



Job Description: New York Library Association President

I. Leadership Responsibilities

- a. Appoint NYLA Committee chairpersons
 - i. Legislative / Membership / Continuing Education / Intellectual Freedom / Conference Chair
- b. Appoint (new) at-large members to committees (two year term)
 - i. Legislative (2) / Membership (2) / Continuing Education (2)
- c. Meet with the NYLA Executive Director to discuss goals
- d. Council Meetings
 - i. Confirm availability for NYLA Executive Board and Council meetings/telephone conference calls
 - ii. Determine the agendas of all Executive Board and Council meetings/conference calls with the Executive Director
- e. Participate in the Executive Director evaluation process
- f. Communicate with the NYLA Committee chairpersons to discuss goals and items for collaboration
- g. Communicate with NYLA Roundtable leadership to discuss goals and items for collaboration

II. Budget/Finance Responsibilities

- a. Work with the Executive Director and NYLA Treasurer on the development and review of operating budget for the upcoming year
- b. Sign NYLA bank account signature cards, and corporate resolution forms

III. Conference Responsibilities

- a. Select your conference theme
- b. Together with the conference chair, preside over the February conference programmer's meeting
- c. Provide an "Invitation from the President" for inclusion in the conference brochure
- d. Provide a "Welcome from the President" for inclusion in the final conference program
- e. Attend the NYLA conference and oversee various meetings and affairs. Discuss schedule with Executive Director as well as particular agendas for conference meetings.

IV. NYLA Advocacy Day Responsibilities

- a. Attend NYLA's Advocacy Day/collaborate with Legislative leaders, Executive Director and address Advocacy Day participants.
- b. Attend ALA Advocacy Day to show support for federal initiatives of NYLA and SED.

V. Public Relations Responsibilities

- a. Be prepared to speak to the media on NYLA's position and priorities
- b. Send letters of congratulations to the winners of the election for NYLA office
- c. Send letters of congratulation to the recipients of the Lake Placid Education Foundation Scholarship, the NYLA Outstanding Service to Libraries Award, and the NYLA Outstanding Advocate of Libraries Award

Regular communication and collaboration with the NYLA President-Elect and NYLA Past-President is encouraged, as this fosters continuity in leadership.