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## **SLA Board of Directors Position Descriptions**

### **Position Description of the *Board of Directors***

#### *Functions*

As representatives of the membership of the association, the Board of Directors is the primary force working to realize the Association's opportunities for service and the fulfillment of its obligations to the membership, to the association as a single entity, and to the library and information services profession.

#### *Responsibilities*

##### **1. *Planning***

Approves the association's mission, vision, and values and reviews association management's performance in achieving it. Association management is defined as the President, the Board of Directors, and the Chief Executive Officer.

Annually assesses the ever-changing environment in which the association functions and approves the association's strategy in relation to it.

Annually reviews and approves the association's plans for funding its strategy.

Reviews and approves the association's programs, plans, and directions.

##### **2. *Organization***

Regularly discusses with the Chief Executive Officer matters that are of concern to him/her or to the Board of Directors.

Is assured that management continuity is properly provided.

Is assured that the status of organizational strength and staffing is equal to the requirements of the SLA Strategic Plan.

Approves appropriate compensation and benefit policies and practices.

Determines the eligibility of candidates for the nomination of officers and directors as submitted by the Nominating Committee and approves the report of the Nominating Committee for the nomination of officers and directors.

Annually reviews the performance of the Board of Directors and takes steps (including recommendations for its composition, organization, and responsibilities) to improve its performance.

### 3. *Operations*

Reviews the results achieved by management as compared with the association's mission, the association's program plans, and the SLA Strategic Plan as well as in comparison with those of similar organizations.

Ascertains that the financial structure of the association is adequate for its current needs and the implementation of the SLA Strategic Plan by approving the association's annual budget.

Provides candid and constructive criticism, advice and comments to the President, other members of the Board of Directors, and the Chief Executive Officer.

Approves major actions of the association, such as capital expenditures on all projects over authorized limits or major changes in programs and services.

### 4. *Audit*

Is assured that the Board of Directors and its committees are adequately and currently informed through reports and other methods of the financial condition of the association.

Is assured that published reports properly reflect operating results and the financial condition of the association.

Ascertains that management has established appropriate policies to define and identify conflicts of interest throughout the association, and is diligently overseeing the enforcement of those policies.

Approves independent auditors.

Reviews compliance with relevant material laws affecting the association.

### 5. Additional Responsibilities for Specific Directors:

- President
- President-elect
- Secretary
- Treasurer
- Chair, Chapter Cabinet
- Chair-Elect, Chapter Cabinet
- Past Chair, Chapter Cabinet
- Chair, Division Cabinet
- Chair-Elect, Division Cabinet
- Past Chair, Division Cabinet

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## **Position Description of *President***

### *Functions*

1. As Chair of the Board of Directors and Chief elected officer, accepts responsibility for the success or failure of the enterprise. Assumes responsibility for the association's consistent achievement of its mission and financial objectives.
2. Gives direction to the formulation, and leadership to the achievement, of the association's philosophy, mission, and strategy, and to its objectives and goals. Assures that the association is making consistent and timely progress toward the fulfillment of the SLA Strategic Plan.
3. As Chair of the Board of Directors, assures that the Board of Directors fulfills its responsibilities for the governance of the Special Libraries Association.

4. As a partner with the members of the Board of Directors, optimizes the relationship between the Board and the management of the association.
5. As a partner with the Chief Executive Officer, helps him/her to achieve the mission of the association.

#### *Responsibilities*

Chairs the meetings of the Board of Directors. Sees that the Board functions effectively, interacts with management optimally, and fulfills all of its duties.

As described in the Bylaws of the Association appoints members and designates the chair of all Standing Committees, Advisory Councils, and Task Forces as needed. Recommends committee chairs with an eye to future succession.

Works with the Executive Committee and the Chief Executive Officer in recruiting members of the Board and other talent for whatever volunteer assignments are needed. Gets the best thinking and involvement of each Board member, stimulating each one to give his/her best.

Reflects any serious concerns the Chief Executive Officer has in regard to the role of the Board of Directors or individual Board members. Reflects to the Chief Executive Officer the concerns of the Board of Directors and other constituencies.

Presents to the Board of Directors an evaluation of the pace, direction, and organizational strength of the association.

Annually focus the attention of the Board of Directors on matters of organizational governance which relate to its own structure, role, and relationship to the management of the association. The President must be assured that the Board of Directors is satisfied that it has fulfilled its responsibilities.

Acts as an additional set of eyes and ears for the association.

In coordination with the Chief Executive Officer, serves as an alternate spokesperson for the association.

Fulfills such other assignments as the President, the Board of Directors and the Chief Executive Officer agree are appropriate and desirable for the President to perform.

Recommends a director of the Board to serve as secretary. The Board shall elect a director to serve as secretary.

The Executive Committee for the evaluating year (president, past president, president-elect, treasurer and secretary) is responsible for conducting the evaluation of the Chief Executive Officer, with the evaluating year's president taking the lead. She/He may choose to seek input from the Board of Directors on the performance review of the Chief Executive Officer.

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#### **Position Description of President-Elect**

The President-elect is the second-ranking elected officer in the Special Libraries Association and assumes the highest elected position at the conclusion of his or her term.

He or she supports the President in fulfilling the goals and objectives of the Board of Directors by providing continuity to established programs and formulating future programs for his or her own presidency.

#### *Specific duties*

Assumes the responsibilities of the President in his or her absence.

Attends Board of Directors, Executive Committee, and Business meetings of the association.

Accepts responsibilities delegated by the President, such as representing the President at allied organization meetings, and any other duties as appropriate to the presidency.

Shares with the President visits to SLA Chapters during his or her term as President-Elect, up to six chapter visits, except in the case of a Chapter anniversary celebration.

Serves as a voting member of the Awards & Honors Committee.

Serves as Liaison to the forthcoming Conference Program Committee, which takes place during his or her tenure as President of SLA.

The Executive Committee for the evaluating year (president, past president, president-elect, treasurer and secretary) is responsible for conducting the evaluation of the Chief Executive Officer, with the evaluating year's president taking the lead. She/He may choose to seek input from the Board of Directors on the performance review of the Chief Executive Officer.

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### **Description of Past President**

#### *Responsibilities*

Serves on Awards & Honors Committee as a member; will be chair of committee the following year.

May be asked to conduct orientation for new Board members at January meeting.

Supports goals and activities of the President. Provides advice, guidance, and assistance to President -- but only if asked! Similarly, is available to other Board members, committee chairs, and other association leadership and membership to provide information and suggestions as needed.

Plays a leadership role on the Board by encouraging cooperation and teamwork. Ideally, should serve as a consensus-builder. Uses experience as previous chair of the Board to help to move Board deliberations along constructive, productive lines.

As a member of the Board of Directors, utilizes and shares experience gained as President-Elect and President from chapter visits, other contacts with the membership and the chapter and division leadership, contacts with committees, dealings with association staff, and dealings with other organizations as SLA's elected leader.

The Executive Committee for the evaluating year (president, past president, president-elect, treasurer and secretary) is responsible for conducting the evaluation of the Chief Executive Officer, with the evaluating year's president taking the lead. She/He may choose to seek input from the Board of Directors on the performance review of the Chief Executive Officer.

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### **Position Description: Director**

#### *Responsibilities*

The role of each Director is to serve a three-year term by leading, advising and supporting the activities of the Special Libraries Association. Each Director participates by:

Attending all board meetings prepared to further the success of the association and to support the association's mission, vision, values and goals.

Monitoring and mentoring standing committees and advisory councils as assigned and on an as needed basis providing advice, encouragement and a voice for the committees to the Board.

Responsible for nominating the Nominating Committee in their third year.

Accepting special assignments from the President.

Remaining current with the activities of the association by following its publications, issues and interests.

Informing the Board and staying proactive in helping position the association to support its members.

Acting as a role model, change agent and professional exemplar.

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### **Position Description of Secretary to the Board of Directors**

#### *Responsibilities*

Each year the Board elects one director, recommended by the President, to serve as secretary to the Board.

Prepares Board conference call and in-person meeting agendas in consultation with the President and Chief Executive Officer.

Takes minutes at all Board meetings. Submits written draft of minutes, within two weeks of meetings, for approval by Board of Directors.

Posts agendas and minutes to the Board wiki.

The Executive Committee for the evaluating year (president, past president, president-elect, treasurer and secretary) is responsible for conducting the evaluation of the Chief Executive Officer, with the evaluating year's president taking the lead. She/He may choose to seek input from the Board of Directors on the performance review of the Chief Executive Officer.

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### **Position Description: Treasurer**

Serves a three-year term.

#### *Functions*

The Treasurer shall perform the usual duties of the office and those assigned by the Board and, at the Annual Business Meeting, shall report to the members on the financial status of the association.

#### *Responsibilities*

Aside from attending all Board meetings, other duties of the Treasurer are:

Act as the Board's "money conscience."

Help prepare the association's annual budget.

Monitor expenditures and income, usually through monthly financial statements.

Monitor the association's long-term investments.

Stay abreast of association activities and be prepared to offer practical suggestions and advice.

Consult with headquarters' staff on programs and services (new and old) which impact on the budget; including monthly telephone conversations with the Chief Administrative Officer.

Chairs Finance Committee.

Presents Treasurer's report to the membership at the Annual Business Meeting during annual conference.

The Executive Committee for the evaluating year (president, past president, president-elect, treasurer and secretary) is responsible for conducting the evaluation of the Chief Executive Officer, with the evaluating year's president taking the lead. She/He may choose to seek input from the Board of Directors on the performance review of the Chief Executive Officer.

*Relationships*

Maintains regular contact with the Chief Administrative Officer.

*Time Commitment*

An average of one hour per week is needed to read monthly financial statements, prepare reports and conduct conference calls with association staff leaders.

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**Position Description: Division Cabinet Chair-Elect**

*Functions*

The Division Cabinet Chair-Elect serves on the SLA Board of Directors and works closely with the Division Cabinet Chair and the Division Cabinet Past-Chair to provide a focus for Division concerns. The Division Cabinet Chair-Elect is elected by the membership for a three-year term, serving the first year as Division Cabinet Chair-Elect, the second year as Division Cabinet Chair and the third year as Division Cabinet Past-Chair.

*Responsibilities*

To serve as a full member of the SLA Board of Directors and to lead, advise, and support the activities of the Special Libraries Association.

To attend all Board meetings prepared to further the success of the association and to support the association's mission, vision, values and goals.

To serve as secretary at the Division Cabinet meetings and disseminate the minutes to Division leadership.

To second motions brought to the Board of Directors by the Division Cabinet Chair.

To organize Leadership Development Institute (LDI) and Leadership Summit activities, in conjunction with the Chapter Cabinet Chair-Elect (and other volunteers), for the annual conference and January Meeting.

To post information and establish dialogue on Leadership discussion list as needed.

In conjunction with Leadership staff, answer questions, address concerns and generally advise Division officers through phone calls, e-mail, fax, and personal contacts at meetings. To work closely with Leadership staff to monitor and assist Division membership throughout the year. To be available to Division leadership.

To represent Division concerns to the Board of Directors and the association staff.

To work closely with the Division Cabinet Chair in order to be prepared to assume that office.

To serve on, monitor and mentor committees as assigned. On an as needed basis provide advice, encouragement and a voice for the committees to the Board.

To read all division bulletins.

To attend Division open houses at annual conference.

To organize all board liaisons for the Division Annual Business Meetings at the annual conference.

To personally liaise with at least two Division annual meetings during annual conference and report back to the Board.

To report Division programming and other activities to the Board.

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**Position Description: Division Cabinet Chair**

*Responsibilities*

To serve as a full member of the SLA Board of Directors and to lead, advise, and support the activities of the Special Libraries Association.

To attend all Board meetings prepared to further the success of the association and to support the association's mission statement and goals.

To serve as Chair of the Division Cabinet meetings.

To serve as Chair of the Joint Cabinet Meeting (if held) during the annual conference.

To serve as Secretary of the Joint Cabinet meeting (if held) during the Leadership Summit.

To bring the meetings and actions of the Division Cabinet to the Board Directors meetings.

To assist the Chapter and Division Chairs-Elect (and other volunteers) with the Leadership Development Institute (LDI) and Leadership Summit activities at the January and annual conference meetings.

To post information and establish dialogue on the Leadership discussion list as needed.

In conjunction with Leadership staff, answer questions, address concerns and generally advise Division officers through phone calls, e-mail, fax, and personal contacts at meetings. To be available to Division leadership.

To read all Division Bulletins.

To represent Division concerns to the Board of Directors and the association staff.

To work closely with the Division Cabinet Chair-Elect in order to prepare them to assume the office.

To serve on, monitor and mentor committees as assigned. On an as needed basis, provide advice, encouragement, and a voice for the committees to the Board.

To attend Division open houses at annual conference.

To personally liaise with at least two Division annual meetings during annual conference and report back to the Board.

To remain current with the activities of the association by following its publications, issues and interests.

Act as a role model, change agent and professional exemplar.

## **Position Description: Division Cabinet Past-Chair**

### *Responsibilities*

The role of each past chair is to mentor and assist the Division Cabinet Chair and Chair-Elect and to lead, advise and support the activities of the Special Libraries Association.

Attending all board meetings, prepared to further the success of the association and to support the association's mission statement and goals.

Monitoring and mentoring standing committees as assigned and on an as needed basis providing both advice, encouragement, and a voice for the committees to the Board.

Accepting special assignments designated by the President.

Remaining current with the activities of the association by following its publications, issues and interests.

Informing the Board and staying proactive in helping position the association to support its members.

Acting as a role model, change agent and professional exemplar.

Attending all Division and Joint Cabinet meetings.

Assisting the Chapter and Division Chairs-Elect and Chairs (and other volunteers) with Leadership Development Institute and Leadership Summit activities held at the January and Annual Conference meetings.

To post information and establish dialogue on the Leadership discussion list as needed.

In conjunction with Leadership staff, answer questions, address concerns and generally advise Division officers through phone calls, email, fax, and personal contacts at meetings. To be available to the Division leadership.

To represent Division concerns to the Board of Directors and the association staff.

To read all Division bulletins.

To attend Division open houses at Annual Conference.

To personally liaise with at least two Division Annual Business Meetings during Annual Conference and report back to the Division Cabinet Chair.

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## **Position Description: Chapter Cabinet Chair-Elect**

### *Functions*

The Chapter Cabinet Chair-elect serves on the Special Libraries association Board of Directors and works closely with the Chapter Cabinet Chair and the Chapter Cabinet Past-Chair to provide a focus for Chapter concerns. The Chapter Cabinet Chair-elect is elected by the membership for a three-year term, serving the first year as Chapter Cabinet Chair-Elect, the second year as Chapter Cabinet Chair and the third year as Chapter Cabinet Past-Chair.

### *Responsibilities*

To serve as a full member of the SLA Board of Directors and to lead, advise, and support the activities of the Special Libraries Association.

To attend all Board meetings, prepared to further the success of the association and to support the association's mission, vision, values, and goals.

To serve as Secretary at the Chapter Cabinet meetings and disseminate the minutes to Chapter leadership.

To second motions brought to the Board of Directors by the Chapter Cabinet Chair.

To organize Leadership Development Institute (LDI) and Leadership Summit activities, in conjunction with the Division Cabinet Chair-Elect and volunteers, for the annual conference and January Meeting.

To post information and establish dialogue on Leadership discussion list as needed.

In conjunction with Leadership staff, answer questions, address concerns, and generally advise Chapter officers, mostly through telephone calls, e-mail, fax, or Chapter visits when possible. To be available to the Chapter leadership. To work closely with Leadership staff to monitor and assist Chapter leaders throughout the year.

To represent Chapter concerns to the Board of Directors and the association headquarters staff.

To work closely with the Chapter Cabinet Chair in order to be prepared to assume that office.

To serve on, monitor, and mentor Standing Committees as assigned and on an as needed basis providing advice, encouragement and a voice for the committees to the Board.

To attend Chapter functions at Annual Conference.

To assist in reporting Chapter activities to the Board of Directors.

To remain current with the activities of the association by following its publications, issues and interests.

Informing the Board and staying proactive in helping position the association to support its members.

Acting as a role model, change agent and professional exemplar.

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### **Position Description: Chapter Cabinet Chair**

#### *Functions*

Chapter Cabinet Chair serves on the SLA Board of Directors and serves as the focus for Chapter concerns and to lead, advise, and support the activities of the Special Libraries Association.

#### *Responsibilities*

To serve as a full member on the SLA Board of Directors, to serve as the focus for Chapter concerns and to lead, advise, and support the activities of the Special Libraries Association.

To attend all Board meetings, prepared to further the success of the association and to support the association's mission, vision, values and goals.

To serve as Chair of the Chapter Cabinet meetings.

To serve as Chair of the Joint Cabinet meeting (if held) during the Leadership Summit.

To serve as secretary of the Joint Cabinet meeting (if held) during Annual Conference.

Summarize Chapter activities and bring the actions of the Chapter Cabinet to the Board of Directors meetings.

To assist the Chapter and Division Chairs-Elect (and other volunteers) with Leadership Development Institute and Leadership Summit activities held at the January and Annual Conference meetings.

To post information and establish dialogue on the Leadership discussion list as needed.

In conjunction with Leadership staff, answer questions, address concerns, and generally advise Chapter officers, mostly through telephone calls, e-mail, or fax. Be available to the Chapters.

To represent Chapter concerns to the Board.

To work closely with the Chapter Cabinet Chair-Elect.

To serve on, monitor and mentor standing committees as assigned and on an as needed basis providing advice, encouragement and a voice for the committees to the Board.

To read all Chapter newsletters.

To attend as many Chapter functions as possible during Annual Conference.

To remain current with the activities of the association by following its publications, issues and interests.

Informing the Board and staying proactive in helping position the association to support its members.

Acting as a role model, change agent and professional exemplar.

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### **Position Description: Chapter Cabinet Past-Chair**

#### *Responsibilities*

The role of each past-chair is to mentor and assist the Chapter Cabinet Chair and Chair-Elect and to lead, advise, and support the activities of the Special Libraries Association.

Attending all board meetings, prepared to further the success of the association and to support the association's mission, vision, values and goals.

Monitoring and mentoring standing committees as assigned and on an as needed basis providing advice, encouragement and a voice for the committees to the Board.

Accepting special assignments designated by the President.

Remaining current with the activities of the association by following its publications, issues and interests.

Informing the Board and staying proactive in helping position the association to support its members.

Acting as a role model, change agent and professional exemplar.

Attending all Chapter and Joint Cabinet meetings.

Assisting the Chapter and Division Chairs-Elect and Chairs (and other volunteers) with Leadership Development Institute and Leadership Summit activities held at the January and annual conference meetings.

To post information and establish dialogue on the Leadership discussion list as needed.

In conjunction with Leadership staff, answer questions, address concerns and generally advise Chapter officers through phone calls, email, fax, and personal contacts at meetings. To be available to the Chapter leadership.

To represent Chapter concerns to the Board of Directors and the association staff.

To read all Chapter Newsletters.

To attend as many Chapter functions as possible during Annual Conference.

To personally liaise with at least two Chapter Annual Business Meetings during Annual Conference and report back to the Chapter Cabinet Chair.