ELECTED POSITION: VICE-PRESIDENT/PRESIDENT-ELECT

DESCRIPTION: The Vice-President/President-Elect serves two years before succession to office of WLA President in the third year (through 2013. Election is by majority of ballots cast by WLA membership. Election shall be declared by March 30, and office shall be assumed at the conclusion of the WLA annual conference. Incumbent is a voting member of the WLA Board.

NOTE: Requires considerable time and support to carry out activities.

RESPONSIBILITIES:	OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED:	ACTION REQUIRED:	TIMELINES:
Perform duties of president during temporary absence.	At request of President	At request of President	
May convene meeting of WLA Board should President fail to call a meeting. Depending upon timing of a permanent vacancy in Presidency, may succeed to office.	Secretary Executive Director WLA Board	Assumes all duties described in Bylaws.	
Assists in administering, as well as formulating, policies and objectives of WLA.	At request of President	As requested Signatory authority for contracts or other binding agreements at direction of president. Member of the Executive Committee	As needed As needed
Assists in monitoring WLA financial status.	Secretary/Treasurer Finance Committee	Participates in WLA Finance Committee.	As needed
Supports library advocacy efforts.	Legislative Planning Committee, WLA membership Federal Relations Coordinator	Attends and Participates in Legislative Planning Committee Meetings. Regularly provides information to and coordinates with Federal Relations Coordinator concerning WLA positions on federal legislation and regulations.	As needed
Liaison to other library associations and interested parties as delegated.	Washington associations and chapters of national associations including WLMA, SLA, CLAMS, ACRL, etc.	Communicate WLA activities, encourage coordination and partnerships with other library associations. Represent WLA at board meetings or conferences of other associations as delegated, reporting to WLA as appropriate.	

December 2010