

President-elect

Duties

1. Assume the duties of the president in the president's absence or if the office of president is vacated.
2. Plan and arrange the programs and meeting places for four CCML meetings (September, November, February, April). Main speakers who are not members of CCML receive a \$50 honorarium, in the form of a check to be provided by the treasurer. Bring and set up refreshments. See current budget for specific dollar amount allocated annually to refreshments and plan accordingly for the year. Present receipts to treasurer at meeting for reimbursement by check. Note: host sites sometimes offer to provide some or all of the meeting refreshments.
3. Try to have meeting at a location that does not charge.
4. Try to attend all meetings.
5. Coordinate with the education committee chair regarding workshops and programs planned before meetings.
6. Prepare the agenda and program announcements for each CCML meeting. Obtain a map and/or parking directions from the host.
7. As soon as date, time, and location details about the next meeting are known, send a "save the date" email to the CCML listserv. Once a final agenda is set, send an invitation email that also includes the agenda (ideally 4-6 weeks before the meeting). Send a reminder email about 2 weeks before the meeting, and another a few days before. Corresponding invitations and reminders can be posted to the CCML Facebook page. RSVPs can be requested through these channels.
8. Send a brief email outlining the details of the meeting and the agenda to other relevant listservs two weeks before the meeting.
9. Confirm that the host library has the technology the speakers require. Arrange to have the meeting host introduce the speaker or do so yourself.
10. Send thank you letters on CCML letterhead to each speaker and host after each meeting.
11. Attend CCML executive committee meetings as scheduled and be prepared to report on your activities or present problems/action items for discussion.
12. Confirm chairs, special interest group conveners, liaisons, and appointed positions in January or February for the next year.
13. Recruit CCML members to fill empty positions.
14. Distribute willingness to serve information to incoming chairs.
15. 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 committee. The nominating committee has four members; two rotate off each year.
16. Write and send to the president an annual report.
17. Update this list of duties and present to the incoming president-elect at the annual meeting in April.

Last reviewed or revised

Name: Kristen DeSanto

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