the agenda.
- Poll membership (or request that the Public Relations Committee Chair do so) for suggested Chapter VIP(s). Seek suggestions by making an announcement at the Winter Quarterly Meeting
- Consult AALLNET for VIP Handbook.
- Send invitations to prospective Chapter VIPs.

March

- Confirm that VALL activities are listed and properly described in AALL preliminary program.
- Ask VALL committee chairs to prepare an annual report in time for the Spring Quarter Meeting.
- Consolidate these reports and send the composite out to the Board prior to the Spring Quarter Meeting.
- This serves as the basis for the chapter annual report to be submitted to AALL and later published in Law Library Journal.
- Submit *President's Message* to the Newsletter Editor(s) by the submission deadline.

April

- Ask the new Vice President to recruit and select his own program committee which should reflect the diverse membership of VALL both geographically and by type of library.
- Ask members of the appropriate committees or members of the VALL Board to attend sessions of the Chapter Leadership Roundtables that will be helpful to them and register them for these meetings.
- Register Chapter VIP for the AALL Annual Meeting. Make necessary arrangements for their travel and accommodations.
- Thank everyone early and often, publicly and privately.

Immediate Past President

Term: 1 year

Essential Functions:

The Immediate Past President shall:

- Act as advisor to the current President and the Executive Board.
- Serve as voting member of the Executive Board and attend all Executive Board meetings.
- Serve as chair of Bylaws Committee
- Serve as a liaison to a standing committee.

Annual Duties:

- Assists the President as requested in matters of administration

Calendar

Spring Quarter:

- Convey records as appropriate.
- Attend quarterly meeting.
- Contact chair of committee to which the Immediate Past President serves as liaison.

Summer Quarter:

- Attend quarterly meeting.

Fall Quarter:

- Attend quarterly meeting.

Winter Quarter:

- Attend quarterly meeting.

Vice-President/ President-Elect

Term: 1 year

Essential Functions:

The Vice President shall:

- Participate in Executive Board meetings.
- Conduct meetings of the VALL membership and Executive Board if the President is absent.
- Assume duties or projects as the President requests.
- Serve as Chair of the Program Committee.

Annual Duties:

- Assume all duties and obligations of the President in the event of absence or withdrawal.
- Assist with VALL governance as directed by the President.
- As Program Committee Chair, oversee all aspects of planning quarterly meetings, including location selection, logistics, and educational programming. *See also* Program Committee description.
- Serve as a liaison to a standing committee.

Organizational Relationships:

- Interfaces regularly with: President and members of the Executive Board; Program Committee; Newsletter Editor(s); and with committee(s) to which he or she serves as liaison.
- Leads: Program Committee.

Calendar

Spring Quarter:

- Installation as Vice-President/President-Elect at Spring Quarter Business Meeting.
- Convey and receive records as appropriate.
- Attend quarterly meeting.
 1. Announce details for Summer Quarter Meeting which will occur at AALL (traditionally initial planning for this meeting is handled by the incoming President).
 2. Announce dates and locations of VALL quarterly meetings for upcoming year.
- Provide registration form information to Newsletter Editor by submission deadline.
- Arrange to have registration form posted on the VALL website.
- Select/communicate with Program Committee members. Committee should include at least one person from each host institution.
 1. Select/communicate with local arrangements contact for VALL Annual Meeting.
 2. Begin planning for Fall, Winter, and Spring Quarter meetings.-
- Contact chair of committee to which the Vice President serves as liaison.

Vice-President, continued. . .

Summer Quarter:

- Attend AALL leadership training.
- Coordinate luncheon meeting at AALL.
- Attend quarterly meeting/VALL Luncheon at AALL.
- Announce details for Fall Quarter /Annual meeting.
- Provide registration information to Newsletter Editor by submission deadline.
- Arrange to have registration form posted on the VALL website.
- Communicate with Program Committee.
 1. Finalize plans for the Fall Quarter/Annual Meeting
 2. Make preliminary plans for Winter and Spring Quarter Meetings.

Fall Quarter:

- Attend quarterly meeting (two-day Annual Conference).
- Announce details for Winter Quarter Meeting.
- Provide registration information to Newsletter Editor by submission deadline.
- Arrange to have registration form posted on the VALL website.
- Communicate with Program Committee.
 1. Finalize plans for Winter Quarter Meeting.
 2. Make plans for Spring Quarter Meeting.
- Begin recruiting committee chairs and members for your Presidential year.
- Submit committee member volunteer form for publication in the Newsletter by submission deadline.

Winter Quarter:

- Attend quarterly meeting.
- Announce details for Spring Quarter Meeting.
- Provide registration form to Newsletter Editor by submission deadline.
- Arrange to have registration form posted on the VALL website.
- Communicate with Program Committee.
 1. Finalize plans for spring meeting.
 2. Make plans for Summer Quarter Meeting at AALL.
- Finalize committee chairs.
- Staff incoming committees as fully as possible prior to the Spring Quarter Meeting.

Secretary

Term: 2 years

Essential Functions:

The Secretary shall:

- Prepare the minutes for all general business meetings and all Executive Board meetings.
- Prepare the official ballot, including the names of all nominees, as called for in the Bylaws.
- Supervise the annual election process, including the counting and tabulation of all votes cast. Although the Secretary traditionally does this, the Bylaws allow the President to appoint any individual to carry out these functions.
- Supervise the Constitution amendment process, including counting and tabulation of all votes cast in balloting on amendments to the Constitution.

Annual Duties:

- Supervise the election process (if appointed by the President) in concert with the Nominating Committee.
- Receive the complete list of all candidates for all positions and candidate biographies from the Nominating Committee.
- Prepare the official ballot.
- Distribute official ballot, biographies, and instructions on voting process either electronically or by mail.
- Maintain a count of the ballots mailed and received and count the vote.
- Notify the President of the outcome of the election.
- At the Association business meeting following the election, the Secretary requests permission of the membership to destroy the ballots.
- Serve as a liaison to a standing committee.

Quarterly Duties:

- Attend all VALL business meetings and prepare the official minutes of all business conducted.
- Attend all VALL Executive Board meetings and prepare the official minutes of all business conducted.
- Distribute Business Meeting minutes to the editor of the *VALL Newsletter* and the VALL webmaster.
- Distribute Executive Board Meeting minutes to all members of the Executive Board.

Secretary, continued. . .

Organizational Relationships:

- Interfaces regularly with: President and members of the Executive Board, Newsletter Editor(s), Webmaster, and with committees to which he or she serves as liaison.

Calendar

Spring:

- Attend quarterly meeting.
- Attend Executive Board Meeting.
- Distribute Board Meeting minutes as soon as possible after the meeting.
- Attend General Business Meeting.
- Distribute Business Meeting minutes in time for inclusion in the next issue of *VALL Newsletter*.

Summer:

- Attend quarterly meeting.
- Attend Executive Board Meeting.
- Distribute Board Meeting minutes as soon as possible after the meeting.
- Attend General Business Meeting.
- Distribute Business Meeting minutes in time for inclusion in the next issue of *VALL Newsletter*.
- Oversee election process.

Fall:

- Attend quarterly meeting.
- Attend Executive Board Meeting.
- Distribute Board Meeting minutes as soon as possible after the meeting.
- Attend General Business Meeting.
- Distribute Business Meeting minutes in time for inclusion in the next issue of *VALL Newsletter*.

Winter:

- Attend quarterly meeting.
- Attend Executive Board Meeting.
- Distribute Board Meeting minutes as soon as possible after the meeting.
- Attend General Business Meeting.
- Distribute Business Meeting minutes in time for inclusion in the next issue of *VALL Newsletter*.

Treasurer

Term: 2 Years

Essential Functions:

The Treasurer shall:

- Be able (or be able to learn how) to use basic Quicken features.
- Maintain a checkbook register of checks written and deposits made.
- Maintain a record of expenses and receipts in Quicken.
- Prepare monthly, quarterly and annual detail and summary financial reports.
- Maintain an electronic backup of Quicken records in an off-site location.

Weekly Duties:

The Treasurer shall:

- Make bank deposits.
-Retain photocopies of checks and documentation.
- Prepare, sign and mail checks for VALL's expenses.
-Retain photocopies of signed checks and attach to appropriate documentation.
- Send out email acknowledgements for dues receipts based on data from the Membership Committee.

Monthly Duties:

The Treasurer shall:

- Reconcile financial records.
- Print out a file copy of the monthly detail financial statement and a year-to-date summary from Quicken.
- Update off-site electronic backup.

Quarterly Duties:

The Treasurer shall:

- Attend Chapter's quarterly meetings and Board of Directors' Meetings.
- Prepare year-to-date financial reports for distribution at quarterly meetings.
- Send year-to-date financial reports to newsletter editor for publication along with a summary report of major expenses and receipts since the last quarterly report.
- Incorporate all decisions affecting the Treasurer into the Treasurers Essentials section of the Treasurer's Notebook.

Annual Duties:

The Treasurer shall:

- Prepare annual financial report (same as year-to-date financial report).
- Pay annual insurance premium renewal.
- Pay annual Post Office Box rental.
- Pay annual VCOG membership.
- Serve as a liaison to a standing committee.
- Purge non-essential records older than five years by shredding.
- Draft a budget.

Treasurer, continued. . .

Organizational Relationships:

The Treasurer shall:

- Approve Chapter's expenditures in conjunction with the Executive Board.
- Work with Membership Committee re: dues payment and new member information.
- Work with the Grants Committee regarding amounts of grant awards.
- Work with the standing committee to which he or she serves as a Board liaison.
- Work with the Postmaster concerning the forwarding of mail and to insure annual P.O. Box fee is paid.

Calendar

Spring Quarter:

- Prepare year-to-date financial report for distribution at quarterly meeting.
- Attend Chapter's quarterly meeting and Board of Directors' Meeting.
- Send year-to-date financial report and a summary of major expenses and receipts since the last quarterly report to the Newsletter editor for publication.

March:

- Draft a budget for the next Fiscal Year.

Summer Quarter:

- Prepare year-to-date financial report for distribution at quarterly meeting.
- Attend Chapter's quarterly meeting and Board of Directors' Meeting.
- Send year-to-date financial report and a summary of major expenses and receipts since the last quarterly report to the Newsletter editor for publication.
- Go to SunTrust Bank and have paperwork drawn up to update signatures. Signers should include: current Treasurer (full rights), past Treasurer (full rights—in backup capacity), and current VP/PE (full rights—in backup capacity) for VALL's checking account, savings account, and CD. Papers can be mailed around if necessary and then returned to the bank. Proof (meeting minutes) is required by the bank to verify office holders.
- Change mailing address for VCOG to current Treasurer.
- Transfer checkbook, records to new Treasurer.
- Prepare Fiscal Year Final Report for Treasurer records.
- Fiscal year begins June 1.

April

- Pay annual rent for chapter's post office box—due April 30.

Fall Quarter:

- Prepare year-to-date financial report for distribution at quarterly meeting.
- Attend Chapter's quarterly meeting and Board of Directors' Meeting.
- Send year-to-date financial report and a summary of major expenses and receipts since the last quarterly report to the Newsletter editor for publication.

Treasurer, continued. . .

August

- Pay VCOG membership.

Winter Quarter:

- Prepare year-to-date financial report for distribution at quarterly meeting.
- Attend Chapter's quarterly meeting and Board of Directors' Meeting.
- Send year-to-date financial report and a summary of major expenses and receipts since the last quarterly report to the Newsletter editor for publication.

October

- Obtain membership count as of October 1 and pay Annual Liability Insurance by November 20.

Director

Term: 2 years

Essential Functions:

Directors shall:

- Attend meetings of the Executive Board.
- Undertake special assignments assigned by the President.
- Ascertain the interests of the members and present them to the Board.
- Serve as a liaison to a standing committee.

Organizational Relationships:

- Interfaces regularly with: President and members of the Executive Board and with committee(s) to which he or she serves as liaison.

Calendar

Spring Quarter:

- Attend quarterly meeting.

Summer Quarter:

- Attend quarterly meeting.

Fall Quarter:

- Attend quarterly meeting.

Winter Quarter:

- Attend quarterly meeting.

COMMITTEES

General Committee (Chair) Responsibilities:

- Inform the President of committee activities.
 - Submit a committee report to the President at least two weeks before each quarterly meeting.
 - Prepare an annual report for the President no later than two weeks before the Spring Quarter Meeting.
- Assign duties to committee members as appropriate.
- Develop new activities.
- Review the committee responsibilities listed in the *VALL Handbook* and give updates or suggestions for revisions.
- Keep an archive of committee information to pass on to the new committee chair to ensure the smooth transition of duties.
- Submit material as appropriate for inclusion in VALL archive.
- Work with Executive Board as needed.

Board Liaisons for 2007-2008 Committees

Committee	Liaison
Bylaws	Leanne Battle
Grants	Jane Baugh
Legislative Awareness	Kevin Butterfield
Membership	Femi Cadmus
Newsletter	Jane Baugh
Nominating	
Placement	Femi Cadmus
Preservation	Dee Dee Dockendorf
Programs	Kevin Butterfield
Public Relations	Leanne Battle
Publications	Laurie Claywell
Recruitment	Dee Dee Dockendorf

Bylaws Committee

Purpose: To review and revise the VALL Bylaws and Constitution as directed by the Executive Board or as needed.

Responsibilities:

- Revision of the By-Laws
 1. The committee will draft the revision to the Bylaws.
 2. The draft will be submitted to the Executive Board for comment.
 3. Once finally determined, the Committee chair will provide the Secretary with the revision and any explanatory material necessary. The Secretary will disperse to the membership for approval as required by the Constitution and Bylaws.
- Confirm that the most current version of the Bylaws are published in the *VALL Directory*, the *VALL Chapter Leadership Handbook*, and on the VALL website.

Calendar

Spring Quarter:

- Prepare and submit committee report to the President on an as-needed basis at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.
- Incoming chair assumes responsibilities at end of business meeting.

Summer Quarter:

- Prepare and submit committee report to the President on an as-needed basis at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Fall Quarter:

- Prepare and submit committee report to the President on an as-needed basis at least two weeks prior to the quarterly meeting.
- Attend VALL Annual meeting and update the membership as to committee activities.

Winter Quarter

- Prepare and submit final committee report to the President on an as-needed basis at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Grants Committee

Purpose: To publicize, award, and administer grants to the AALL meeting and the VALL annual meeting.

Responsibilities:

- Coordinate, select, and administer grants to the VALL and AALL annual meetings.

Organizational Relationships:

- Reports to the President
- Interfaces regularly with:
 1. Treasurer
 2. Representatives of vendors who sponsor grants.

Calendar

Spring Quarter:

- Receive and compile completed forms to be sent or faxed to committee members in order to choose AALL annual meeting grant recipient.
- Discuss and chose AALL annual meeting grant recipient during the first week of April.
- Send congratulatory letter and information about the meeting, including the fact that the recipient must write a column for the VALL newsletter.
- Inform the President and Treasurer of the recipient choice and request check be issued to the recipient.
- Post message on listserv identifying the recipient and encourage VALL members to introduce themselves to the recipient during annual meeting (if the recipient is a new member).
- Send regret letters to non-recipients.
- After all grants are made, forward all files to the incoming committee chair.
- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Summer Quarter:

- Attend quarterly business meeting and update the membership as to committee activities.
- Notify and coordinate with Leanne Battle, LexisNexis Librarian Relation Consultant, in order to receive the LexisNexis check for \$750.00.
- Forward check to the VALL Treasurer.
- Confirm grant amount for the VALL annual meeting with the President and Treasurer.

Grants Committee, continued. . .

Fall Quarter:

- Attend VALL Annual meeting and update the membership as to committee activities.
- Forward VALL annual meeting grant information (including the end of September deadline) and application form to:
 - 1) the *VALL Newsletter* editor for publication in the fall issue; and
 - 2) the VALL Webmaster.
- Post an announcement on the VALL listserv.
- Receive and compile completed forms to be sent or faxed to committee members in order to choose grant recipient.
- Discuss and chose grant recipient during the first week of October.
- Send congratulatory letter and information about the meeting, including the fact that the recipient must write a column for the VALL newsletter.
- Email the President and Treasurer of recipient choice and request check be issued to the recipient.
- Post message on listserv identifying the recipients and encourage VALL members to introduce themselves to the recipient during annual meeting.
- Send regret letters to non-recipients.
- Check with recipient to clarify questions, ensure award has been sent, and remind the recipient about the column.

Winter Quarter:

- Send grant information and form to newsletter editor for publication in the spring newsletter and also post the information on the VALL listserv including the end of March deadline.
- Confirm AALL annual meeting grant amount with the President and Treasurer.
- Prepare and submit final committee report to the President prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Committee Procedure Recap:

- Select recipient.
- Notify Board of choice.
- Notify Treasurer of recipient and amount, including check request.
- Notify Lexis (if using their grant). Describe the amount and purpose of the request and copy Treasurer. Lexis will issue the check payable to VALL.
- Treasurer issues check to recipient and recipient writes an article for the newsletter

Legislative Awareness Committee

Purpose: To monitor and inform members of pending federal and state legislation, citizen referendums, executive and administrative action, and judicial review of laws affecting law libraries.

Responsibilities:

- Inform the Executive Board of any issues falling within the committee's scope on which the Chapter may want to take a position.
- Consistent with the committee's purpose, communicate news and information important to chapter members.

Organizational Relationships:

- Reports to the VALL President and Executive Board.
- Communicates regularly with: VALL President, Executive Board liaison, committee members, and membership via listserv.

Calendar

Spring Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.
- Incoming chair assumes responsibilities at end of business meeting.

Summer Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Fall Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend VALL Annual meeting and update the membership as to committee activities.

Winter Quarter

- Prepare and submit final committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Membership Committee

Purpose: To promote chapter membership, maintain a current membership database, and publish an annual membership directory.

Pre-requisites

- Familiarity with database management software (such as Excel).
- Familiarity with publishing software (e.g.: Microsoft Publisher).
- Familiarity with Adobe Acrobat Professional version.

Responsibilities:

- Solicit new members.
 1. Distribute VALL brochures as appropriate.
 2. Coordinate membership solicitation activities along with Recruitment Committee.
- Welcome new members.
 1. Send welcome letter and provide information on future VALL activities.
 2. Forward names and contact information of new members to President.
- Oversee current membership maintenance.
 1. Recognize retiring members.
 2. Recognize deceased members.
 3. Promote membership retention through campaign to encourage members to renew memberships.
- Manage membership database.
 1. Maintain current membership database.
 2. Create mailing labels as appropriate.
 3. Provide Newsletter Editor with a current email list prior to quarterly distribution of the *VALL Newsletter*.
 4. Inform VALL listserv manager of changes in email addresses to be included in the listserv distribution.
- Produce and distribute annual membership directory.

Organization Relationships

- Reports to VALL President
- Regularly communicates with: Treasurer, Secretary, Newsletter Editor, Recruitment Committee, Webmaster, Listserv manager.

Membership Committee, continued. . .

Calendar

Spring Quarter:

By March 31:

- Update and post membership form on the VALL website.
- Notify members of availability of form and renewal deadline (June 1). Individually notify members not on the listserv.
- Encourage members to speak with non-members about joining VALL.

April 1—June 1:

- Receive and process membership applications.
- Update institutional and individual membership databases.
- Log payments for each and forward checks to Treasurer in timely fashion. Provide names, institution name, address, and email information for each individual covered by each check received.
- Submit article to Newsletter Editor, promoting membership application and renewal.
- Periodically encourage the membership to return their membership renewals.

Generally:

- Provide Newsletter Editor with current email list prior to distribution of quarterly newsletter.
- Attend quarterly business meeting and update the membership as to committee activities.

Summer Quarter:

- Individually contact members/organizations from whom renewals have not been received to finalize database entries.
- Proof all database entries against original submissions, and individual database entries against institutional database entries. Verify inconsistencies and questions with individual members.
- Attend Membership Development Roundtable at AALL Annual Meeting.
- Attend quarterly business meeting and update the membership as to committee activities.
- Provide Newsletter Editor with current email list prior to distribution of quarterly newsletter.

Membership Committee, continued. . .

Calendar, continued. . .

Fall Quarter:

By September 1:

- Arrange for vendor sponsorship of membership directory in both print and electronic formats.
- Find printing service that can produce professional directory for reasonable price. Confirm expense with Treasurer.
- Plan design of membership directory and import membership data into word processing software for printing, or submission to printer.

One month before Fall meeting:

- Convert final word processing version of directory to PDF format and proof for conversion errors.
- If distributing to membership on CD (or comparable portable electronic format), design CD label and submit label and PDF version to CD replicating service.

Generally:

- Provide Newsletter Editor with current email list prior to distribution of quarterly newsletter.
- Produce final membership directory in time for distribution at the quarterly business meeting.
- Submit PDF version to Webmaster for posting on the website.
- Attend quarterly business meeting and update the membership as to committee activities.
- Attend VALL Annual Meeting and update the membership as to committee activities.

Winter Quarter:

- Provide Newsletter Editor with current email list prior to distribution of quarterly newsletter.
- Submit list of retired and deceased members to President.
- Prepare and submit final committee report to President two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Newsletter Committee

Term: 2 years

Pre-requisites:

- Working knowledge of Microsoft Publisher
- Access to full version of Adobe Acrobat or similar software.

Responsibilities:

The *VALL Newsletter* Editor shall:

- Produce and oversee electronic distribution of four issues of the VALL Newsletter per year, approximately quarterly.
- Solicit, obtain, compile, edit and format relevant content for the *VALL Newsletter*, including feature articles, regular columns, photographs, quarterly financial statements, minutes of quarterly business meetings, as well as announcements and forms submitted by committee chairs.

Annual Duties:

- Confirm continuation of regular columns with appropriate committee chairs and other regular contributors.
- Attend CONE meeting at the AALL annual meeting if at all possible.
- Subscribe to the CONE listserve on the AALL website.

Quarterly Duties:

- Solicit articles and photographs for upcoming issue.
- Contact Membership Committee Chair for updated VALL membership email list.
- Create *VALL Newsletter*, using existing Publisher template.
- Create .pdf version of *Newsletter* in Adobe Acrobat, adding appropriate links and bookmarks.
- Send final .pdf version to VALL Webmaster.
- Once the newsletter is posted, provide email notification to *each member* that the Newsletter is available on the VALL website.
- Send general VALL-L announcement that the Newsletter is available on the VALL website.
- Post CONE listserve announcement, including url of current issue.
- Attend VALL Board meetings as ex-officio member.
- Submit print copy of the newsletter to the VALL Archivist.
- Present Newsletter Committee report at each VALL Business meeting.
- Review other AALL chapter/section newsletters (received as a part of CONE membership) for new ideas on ways to improve the *VALL Newsletter*.

Newsletter, continued. . .

Organizational Relationships:

- Reports to:
VALL President
 1. Submits “President’s Message” for each issue.
- Interfaces regularly with:
 - VALL Vice/President President Elect (as Program Committee Chair):
 - Submits registration information and program information/agenda for quarterly meetings
 - VALL Secretary
 - Submits minutes of quarterly meetings for publication.
 - VALL Treasurer
 - Submits quarterly financial report for publication.
 - VALL Executive Board as ex-officio member
 - VALL members, and other contributors to the newsletter
 - AALL Conference of Newsletter Editors (CONE)

Calendar

Spring Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Summer Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Fall Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend VALL Annual Meeting and update the membership as to committee activities.

Winter Quarter

- Prepare and submit final committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Nominating Committee

Purpose: Prepare annual slate of candidates for Chapter offices.

Responsibilities:

- Prepare slate of candidates.
 1. Solicit recommendations from membership for nomination. In order to be nominated for Vice President/President Elect, that person must be a member in good standing of the AALL.
 2. One to three candidates may be presented for each office.
 3. Candidates' names will be presented at the Winter Quarter meeting and any voting member at the meeting may make further nominations.
- Contact potential candidates for consent.
- Candidates will be voted on by ballot returned to the person designated by the President no later than ten days before the Spring Quarter Meeting.

Calendar

Fall Quarter:

- Nominating Committee chair appointed by President and Executive Board.
- Create an announcement seeking nomination recommendations for publication in the *VALL Newsletter*. Also have announcement posted on VALL website.
- At Annual Meeting, make announcement that the committee is seeking nominations.

Winter Quarter:

- Select slate of candidates.
- Contact candidates and obtain consent.
- Submit final slate of candidates to VALL President and Executive Board prior to Winter Quarter Meeting
- Coordinate election details with VALL Secretary as appropriate.

VALL Bylaws Article III

Nominating Committee. There shall be a Nominating Committee appointed by the Executive Board, to consist of three members, no one of whom shall be a member of the Executive Board, and no one of whom shall be a candidate for office at the succeeding election. Each member of the committee shall serve for a term of one year. The chairman of the committee shall be designated by the Executive Board.

The Nominating Committee shall solicit recommendations from the membership for nomination. No member may be nominated for the office of vice-president/president-elect who is not a member, in good standing, of the American Association of Law Libraries (AALL). At least one, and not more than three, candidates for various offices shall be presented. Names of the candidates shall be presented to the membership at the first quarterly meeting of the calendar year.

Further nominations may be made as a motion by any voting member present at the first quarterly meeting of the calendar year, provided that the motion is seconded and approved by the majority of the voting members present.

Placement Committee

Purpose:

- Communicate new job openings to VALL members by posting announcements on the VALL listserv and website.

Responsibilities:

- Monitor national and regional law library association websites and listserves for Virginia specific job announcements, forwarding them to VALL members in a timely fashion.
- Assist prospective employers at the request of a VALL member in posting openings and field any related questions.
- Work closely with the VALL web master to develop a placement/jobline page on the VALL website.

Calendar

Spring Quarter:

- Prepare and submit committee report (if any) to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to the activities of the committee.

Summer Quarter:

- Prepare and submit committee report (if any) to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to the activities of the committee.

Fall Quarter:

- Prepare and submit committee report (if any) to the President at least two weeks prior to the quarterly meeting
- Attend VALL Annual Meeting and update the membership as to the activities of the committee.

Winter Quarter:

- Prepare and submit committee report (if any) to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to the activities of the committee.

Preservation Committee

Purpose:

Responsibilities:

- Solicit members for the committee, based on interest in preservation of law-related resources and information.
- Convene committee meetings as required.
- Encourage, coordinate, and participate in programs relating to preservation, including VALL meeting presentations, special workshops, and other venues.
- Encourage the publication of articles on issues relating to preservation issues.
- Promote the preservation of law-related resources and information in VALL member libraries throughout Virginia generally.

Organizational Relationships:

- Reports to VALL President and Executive board liaison.
- Interfaces regularly with: Committee members, VALL President

Calendar

Spring Quarter:

- Quarterly meeting.
- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Summer Quarter:

- Quarterly meeting.
- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Fall Quarter:

- Quarterly meeting.
- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend VALL Annual Meeting and update the membership as to committee activities.

Winter Quarter:

- Quarterly meeting.
- Prepare and submit final committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Programs Committee

Purpose: To design, plan, and implement educational programming for the Chapter.

Responsibilities:

- Plan all aspects of VALL quarterly meetings, including location selection, logistics, and educational programming.
- Publicize chapter meetings and events to VALL members and other library organizations as appropriate through the VALL listserv, newsletter, and website.
- Coordinate vendor sponsorships for chapter meetings and events.

Calendar

Spring Quarter:

- Incoming Chair assumes responsibilities.
- Attend quarterly business meeting.
 1. Announce details for Summer Quarter Meeting at AALL (traditionally initial planning for this meeting is handled by incoming President).
 2. Announce dates and locations of VALL quarterly meetings for upcoming year.
- Provide registration form information to Newsletter Editor by submission deadline.
- Arrange to have the registration form posted on the VALL website.
- Select/communicate with Program Committee members. Committee should include at least one person from each host institution
 1. Select/communicate with local arrangements contact for VALL Annual Meeting.
 2. Begin planning for Fall, Winter, and Spring Quarter meetings.

Summer Quarter:

- Coordinate luncheon meeting at AALL.
- Attend quarterly meeting/VALL Luncheon at AALL.
- Announce details for Fall Quarter /Annual meeting.
- Provide registration information to Newsletter Editor by submission deadline.
- Arrange to have registration form posted on the VALL website.
- Communicate with Program Committee.
 1. Finalize plans for the Fall Quarter/Annual Meeting
Make preliminary plans for Winter and Spring Quarter Meetings.

Programs, continued. . .

Fall Quarter:

Attend quarterly meeting (two-day Annual Conference) and update the membership as to committee activities.

- Announce details for Winter Quarter Meeting.
- Provide registration information to Newsletter Editor by submission deadline.
- Arrange to have registration form posted on the VALL website.
- Communicate with Program Committee.
 1. Finalize plans for Winter Quarter Meeting.
 2. Make plans for Spring Quarter Meeting.

Winter Quarter:

- Attend quarterly meeting and update the membership as to committee activities.
- Announce details for Spring Quarter Meeting.
- Provide registration form to Newsletter Editor by submission deadline.
- Arrange to have registration form posted on the VALL website.
- Communicate with Program Committee.
 1. Finalize plans for Spring Quarter Meeting.
 2. Make initial plans for Summer Quarter Meeting at AALL.

Public Relations Committee

Purpose: To explore ways to highlight the contributions of law libraries and librarians to the legal and library communities and to promote law librarianship as a profession.

Responsibilities:

- Publicize the achievements of VALL and its members.
- Chair acts as liaison to AALL Public Relations Committee.
- Submit news about VALL programs, events, etc. for publication in the *AALL Spectrum* "Chapter News Column".
- Work with the President to coordinate AALL Chapter VIP invitation process.
- Create or coordinate creation of display for VALL table in AALL Exhibit Hall, at the request of the President or Vice-President

Calendar

Spring Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.
- Solicit nominations for next year's VALL Chapter VIP to AALL from the VALL membership (announcement at quarterly meeting, notice in *VALL Newsletter*, listserv posting).
- Coordinate setup of and volunteer schedule for VALL exhibit hall table at AALL
- Arrange the purchase of "giveaway basket" of Virginia products for AALL and coordinate procedure of the drawing, as appropriate.

Summer Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Fall Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend VALL Annual Meeting and update the membership as to committee activities.
- Submit list of VALL Chapter VIP nominees to the Executive Board.

Winter Quarter:

- Prepare and submit final committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Publications Committee

Purpose: Explore opportunities for VALL to publish in professional sources.

Responsibilities:

- Solicit articles from VALL members.
- Edit articles submitted.
- Coordinate with the editor of *Virginia Lawyer* or other publications regarding articles submitted, theme, content, deadlines, timetable, etc.
- Coordinate with the Public Relations Committee Chair (Outreach) regarding possible opportunities for publications with Virginia State Bar training or Virginia CLE, such as new editions of the *Guide to Legal Research in Virginia*.

Calendar

Spring Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Summer Quarter

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Fall Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend VALL Annual Meeting and update the membership as to committee activities.

Winter Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

Recruitment Committee

Purpose: To recruit individuals to the law librarianship profession in the Commonwealth of Virginia.

Responsibilities:

- Update VALL's Recruitment Committee Web page.
- Determine the recruitment strategy for the year.

Organizational Relationships:

- Reports to the President.
- Interfaces regularly with chair of Membership and Public Relations Committees.

Calendar

Spring Quarter:

- Attend quarterly business meeting and update the membership as to committee activities.

Summer Quarter:

- Attend quarterly business meeting and update the membership as to committee activities.

Fall Quarter:

- Attend VALL Annual Meeting and update the membership as to committee activities.

Winter Quarter:

- Prepare and submit final committee report to the President at least two weeks prior to the quarterly meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

ADMINISTRATIVE POSITIONS

2005-2006 Administrative Positions	
Archivist	Gail Warren
Chapter Handbook Editor	Jennifer Sekula
Newsletter Editor	Anthony Ikwueme
Postmaster	Terry Long
VLA Liaison	Cathy Palombi
Webmaster	Paul Birch

Archivist

Purpose: To maintain archives of Chapter.

Responsibilities:

- Maintain in an organized fashion the records of all chapter activities.
- Provide research assistance to officers, committee chairs or other chapter members seeking information about previous chapter practices.
- Solicit contributions of files related to chapter activities for addition to the archives.
- Identify and seek to fill gaps in the collection's holdings.

Organizational Relationships:

Seek older files for addition to the archives

1. Secretary
 - Obtain copies of minutes from business meetings and Board meetings.
2. Treasurer
 - Obtain print versions of chapter financial records annually.
3. Newsletter Editor
 - Obtain extra copies of each issue of the *VALL Newsletter* for the archives.
4. Handbook Editor
 - Obtain each new edition of the *Handbook* for the archives.
5. Membership Committee
 - Obtain each new copy of the *VALL Directory*.
6. Other Committees
 - Solicit contributions of committee files for archives.

Calendar

Spring Quarter:

- Remind outgoing officers and committee chairs to submit files for addition to the archives.
- Obtain copies of program materials and minutes from VALL meeting.

Summer Quarter:

- Attend VALL meeting.
- Obtain copies of program materials and minutes from VALL meeting.
- Assist the VALL Public Relations Committee by providing items for the annual VALL display in the "AALL Activities Area".

Fall Quarter:

- Attend VALL Annual meeting.
- Obtain copies of program materials and minutes from VALL meeting.

Winter Quarter:

- Attend VALL meeting.
- Obtain copies of program materials and minutes from VALL meeting.

Chapter Leadership Handbook Editor

Purpose: To revise and distribute the *VALL Chapter Leadership Handbook* annually.

Responsibilities:

- Solicit proposed changes to the Handbook from each officer and committee chair.
- Submit proposed changes to the Executive Board for review.
- Revise the Handbook to reflect approved changes.
- Distribute the Handbook to incoming officers and committee chairs.

Organizational Relationships:

- Reports to VALL President
- Interfaces regularly with: President, Executive Board, Newsletter Editor, Archivist, Webmaster, and committee chairs

Calendar

Spring Quarter:

- Distribute most current version of *Handbook* to all incoming officers and committee chairs no later than the date of the Spring Quarter Meeting.
- Arrange to have the most current version of the *Handbook* posted on the VALL website prior to the Spring Quarter Meeting.

Fall Quarter:

- Attend VALL Annual Meeting

Winter Quarter:

- Forward an electronic copy of the relevant portion of the Handbook to each officer and committee chair. Ask each to propose revisions as appropriate.
- Create drafts of proposed revisions.
- Submit drafts to Executive Board for review.
- Make final revisions to Handbook.

Summer Quarter:

- Attend Summer Quarter Meeting

Postmaster

March:

- Go to U.S. Post Office and pay annual rental for chapter's post office box.
- Go weekly to the U.S. Post Office's Capitol Station, Main Street, Richmond and retrieve VALL's mail from P.O. Box 1378.
- Forward mail as appropriate.

VLA Liaison

Purpose: To deepen and further strengthen VALL's relationship with the Virginia Library Association.

Responsibilities:

- Attend VLA Council meetings as VALL's representative and make reports to the Executive Board and membership.
- Attend VLA Annual Meeting.

Webmaster

Term: Ongoing position that will continue until the incumbent gives notice. The incumbent should give sufficient notice to provide a transition period for the incoming webmaster.

Essential Functions

- Updates and maintains the official VALL web site, currently located on the University of Richmond's web server at <http://law.richmond.edu/vall/>

Organizational Relationships

- Reports to President/Executive Board
- Regularly Interfaces with: Newsletter Editor, Chapter Leadership Handbook Editor, Program Committee Chair, Grants Committee Chair, and other committee chairs as appropriate

Calendar

Summer Quarter

- Post registration information for Spring Quarter Meeting.
- Post *VALL Newsletter*.

Fall Quarter

- Post registration information for VALL Annual Meeting.
- Post *VALL Newsletter*.
- Post announcement seeking nominations for candidates for VALL office. Coordinate with Nominating Committee Chair.

Winter Quarter

- Post registration information for Winter Quarter Meeting.
- Post *VALL Newsletter*.

Summer Quarter

- Post registration information for Summer Quarter Meeting at AALL.
- Post *VALL Newsletter*.