AMERICAN ASSOCIATION OF LAW LIBRARIES
POSITION DESCRIPTION

VICE PRESIDENT

The Vice President 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 an Executive Board member, which includes 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. The Executive Board job description on AALLNET provides additional details.

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 Vice President (VP) begins planning the 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 committee meetings and making the site visit to the Annual Meeting site, etc.) A calendar of the VP’s typical duties is available on AALLNET.

The VP is a member of the following Board committees: Finance & Budget, Executive, and Executive Director Review. In addition, the VP serves as chair of the Board Strategic Directions Committee and as Board liaison to the Nominations Committee. The VP also serves as chair of the Appointments Committee, and as its vice-chair as VP-elect.
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 February 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.

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**

- **Annual Meeting Program Committee.** The VP selects an AMPC chair, along with the committee members. The VP also works with staff in developing a theme for the Annual Meeting.
- **Annual Meeting Local Advisory Committee.** Choosing a Local Advisory Committee (LAC) chair or co-chairs and assisting in the appointments to the LAC.
- **Nominations Committee.** While serving as the Vice President-elect, recommends to the Executive Board members for appointment to the Nominations Committee. These appointments are approved by the Executive Board at the spring Executive Board meeting.
- **Board Meeting Schedule.** Presenting to the Executive Board the schedule of meetings for his/her presidential year, to be approved at the fall Executive Board meeting.
- **Committee/Jury Appointments.** The VP appoints members to standing committees/juries with the advice of the Appointments Committee. This process starts in late fall, usually November, when the VP selects the members of the Appointments Committee. In February, there is a call to volunteer announcement to the membership. The Appointments Committee then meets in Chicago in March to determine committee/jury member selection. The VP-Elect serves as vice-chair of the Appointments Committee and selects committee vice-chairs (juries do not have vice-chairs). Following the Appointments Committee meeting in March, appointment letters are emailed to members who have been selected to serve by the Headquarters office.
- **Board Liaisons and Committees.** The VP assigns an Executive Board member as liaison to each committee/jury for his/her term. In addition, the VP appoints Executive Board members to the various Board committees, consistent with the membership guidelines for each committee. Information on each of the Executive Board committees can be obtained on AALLNET.
- **Presidential Initiatives.** The VP prepares information on presidential initiatives requiring funding for submission to the Finance and Budget Committee for its February meeting. This may include explanations of special projects, and recommendations for special committees.
• Orientation sessions. The VP works with the Executive Director to plan the orientation session at the Annual Meeting for incoming Executive Board members. The Council Chairs are also invited to attend this session. Additional sessions for Executive Board Members and Council Chairs may occur in the spring, prior to the Annual Meeting (via conference call) and at the fall Board Meeting.

REPRESENTING THE ASSOCIATION

The VP has been the Association’s official representative to BIAALL, 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.

*September 2018*