

ELECTED POSITION: COORDINATOR FOR CONTINUING EDUCATION

DESCRIPTION: This position is elected by a majority of ballots cast by WLA membership, as declared by the Election Committee. Election is in even-numbered years and the period of office is two years. 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 WLA Board.

RESPONSIBILITIES	OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED	ACTION REQUIRED:	TIMELINES:
Directs and oversees WLA continuing education and training activities.	WLA Board, Continuing Education Council, Conference Coordinator, Interest Group IG and chairs, Scholarship Committee, Association Coordinator	Encourages coordination throughout WLA to support achieving strategic plan through continuing education and training. Chairs Continuing Education Council which includes, at a minimum, the annual conference program chairs, IG Coordinator, IG Program Coordinator and two members at large appointed by the WLA President. Meetings are open to all interested persons. Ad hoc member of Conference Committee and Scholarship Committee, advising and supporting as needed. Supports and facilitates Interest Group CE activities as needed. If a vacancy occurs in IG Coordinator position, calls a special meeting of the Interest Group Council in order to elect a new IG Coordinator to complete remaining term of office.	Meets quarterly
Facilitates budget development for continuing education	WLA Board, Continuing Education Council, Conference Committee and Interest Groups	Provides information and support to IGs and others in order to coordinate proposals for CE and training grants.. Liaison to IG council joint meeting.	
Represent WLA	WLA President and Board, membership and other associations	Participate in statewide continuing education planning activities as appropriate. Shares information about WLA plans and activities, reporting back to WLA Board.	As needed