

# Section Chair

Elected Position

## Description

**The Chair of each WLA Section takes office following one year in the elected position of Section Vice Chair/Chair-Elect**

- If no Vice Chair is elected in the prior year, a Chair will be elected by a majority of ballots cast by Section membership
- Office shall be assumed January 1
- Candidates must be a member of WLA and the Section they are representing

## Responsibilities

### **Participate in Board activities and communications**

- Attend Board meetings and WLA events
  - Three Board meetings are online and one is in-person at the annual conference
- Communicate effectively to the Board and throughout the association on behalf of the Section

### **Administrative Responsibilities**

- Appoints additional Steering Committee members as needed, beyond the three elected positions required in WLA bylaws
- Attend Section Leaders orientation
- Responsible for administration for Section funds; has signatory authority for the Section.
- May delegate responsibilities as appropriate

### **Preside over regular meetings of the Section at least once a quarter**

- Prepare in advance for discussion and decision-making at Section meetings
- Review and act upon committee recommendations brought to the Section for action
- Assist in developing and supporting the objectives of Section

### **Set directions for Section in conjunction with Steering Committee**

- Lead Section advocacy efforts
- Communicate with organizations, associations, and individuals representing the Section and its interests, positions, and views both formally and informally
- Liaison to other library associations and interested parties as delegated

## Related Bylaws

### **ARTICLE X, SECTION 5: GOVERNING BODIES OF SECTIONS**

After establishment, each Section will have a steering committee with a minimum of three members, meet at

least once a year, and file a quarterly report with the WLA Board detailing its activities. Steering Committee members will serve a minimum of a one-year term, or a longer term as decided by the Section. Responsibilities of the steering committee will include, but may not be limited to, advising the WLA Board of activities, policies, purposes, finances, etc.

#### **ARTICLE X, SECTION 5: GOVERNING BODIES OF SECTIONS**

No Section will incur expense on behalf of WLA except as authorized by the WLA Financial Policies and Procedures. Sections will receive an annual allocation in the WLA budget which is determined by the WLA Financial Policies and Procedures beginning of the WLA fiscal year. Sections may charge fees for workshops or programs, in accordance with the officially adopted WLA Financial Policies and Procedures.