



APPENDIX A:

RESPONSIBILITIES OF AAAL OFFICERS AND COMMITTEES

AAAL Officers on the Executive Committee

The AAAL is governed by an Executive Committee made up of four officers: the Chair, the Chair-Elect, the Secretary / Treasurer, and the Membership Coordinator.

1. Chair

- Conduct the Fall Meeting, Annual General Meeting, and Executive Committee meetings;
- Coordinate meetings: contact hosting institution; ensure workshop committee has activities planned; set date and agenda items;
- Submit written bi-annual reports to the membership in meeting packages sent prior to Fall and Annual General Meetings;
- Act as spokesperson when representing AAAL to other associations, agencies, government departments;
- Establish objectives for the Association in conjunction with other members of the Executive;
- Authorize honoraria and other expenses;
- Maintain necessary files;
- Coordinate with the AAAL Communications Committee to ensure members are aware of news and upcoming meetings.

2. Chair-Elect

- Maintain liaison with other library associations and external organizations, and ensure news and updates of interest to the association are reported at the Fall Meeting, Annual General Meeting, and via the AAAL blog and social media;
- Call for standing committee members as needed and ensure standing committee positions are filled;
- Conduct general meetings in Chair's absence;
- Perform other duties as designated by the Chair;
- Submit written bi-annual reports to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings
- Attend Executive Meetings.

3. Secretary/Treasurer

- Take minutes of meetings and distribute such through the AAAL listserv and/or by posting to the AAAL website;
- Take minutes of Executive Committee meetings and distribute to the executive;
- Keep accurate records of AAAL accounts;
- Submit Treasurer's report at each general meeting;
- Submit accounting records to the Auditors annually and submit the audited statement to the provincial government;
- Submit written bi-annual reports to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings;
- Collect membership fees;
- Attend Executive Meetings;

4. Membership Coordinator

- Maintain current membership records, files and forms for AAAL members and affiliates, along with participants in the Resource Sharing Agreement.;
- Coordinate with the Secretary/Treasurer the collection of membership fees;
- Coordinate with the AAAL Communications Committee to ensure the website reflects current membership;
- Coordinate with Chair to send out RSVP to members for Fall and Annual General Meetings, and ensure voting members or proxy are in attendance;
- Create and coordinate the distribution of post-meeting evaluations to membership;
- Analyze responses from post-meeting evaluations, report to the Executive Committee and standing committees and make recommendations as appropriate;
- Welcome new members by email with an acknowledgement of membership fees received and a link to the AAAL's governing documents;
- Submit written bi-annual reports to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings;
- Attend Executive Meetings.

Committees

The following standing committees are not part of the Executive Committee, but are created by the Executive Committee to carry out duties of the association and accomplish objectives as needed. Each standing committee shall submit a brief written report on its activities to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings to be added to a consent agenda in the meeting package. Verbal updates at each meeting may also be given as warranted by the Executive or standing committee members.

1. Communications Committee (2 or 3 members)

- Coordinate communications of the AAAL including all social media accounts and the AAAL blog;
- Solicit and distribute news items from members on a regular basis;
- Coordinate with the Executive Committee to maintain and update the AAAL website;

- Maintain the AAAL listserv.

2. Statistics and Assessment Committee (2 or 3 members)

- Collect the annual AAAL statistics from each member institution;
- Check statistics as to accuracy of computations and compile the statistics on the master form, alphabetically by name of the institution;
- Ensure digital preservation and storage of AAAL statistics;
- Distribute the completed statistics via the AAAL Website;
- Report on statistical trends and developments at AAAL Annual General Meeting and Fall meeting.

3. Workshop Committee (2 or 3 members)

- Plan a workshop or series of presentations for the AAAL Annual General Meeting and the Fall meeting;
- Arrange for speakers in coordination with the Chair and determine the payment of any necessary expenses (including honoraria);
- Coordinate with the Communication Committee to ensure workshop presentation materials are collected and posted to the AAAL website following the Fall meeting and the Annual General Meeting.
- Coordinate with the Membership Coordinator to contribute to the evaluation of the workshop.

4. Professional Development Committee (2 or 3 members)

- Coordinate the disbursement of the AAAL Professional Development Award (a maximum of \$500 per year) according to criteria approved by the AAAL Executive Committee;
- Solicit, review, and approve applications from members;
- Coordinate with the Secretary/Treasurer to distribute funds.

5. Nominations Committee (3 members)

- Solicit nominations for Executive Committee positions;
- Shortlist a slate of nominees for Executive Committee positions that includes candidate names and brief statements of interest; distribute to voting members prior to meetings;
- Ensure elections are carried out.