

DRAFT – Diversity & Outreach Section (D&O) Executive Board Position Descriptions

President

It shall be the duty of the president to preside at all meetings; to appoint and dissolve committees as necessary; to represent the Section at NJLA Executive Board meetings when appropriate and NJLA Committee meetings when invited; to appoint liaisons to NJLA committees when appropriate and to perform all other duties pertaining to the office. The President shall work with the liaison to the D&O section who has been appointed by the NJLA Executive Board to supply reports to the D&O Board.

Vice-President/President-Elect

The vice-president/president-elect shall act as program chair for the Section working closely with the NJLA Conference Committee; shall submit approved conference bills and receipts to the NJLA treasurer after the NJLA Conference; and shall perform the duties of the president in the president's absence.

Secretary

The secretary shall keep the minutes of all membership and Executive Board meetings; shall give notice of all meetings and assume other duties as assigned; shall prepare reports as requested for the D&O Executive Board and membership meetings.

Members-at-Large

Members-at-large must attend a minimum of five meetings per year, shall participate in the decisions of the Board.

Communications Manager

Oversees D&O's social media platforms, sends D&O news to NJLA Office for News Alerts and to Newsletter Committee for publication in the NJLA Newsletter.

Past-President

The past-president will serve as an advisor to the Board in order to assure continuity of purpose and shall be responsible for the nomination of the D&O Executive Board slate.