

## Duties of the CCML President

### CCML Bylaws:

#### Section 3. Duties and Responsibilities

- A. The President shall preside at all meetings of the association, handle external correspondence, and serve as an ex-officio member of standing ad hoc committees, except the nominating committee. S/he shall receive a stipend determined by the Executive Committee to attend either the MLA or MCMLA Annual Meeting

#### April:

- Recruit and create list of 2005-2006 Officers, Appointments/Liaisons/SIG Conveners, Chairs and Committee Members
- Accept gavel from President at end of Annual Business Meeting and assume duties of President

#### May:

- Provide corrected copy of bylaws for posting at the CCML website.
- Distribute list of 2005-2006 Officers, Appointments/Liaisons/SIG Conveners, Chairs and Committee Members
- Set the Exec Comm Meeting dates and locations for the second Thursday of May, August, October, January, & March
- Set the 2005-2006 Calendar with the help of the President-Elect, CQ Editor, and Mailing Coordinator (the CQ submission deadline should fall on the first Monday after each Exec Comm meeting.)
- Distribute 2004-2005 budget to all officers/chairs and ask for changes and submissions for 2005-2006 budget. (You can try to approve this at the May Executive Committee meeting if you can get all the changes by then.)
- Distribute the March Executive Committee Meeting minutes for approval at the May
- Attend SC3 meeting as representative of CCML
- Review the annual plan and ask for changes from the Executive Committee via email; If there is time, revise and distribute the Annual Plan for approval at the meeting or postpone approval until the August meeting.
- Ask committee chairs and officers to review the list of their duties in the bylaws or as listed in their notebooks or materials from prior chairs.

#### August

- Organize SC3 meeting as representative of CCML
- If postponed from May, revise Annual Plan and get approval for the plan.
- Review plans for regular meetings
- Discuss ideas for continuing education events

#### July

- Will the past president hold a social gathering? (This is an optional duty of the past president and is at their discretion to plan.)

#### September

- Preside at regular meeting

#### October

- At Executive Committee meeting consider and approve slate of officers, and arrange for profiles to appear in the Oct/Nov Council Quotes
- Discuss whether any bylaws changes are needed and refer suggestions to the Bylaws Committee chair (immediate Past President)  
Possible consideration for changes this year -- Should library cooperation be added back into the Bylaws as a standing committee with the chair having voting powers in Executive Committee votes? Refer any other ideas for changes to the Past President

### **November**

- Preside over business meeting, asking for nominations from the floor, then offering the slate of candidates for office, and hold election.
- Attend SC3 meeting as representative of CCML

### **January**

- Any Bylaws revisions should be proposed at this meeting, approved by the Executive Committee and mailed with the next mailing to members (to allow for members receiving the proposed bylaws changes "at least two weeks prior to the annual meeting" (the mailings for each meeting don't always arrive within two weeks, so mailing with the Jan/Feb CQ allows for adequate time to meet the requirements in the bylaws).

### **February**

- Attend SC3 meeting as representative of CCML
- Preside at regular meeting
- Request annual reports from all elected and appointed officers
- Ask all elected and appointed officers to update a list of duties for incoming elected and appointed officers

### **March**

- Preside at the Annual Executive Committee Luncheon
- Confirm officer, appointment/liaison/SIG service for annual service certificates
- Prepare an annual report to be published in Council Quotes

### **April**

- Prepare Service Certificates to be presented to members at the annual meeting
- Preside at the Annual Meeting, present Marla Graber Award for Excellence and Service Certificates, vote on any bylaws changes.
- Pass the gavel to the new president at the end of the business meeting.

### **General Duties:**

- Update this list of duties at the end of your term for the incoming president
- Forward documents to the CCML Archives
- Appoint liaisons to the Colorado Marketing Council, Colleague Connection and other groups as appropriate
- Maintain correspondence
- Maintain inventory of official stationary and Council Quotes masthead
- Prepare the annual operating plan for publication on the CCML web page
- Serve as an ex-officio member of standing and ad hoc committees
- Add business items to Executive Committee and regular meeting agendas as requested.
- Track old business for continued consideration at future Executive Committee and regular meetings.

- Correct all draft meeting minutes submitted by the Secretary to the Executive Committee for review.
- Represent (or arrange for another officer to represent) CCML at SC3 on the first Thursday in May, August, November, & February (tentative).
- Guide, advice, or consult with members and chairs about issues of concern.
- Post items of interest to the discussion list.
- Congratulate or send condolences as needed.
- Receive requests for information from those outside of CCML and make appropriate referrals.
- Refer announcements or corrections to Internet Committee Chair for updating at website.
- Respond to correspondence.
- Nominate a CCML member to chair committee for MCMLA Annual Meeting when it will be held in Colorado. The CCML Executive Committee should approve the nomination. See bylaws section VII (8). This should be done about 4 years prior to the scheduled MCMLA meeting.
- Write letter to the President of MCMLA stating that CCML wishes to host the MCMLA Annual Meeting and give the name of the person nominated to serve as Chair for planning the meeting.
- Check meeting minutes or bylaws to guide planning or to deal with issues that come up related to the smooth operation of the organization.