

CLA Literacy Section Board

Interest Group Representative to the Board

Volunteer Job Description

Importance of Position: Ensures input from and information-sharing between all CLLS Literacy programs and the CLA Literacy Sections.

Qualifications:

- CLA Member
- Appointed by their library literacy network leadership

Responsible To: Their Library Literacy Network Leader and CLA Section President

Responsibilities:

1. Ensure you are on every Network Agenda to make a Report
2. Information Exchange with Network Members (give and take)
3. Drum up interest in CLA: Share Information; be familiar enough with CLA and the Section to Promote Participation in the Conference, Answer Questions, Propose Solutions, etc.
4. Serve on a Section Board Committee
5. Commitment to attend the CLA annual conference
6. Assist in hosting the Literacy Section Meeting at Conference
7. Be “Eyes and Ears” / Do the “Finger on the Pulse” thing = Listen to members and non-members alike to ensure the section is aware and meeting needs.

Training Provided: Orientation to the operation of the Section Board, and regular board meetings.

Benefits of Volunteering:

- Opportunity for professional growth
- Opportunity to network with Library Literacy Leaders throughout California
- Opportunity to be informed more often and sooner than others not in this role.
- Opportunity to play a part in education of other library staff to succeed with the goal of Integration of Literacy as a regular library service.

Time Commitment: 2 –3 hours per month on average

Length of Commitment: 2 year term – may be reappointed by Network Leadership

Grounds for Termination: Not carrying out assigned responsibilities

Contact Person: CLA Literacy Section President

Date Revised: 7/06

CLA Literacy Section Board

Literacy Section Representative to a CLA Committee

Volunteer Job Description

Importance of Position: Maintains a literacy presence and voice in an important policy development body of the California Library Association, while having the opportunity to educate others about the important role of literacy in libraries.

Qualifications:

- Interest in the advancement and growth of the committee's topic area
- Willingness to be a voice for literacy on the committee
- Appointed by the President of the Literacy Section to apply for committee service

Responsible To: CLA Committee Chair and Literacy Section President

Responsibilities:

1. Participate regularly in committee meetings and activities.
2. Look for opportunities to advance literacy and its issues in the committee's work.
3. Serve as a member of the Literacy Section Board, and report regularly to the board at board meetings, and as needed, to the Section membership (through the Section Listserv) and potential Section membership (CLLS listserv).
4. Forward any materials of interest developed to the Section's Vice President/ President Elect for possible posting on the CLA website.

Training Provided: Orientation to the section board and ongoing board meetings, as well as any orientation provided to the particular CLA Committee

Benefits of Volunteering:

- Opportunity for professional growth
- Opportunity to network with Library Leaders throughout California on a topic of particular interest to the member
- Opportunity to be informed more often and sooner than others not in this role.
- Opportunity to play a part in education of other library staff to succeed with the goal of Integration of Literacy as a regular library service.

Time Commitment: 2 – 4 hours per month for committee and Section Board work

Length of Commitment: Determined by length of tenure on the CLA Committee

Grounds for Termination: Not carrying out assigned responsibilities

Contact Person: CLA Literacy Section President

Date Revised: 7/06

CLA Literacy Section Board

CLA Assembly Representative

Volunteer Job Description

Importance of Position: Maintains a literacy presence and voice in an important policy development body of the California Library Association, while having the opportunity to educate others about the important role of literacy in libraries.

Qualifications:

- Elected by the Section Membership

Responsible To: CLA President and Literacy Section Membership

Responsibilities:

1. Prepare for, attend and actively participate in meetings of the CLA Assembly.
2. Look for opportunities to advance literacy and its issues in the committee's work.
3. Serves as a member of the Literacy Section's Executive Committee.

Training Provided: Orientation provided by CLA Assembly and orientation to the Literacy Section Board, and on-going meetings.

Benefits of Volunteering:

- Opportunity for professional growth
- Opportunity to network with Library Leaders throughout California on a topic of particular interest to the member
- Opportunity to be informed more often and sooner than others not in this role.
- Opportunity to play a part in education of other library staff to succeed with the goal of Integration of Literacy as a regular library service.

Time Commitment: 3 – 4 hours per month for Assembly and Section Board work

Length of Commitment: 2 years

Grounds for Termination: Not attending two consecutive Assembly meetings (per CLA by-laws)

Contact Person: Literacy Section Nominating Committee Chair

Date Revised: 7/06

CLA Literacy Section Board

Secretary

Volunteer Job Description

Importance of Position: Ensures an accurate record is made and kept of actions of the Literacy Section.

Qualifications:

- Elected by the Membership

Responsible To: Literacy Section President

Responsibilities:

1. Take minutes at Executive Committee, Board, Annual and other business meetings of the section, and prepare and distribute within 10 days of the meeting.
2. Ensures that all minutes and any other official records and files of the Literacy Section are sent to the CLA office. (Section Standing Rules)
3. Collect all handouts and materials from Literacy Section-sponsored workshops at the CLA conference in electronic format, and forward to the CLA office for posting on the website.
4. Working with the Vice President-President Elect of the section, forward materials to the CLA office for posting to the Section website, such as minutes, Strategic Plan, Leg Day materials, Organizational chart, International Literacy Day materials, etc.

Training Provided: Orientation to the Section Board, and on-going Board and Executive Committee meetings, and contact with the President and Vice-President/President Elect as needed.

Benefits of Volunteering:

- Opportunity for professional growth
- Opportunity to network with Library Literacy Leaders throughout California
- Opportunity to be informed more often and sooner than others not in this role.

Time Commitment: approximately 4 hours per month

Length of Commitment: 1 year

Grounds for Termination: Not carrying out assigned responsibilities

Contact Person: Section Nominating Chair

Date Revised: 7/06

CLA Literacy Section Board

Vice President/President Elect

Volunteer Job Description

Importance of Position: Ensures a smooth transition of leadership of the Section by playing a key role in the section, in order to transition smoothly to the role of Section President in the 2nd year of service, and to Past President in the 3rd year of service.

Qualifications:

- Elected by the Membership

Responsible To: Section Membership and Section President

Responsibilities:

1. Performs the duties of the President in his/her absence, and presents and justifies the Section's budget requests to the Literacy Section Board of Directors and to CLA as defined by the CLA Standing Rules and budget process. (from standing rules)
2. Serves as the key website manager for the section.
3. Serves as a member of the Section's Executive Committee.
4. As needed or interested, serves as Executive Committee liaison to another committee of the Section.

Training Provided: Orientation provided by CLA, as well as to the operation of the section Board, and on-going consultation with the President and Past President as needed.

Benefits of Volunteering:

- Opportunity for professional growth
- Opportunity to network with Library Literacy Leaders throughout California
- Opportunity to be informed more often and sooner than others not in this role.

Time Commitment: 4 – 5 hours per month on average

Length of Commitment: 3 years -- includes one year in this position, followed by one year terms as President and Past President

Grounds for Termination: Not carrying out assigned responsibilities

Contact Person: Section Nominating Committee Chair

Date Revised: 7/06

CLA Literacy Section Board

President

Volunteer Job Description

Importance of Position: Provides leadership to the body that ensures that Literacy is represented effectively in the California Library Association.

Qualifications:

- Elected by the Membership for a three year term which includes one year as Vice President/President Elect; one year as President, and one year as Past President

Responsible To: Section Membership and CLA Leadership

Responsibilities:

1. Serves as the official representative of the Literacy Section and presides at business meetings, board meetings and at other required times. (from standing rules)
2. Appoints standing or special committees and serves as ex-officio member of such committees with the right to vote except in a tie. (from standing rules)
3. Files an annual report with CLA and such other reports as may be requested by the CLA Executive Committee. (from standing rules)
4. Leads the Executive Committee in its planning and budgeting functions.
5. Reviews and approves all section materials for the CLA website.
6. Ensures regular communication with Section members on the Section Listserv, and with potential members on the CLLS listserv.

Training Provided: Orientation provided by CLA, as well as to the operation of the section Board while Vice President, and on-going consultation with the Past President.

Benefits of Volunteering:

- Opportunity for professional growth
- Opportunity to network with Library Leaders throughout California on a topic of particular interest to the member
- Opportunity to be informed more often and sooner than others not in this role.
- Opportunity to play a part in education of other library staff to succeed with the goal of Integration of Literacy as a regular library service.

Time Commitment: approximately 6 hours per month

Length of Commitment: 3 years -- includes one year as Vice President/President Elect, followed by one year terms as President and Past President.

Grounds for Termination: Not carrying out assigned responsibilities.

Contact Person: Section Nominating Chair

Date Revised: 7/06

CLA Literacy Section Board

Past President

Volunteer Job Description

Importance of Position: Ensures a smooth transition of leadership of the Section by playing a key role in the section, as Vice President/President Elect in the first year, Section President in the 2nd year, and Past President in the 3rd year of service.

Qualifications:

- Elected by the Membership

Responsible To: Section Membership and Section President

Responsibilities:

1. Serve as a Member of the Executive Committee and the Board of the Section.
2. Chairs the Section's Leadership Development Committee, which includes responsibility for the Nominating Function.
3. Provides support and counsel to the President as needed.

Training Provided: Orientation provided by CLA, as well as to the operation of the section Board while Vice President, and on-going consultation with the President.

Benefits of Volunteering:

- Opportunity for professional growth
- Opportunity to network with Library Leaders throughout California on a topic of particular interest to the member
- Opportunity to be informed more often and sooner than others not in this role.
- Opportunity to play a part in education of other library staff to succeed with the goal of Integration of Literacy as a regular library service.

Time Commitment: approximately 4 hours per month

Length of Commitment: 3 years -- includes one year as Vice President/President Elect, followed by one year terms as President and Past President

Grounds for Termination: Not carrying out assigned responsibilities.

Contact Person: Section Nominating Chair