



Job Description: New York Library Association President-Elect

- I. Leadership Responsibilities**
 - a. Council Meetings
 - i. Participate in all Council / Executive Committee meetings
 - ii. Prepare and deliver a report for all in-person Council meetings
 - b. Participate on NYLA standing committees (as available)
 - c. Participate in the Executive Director evaluation process

- II. Budget/Finance Responsibilities**
 - a. Serve as chair of the Audit & Finance Committee
 - i. Oversee the request for proposals, evaluation and selection of Auditing / Investment Management services (as needed)
 - b. Work with the Executive Director and NYLA Treasurer on the development and review of operating budget for the upcoming year

- III. Conference Responsibilities**
 - a. Attend the NYLA conference and participate in various meetings and affairs. Discuss schedule with Executive Director as well as particular agendas for conference meetings.
 - b. Visit NYLA Section Board Meetings as available

- IV. NYLA Advocacy Day Responsibilities**
 - a. Attend NYLA's Advocacy Day

- V. Public Relations Responsibilities**
 - a. Be prepared to speak to the media on NYLA's position and priorities

The term of the NYLA President-Elect is intended to provide time to become familiar with the operation of the NYLA Executive Committee and the organization as a whole. Regular communication and collaboration with the NYLA President and NYLA Past-President is encouraged, as this fosters continuity in leadership.