



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 positions: the Chair, the Chair-Elect, the Secretary and the Treasurer.

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;
- Liaise with other library associations, external organizations, agencies, and government departments, and act as a spokesperson for AAAL
- Establish objectives for the Association in conjunction with other members of the Executive;
- Authorize honoraria and other expenses;
- Maintain necessary files;
- In consultation with other executive members, coordinate with the AAAL Communications Committee to ensure members are aware of news and upcoming meetings
- Call for bi-annual executive and committee reports for inclusion in the Fall and Annual General meeting packages

2. Chair-Elect

- Call for volunteers for executive and standing committee positions as needed and ensure positions are filled and elections carried out as needed;
- Communicate changes to the Executive and Committee roster, including position terms, to the Communications Committee.
- 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

- Assist the Chair in conducting the Annual General Meeting e.g. leading the roundtable discussions.
- Assist Chair in coordinating Executive and Sub-Committee meetings
- Attend Statistics & Assessments Meetings as an ex-Officio member
- Solicit applications for the Professional Development award and oversee award disbursement.

3. Secretary

- Take minutes of Fall and Annual General meetings and coordinate distribution with Communications Committee
- Assist the Chair in assembling meeting packages for Fall and Annual General Meetings
- Take minutes of Executive Committee meetings and distribute to the executive;
- Submit written bi-annual reports to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings;
- 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;
- Maintain Google Drive access for Executive and Committee members, as needed
- Attend Executive Meetings;

4. Treasurer

- Maintain current financial and membership records, including a record of participants in the Resource Sharing Agreement;
- Collect membership fees;
- Welcome new members by email with an acknowledgment of membership fees received and a link to the AAAL's governing documents;
- 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;
- Submit the 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 Fall and Annual General Meetings;
- Assist in distribution of Professional Development Award and paying of honoraria for invited speakers
- 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. Committees will have a maximum of five members; each member will serve a minimum two-year, renewable term. Each committee shall appoint a convenor who will act as liaison to the Executive Committee. 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

- 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;
- Develop and maintain content posting and distribution guidelines, to be approved by the Executive Committee
- Maintain the AAAL listserv.

2. Statistics and Assessment Committee

- Collect the annual AAAL statistics from each member institution;
- Compile statistics and deposit in University of Alberta Dataverse;
- 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.
- Identify assessment topics of interest to AAAL membership and lead/oversee inquiry in these areas.

3. Learning & Development Committee

- In coordination with Executive Committee, plan the professional development portion of the Fall and Annual General meetings, including: identifying theme, managing the call for and evaluation of presentation proposals, arranging keynote presenter(s)
- Coordinate with other committees to fulfill activities related to Fall and Annual General meetings, including: with Communications Committee, compile and post workshop/presentation materials; provide input to the Secretary's post-meeting assessments
- Solicit and/or identify remote and in-person programming opportunities throughout the year, in addition to Fall/Annual General meetings

4. Mentorship Committee

- Call for mentor and mentee participants in annual (Sept-April) AAAL mentorship cycle

- Coordinate pairing of mentors and mentees, and offer supports to participants as needed throughout mentorship year
- Maintain and update the Mentorship section on the AAAL website as needed.
- Solicit and assess feedback from mentors and mentees at the end of each mentorship year.