

# Executive Committee Roles and Responsibilities

This document is supplemented by policies and procedures for each role and the CLA Handbook.

## Expectations of executive members:

- Generate ideas for programs and support all programs with assistance where needed and attendance at events
- Attend Executive meetings, applicable subcommittee meetings, and wherever possible, programs.

## Role: **President**

**Term:** 1 year as Vice President  
1 year as President  
1 year as Past President

### Responsibilities:

- Overall planning and coordination of the Executive Committee
- Presides at Chapter meetings
- Liaison with National Executive
- Liaison with other library & information organizations
- Prepares summary of annual activities to present to AGM
- Acts as moderator at events
- Follows up volunteer offers of assistance

### Skills and Competencies:

- Good Communicator
- Planning and organizing skills

## Role: **Vice President**

**Term:** 1 year as Vice President  
1 year as President  
1 year as Past President

### Responsibilities:

- Supports the President and the work of the Chapter
- Assumes role of president in the president's absence
- Undertakes special projects as required
- Develops a working knowledge of all CASLIS functions
- Assists in the preparation of the annual budget

### Skills and Competencies:

- Good communication and interpersonal skills
- Planning and organizing skills

## **Role: Secretary**

**Term:** 1 year

### **Responsibilities:**

- Books space for Executive meetings
- Records and distributes minutes of executive meetings
- Writes thank you letters to speakers and sponsors, donors of space etc.
- Coordinates program reviews by committee members
- Sends copies of local documents to the required CLA & CASLIS recipients
- Maintains Chapter archives: including: minutes, program reports, newsletters, other publications
- Distributes archival material to appropriate destinations as specified in the CLA Handbook

### **Skills and Competencies:**

- Good writing skills
- Access to a computer, printer and e-mail are desirable

## **Role: Treasurer**

**Term:** 2 years

### **Responsibilities:**

- Prepares annual budget in consultation with the Branch President, Past President, Vice President and Program Committee for submission to CASLIS National.
- Provides monthly financial reports at Executive meetings
- Provides quarterly financial reports to CLA.
- Keeps track of all expenditures including petty cash, and forwards all bills to CLA for reimbursement.
- Maintains records of all advertising and sponsorship revenue
- Keeps an inventory of supplies and equipment
- With input from the Program Committee prepares a financial report after each event
- Responsible for saleables such as CASLIS pins

### **Skills and Competencies:**

- Aptitude for math
- Knowledge of budget processes, financial reporting and rudimentary bookkeeping is an asset.
- Meticulous attention to detail

## **Role: Program Coordinators (3)**

**Term:** 2 years (try to have alternating start years so there is always a program coordinator with experience)

### **Responsibilities:**

- Shares the oversight of the Chapter's continuing education activities in consultation with the Program Committee and the Executive
- Senior Program Coordinators guide new Program Coordinators
- Responsible for conducting an evaluation of each program and providing reports to speakers and the executive
- Books venues, equipment, refreshments for all program events
- Responsible for all logistics at program events
- Arranges with CLA to have Library Advocacy materials sold at programs

### **Skills and Competencies:**

- Good communication and interpersonal skills
- Excellent planning and organizational skills
- Creativity
- Knowledge of current professional issues is an asset
- Attention to detail

## **Role: Publicity**

**Term:** 1 year

### **Responsibilities:**

- Responsible for promotion of all chapter programs, activities and services to the CASLIS Membership and to the Library and Information Communities in Ottawa, Kingston and Montreal,
- Creates and distributes flyers and electronic and telephone advertising; acts as CASLIS Ottawa Chapter listserv-moderator.
- Responsible for press releases and other external promotion of the chapter, its members, and the profession, as required
- Recommends and organizes any additional action required to meet registration targets
- Responsible for the translation of relevant documents (can request outside assistance)

### **Skills and Competencies:**

- Ability to express ideas succinctly in writing and verbally
- Enjoys promotion and advertising

## **Role: Newsletter Editor**

**Term:** 1 year

### **Responsibilities:**

- coordinates the publication of the newsletter
- in consultation with the executive committee prepares a publication schedule and establishes copy deadlines
- consults with and reports to CASLIS executive on content
- solicits articles on germane topics and maintains regular columns
- coordinates all contributors
- designs layout
- provides a copy-ready version to CLA for duplication & distribution
- establishes an editing process involving at least one reviewer
- serves as editor for all chapter material being published (e.g. flyers, manuals, press releases, etc)
- Contributes news of chapter activities to Feliciter
- Coordinates contributions to the national CASLIS web site

### **Skills and Competencies:**

- Excellent writing skills
- Ability to work to deadlines
- Creativity
- Interviewing skills

## **Role: Webmaster**

**Term:** 1 year

### **Responsibilities:**

- maintains the CASLIS Ottawa web site (Events advertising and post event summaries, Executive contact list, links to sites of interest to the special library community, etc.)
- in consultation with the executive committee, makes changes to the look and feel, and content of the site

### **Skills and Competencies:**

- Knowledge of web publishing techniques
- Ability to work to deadlines
- Creativity

## **Role: Membership**

**Term:** 1 year

### **Responsibilities:**

- promotes membership in CASLIS
- conducts surveys of members from time to time
- maintains membership list, including CASLIS Ottawa Chapter LISTSERV; acts as listserv-manager.
- builds, maintains, promotes and makes available to the membership a small collection of videos.

### **Skills and Competencies:**

- Good communication skills
- Good organizational skills

## **Role: Councillor at large**

**Term:** 1 year

### **Responsibilities:**

Plans and delivers the Chapter's awards program including:

- Student and New Membership Awards
- Conference Sponsorship (usually to the CLA Annual Conference)
- Recognition of outstanding CASLIS Ottawa members
- Nominations to the CASLIS National Board
- Selection criteria and procedures, advertising, recipient responsibilities, selection and announcement of winners for these awards

Assists with other projects and contribute to executive discussions.

### **Skills and Competencies:**

- Good writing skills
- Appreciation of the issues and the responsibility involved in administering an unbiased awards system

## **Role: LAOH Liaison**

### **Responsibilities:**

Keeps committee informed of dates of LAOH events and meetings, to avoid booking events on the same dates or too close together. This role can be taken on by any member of the Executive.