AMERICAN ASSOCIATION OF LAW LIBRARIES
POSITION DESCRIPTION

PRESIDENT

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 the Association business meeting.

Serving on a not-for-profit board is a commitment that obligates the board member to a number of mandated legal responsibilities. Every board member should understand and abide by these responsibilities. At each fall Executive Board meeting, AALL legal counsel meets with the board to review these responsibilities.

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 position description for Executive Board Member for additional details.

The President does not act in isolation. He/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 on AALLNET.

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

• 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.
• Appointing interim and special committees or task forces, and association representatives, making replacement appointments as needed.
• Assigning Board members to chapter visit opportunities. Requests for chapter visitors are received throughout the year.
• Member of the Board’s Finance and Budget, and Executive Director Review Committees, and serves as chair of the Board’s Executive Committee.
• Serving as liaison to one or more Association committees.
• Leading in the planning of any Board retreat.

OVERSIGHT OF ANNUAL MEETING PREPARATIONS

• Setting the official meeting schedules and activities for Board members at the Annual Meeting.
• Overseeing the Annual Meeting Program Committee’s activities and attends the AMPC program planning meeting in November.
• Overseeing the Local Advisory Committee’s activities.
• Preparing remarks for various public events (CONELL, the Opening General Session, Association Luncheon, Opening of Exhibit Hall, etc.) and invitation-only events (the Past Presidents’ event, etc.) Many of these events are scripted by staff and the President need only add his/her personal touches.
• Selecting the keynote speaker.

COMMUNICATING WITH THE MEMBERSHIP AND OTHERS

• Preparing six President’s Messages for Spectrum.
• Writing various Annual Meeting communications.
• Assisting in the development of the Association’s Annual Report.
• Responding to a variety of requests for communications throughout the year.
• 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 on AALLNET).

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.)

Making chapter visits.

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.

Representing AALL to other organizations. In recent years, the President has attended AALS and similar events. It may be appropriate to have representation to other organizations depending on timing, expense, affinity, and a variety of other factors.

Conferring with vendors and other Association partners. This may include a formal visit to a vendor’s headquarters, or it may be phone or email 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 CRIV.

September 2018