

CCML PRESIDENT-ELECT DUTIES

Revised 1/16/06

Assume the duties of the President in the President's absence or if the office of President is vacated.

Plan and arrange the programs and meeting places for four CCML meetings (September, November, February, April). It is best to solicit volunteers to coordinate locations, and possibly, speakers. Main speakers who are not a member of CCML receive a \$50 Tattered Cover gift certificate. Certificates are obtained by the Treasurer and should be purchased all at one time for a single year. Money for meeting refreshments (\$300/meeting) is available to the hosting institution. Try to attend all meetings, if at all possible.

Coordinate with the Education Committee Chair regarding workshops planned before meetings as well as programs.

Prepare the agenda and program announcements for each CCML meeting. Obtain a map and parking directions from the host. Send a brief article outlining the details of the meeting and a program description to the Council Quotes Editor (usually about one and a half months before the meeting.) Send the program description, agenda, map, and parking directions to the Web Editor (about one month before the meeting.) Send the program description, agenda, map, and parking directions to the Mailing Coordinator for copying and including in the mailing (by the deadline on the CCML Calendar).

Arrange to have the meeting host introduce the speaker or do so yourself. Conclude the program with a thank you to the speaker and host(s) of the meeting.

Send thank you letters on CCML letterhead to each speaker and host after each meeting.

Attend CCML Executive Committee meetings as scheduled and be prepared to report on your activities or present problems/action items for discussion.

Attendance at meetings of the SC3 group is optional. The President must attend.

Ask vendor representatives to sponsor the annual meeting in April (send email and written requests in December to align with vendor budget cycles.) Write Thank You letters after the event.

Confirm chairs, SIG conveners, liaisons, and appointed positions in January or February for the next year. Recruit CCML members to fill empty positions.

Request the list of members willing to serve from CCML Renewal forms in March. Distribute willingness to serve information to incoming chairs.

Schedule and plan the March Executive Committee meeting and luncheon. Select a restaurant and make a reservation for the event. Send invitations with driving and parking instructions and request RSVPs.

Appoint one individual Chair of the Nominating Committee at year's end (usually the past – past – President). The appointment should be approved by the Executive Council. The nominating committee has four members, two rotate off each year.

Write an annual report for inclusion in the April Council Quotes and send it to the President for inclusion in the Report.

Update this list of duties and present to the incoming President-Elect at the Annual Meeting in April.