



Indiana
Chapter

JOB DESCRIPTION PRESIDENT

Member and Chairman of the Board of Directors

The President acts as Chairman of the Board of Directors ("Board") at regular and special Board meetings including the annual board retreat.

Representative of Chapter at ALA Events

The President represents the ALA Indiana Chapter ("Chapter") at certain ALA International ("ALA") conferences, seminars, meetings and institutes, including, but not limited to, the following: Chapter financial sponsorship for attendance at these events is first dependent upon Chapter finances being available and must be approved by the Board.

ALA Annual Educational Conference ("Annual Conference") is held in the spring, usually in April or May. The Region 3 Council meeting is held in conjunction with the Annual Conference, and the President is expected to attend Annual Conference and the Region 3 meeting as representative of the Chapter, as well as any other meetings scheduled during the annual Conference at which a Chapter representative is required by ALA or deemed necessary by the Board. In the event the President is unable to attend, the President-Elect or an alternate from the Board is to be recommended by the President and approved by the Board.

The Chapter financially sponsors, if Chapter finances are available, the attendance of the President or an alternate to a maximum of \$3,000 for the registration fee plus travel expenses such as airfare, lodging and meals not included with the registration fee or provided at the conference or meeting. Additional Chapter financial sponsorship is dependent upon the location of the Annual Conference which has an impact on the estimated travel expenses to be incurred and on the state of the Chapter's finances. Requests for Approval for such additional financial sponsorship should be submitted in writing to the Board by the President or the alternate in advance of the Annual Conference.

The President shall provide and implement ideas for the Silent Auction presentation to be given at the annual ALA conference. The President shall obtain approval from the Board for Silent Auction items to be purchased, packaged and transported to the annual conference.

If the President is unable to attend the Annual Conference, the President may elect to attend the Annual Region 3 Conference instead and will receive sponsorship at the level described in the section immediately below.

ALA Annual Region 3 Conference and Council Meeting ("Region 3 Conference") is currently held in the fall of each year at a location within ALA Region 3 or within a combined district when the conference is a joint regional conference. In the event the President-Elect is unable to attend the Region 3 Conference and related meetings requiring a Chapter representative, the President or an alternate from the Board should be recommended by the President and approved by the Board.

The Chapter financially sponsors, if Chapter finances are available, the attendance of the President-Elect or an alternate to a maximum of \$1,500 for the registration fee plus travel expenses such as airfare, lodging and meals not included with the registration fee or provided at conference or meeting. Additional Chapter financial sponsorship is dependent upon the location of the Region 3 Conference which has an impact on the estimated travel expenses to be incurred. Approval for such additional financial sponsorship should be submitted in writing by the President-Elect or the alternate to the Board for approval of payment in advance of the Region 3 Conference.

Chapter Leadership Institute

This ALA-sponsored event is held in the summer. Because of the importance of this institute to Chapter leadership and management, the President and President-Elect are expected to attend. In



the event the President is unable to attend, an alternate from the Board is to be recommended by the President and approved by the Board.

ALA Reporting Requirements

The President ensures all reporting requirements mandated by ALA International are met, including those assigned to other Board members.

Approves ALA International Membership Applications

The President reviews, approves and returns to ALA, membership applications of new ALA members located within Indiana Chapter jurisdiction. A copy of the approved application goes to the Director of Membership for generation of a letter providing Chapter membership information to the new ALA International member.

Bar Relations

The President is the Indiana Chapter representative (if and when required) and co-liaison to Indiana State Bar Association with any other person designated as Bar Liaison.

Chapter Management

Under the authority and supervision of the Board of Directors, the President is responsible for overall Chapter management and delivery of services to the general membership. The President develops the agenda for, **and** serves as Chair at, monthly and special Board meetings including the annual retreat. The President provides assistance and advice to the Board of Directors and Committee Chairpersons regarding operation of offices and committees. The President may recommend to the Board the formation of new committees and changes in existing committees. The President develops agenda for, and presides over, the monthly general membership meeting. With Board input, the President plans an annual meeting of the Chapter held each February, such meeting is to include a "State of the Chapter" report to the members and an opportunity for members to identify Chapter questions and concerns.

Mentor to President-Elect

The President works closely throughout the Chapter year with the President-Elect. An effort is to be made by the President to include the President-Elect in selected Chapter and ALA International activities to not only assist the President and the Board in Chapter management, but to familiarize the President-Elect with the duties of the office of the President.

Nominating Committee and Election of Officers

The President serves on the Nominating Committee for election of officers for the next Chapter year along with two (2) members-at-large appointed by the Board.

Budget

The President, President-Elect and Treasurer will put together a draft annual budget for review by The Board of Directors by the January board meeting.

Bylaws

The President will read the Chapter Bylaws prior to or within 30 days of taking office.

Presidents' Award of Excellence

The President shall assist the Immediate Past President in completing the Chapter's application form for the Presidents' Award of Excellence in a timely manner. The President and the Board of Directors are responsible for monitoring and ensuring the Chapter performs at the highest level possible.