



## **Job Description: New York Library Association Past-President**

### **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. Chair the NYLA Awards Committee
  - i. Appoint committee members
  - ii. Review all nominations and make recommendations to Council
- c. Chair the NYLA Nominations Committee
  - i. Appoint committee members
  - ii. Identify and confirm candidates for NYLA Council
  - iii. Confirm election results with candidates
- d. Lead Executive Director Evaluation process
- e. Participate on NYLA standing committees (as available)

### **II. Budget/Finance Responsibilities**

- a. Work with the Executive Director and NYLA Treasurer (as part of the Executive Committee) 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. Host the NYLA Past President's Dinner on Wednesday evening of the conference

### **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 NYLA Past-President's term is intended to apply their experience toward some of the organization's most important tasks. Regular communication and collaboration with the NYLA President and NYLA President-Elect is encouraged, as this fosters continuity in leadership.