

Procedures for Appointing AALL Representatives
Approved November 2007

New permanent representations:

The Executive Board must approve any new permanent representations. Requests for the new representations may be brought by an SIS or other Association entity or by the President or the Executive Director. Information about purposes, cost and other relevant information should be included in the request, as well as a recommendation as to whether the representative should be the holder of a particular position (President, Executive Director, etc.) or an individual member identified and appointed by the President for a particular term (normally three years.)

Discontinuance of permanent representations:

The Executive Board should approve discontinuance of any representations that are no longer needed. The Finance and Budget Committee should annually review the previous year's expenditures for each representation and alert the President and the Executive Director if some seem to no longer be active. Recommendations for discontinuance may be brought by an SIS or other Association entity, by the Finance and Budget Committee, or by the President or Executive Director.

Temporary Representations:

The President may appoint temporary representatives for a period of no more than three years as the need arises, providing funds are available in the representatives' budget. If necessary, the President may choose to use the President's Discretionary Fund or request funding from the Emerging Opportunities Fund. If a representative is still needed after three years, the Board should review it for designation as a permanent representation.