

President

Description

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.

Duties

1. General duties
 - a. Update this list of duties at the end of the term for the incoming president.
 - b. Appoint liaisons to other groups as appropriate.
 - c. Maintain correspondence.
 - d. Prepare the annual operating plan for publication on the CCML web page.
 - e. Serve as an ex-officio member of standing and ad hoc committees.
 - f. Add business items to executive committee and regular meeting agendas as requested.
 - g. Track old business for continued consideration at future executive committee and regular meetings.
 - h. Correct all draft meeting minutes submitted by the secretary to the executive committee for review.
 - i. Guide, advise, or consult with members and chairs about issues of concern.
 - j. Post items of interest to the discussion list.
 - k. Congratulate or send condolences as needed.
 - l. Receive requests for information from those outside of CCML and make appropriate referrals.
 - m. Refer announcements or corrections to internet committee chair for updating of the website.
 - n. Check meeting minutes or bylaws to guide planning or to deal with issues that come up related to the smooth operation of the organization.
 - o. Regular membership meetings: September, November, February, April.
 - p. Executive committee meetings: August, October, January, March, May.
2. April
 - a. Accept gavel from outgoing president at end of annual business meeting and assume duties of president.
3. May
 - a. This month's executive committee meeting is attended by both incoming and outgoing officers and committee chairs. The incoming president presides over the meeting.
 - b. Distribute list of officers, appointments, liaisons, chairs and committee members to internet committee chair for update to website.

- c. Set the virtual executive committee meeting dates and locations for the second Thursday of May, August, October, January, and March.
 - d. Set the calendar with the help of the president-elect and executive committee (membership meetings are typically held the 2nd Friday of the month, 8am-12pm).
 - e. Distribute budget to all officers/chairs and ask for changes and submissions for budget. Approve this at the May executive committee meeting if all the changes have been submitted by then.
 - f. 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.
4. July
 - a. Review the annual operating plan and ask for changes from the executive committee via email. Revise and distribute the annual operating plan for approval at the August meeting.
 5. August
 - a. Vote on the annual operating plan. Once approved by executive committee, give to internet committee chair to upload to the website.
 6. September
 - a. Preside at regular membership meeting and hold business meeting.
 7. October
 - a. At executive committee meeting consider and approve slate of officers, and arrange for profiles on the CCML listserv and Facebook page and to present at November membership meeting.
 - b. Discuss whether any bylaws changes are needed and refer suggestions to the bylaws committee chair.
 8. November
 - a. Preside at regular membership meeting and hold business meeting.
 - b. Officer candidates will be introduced at the November membership meeting. At that time, additional nominations of other candidates will be taken from the floor. If no additional candidates are nominated during the business portion of the last meeting of the calendar year, the slate will be submitted to the membership at that time for a voice vote.
 9. January
 - a. Any bylaws revisions should be proposed and approved at this executive committee meeting, emailed with the next mailing to members (to allow for members receiving the proposed bylaws changes at least two weeks prior to the April meeting).
 - b. Library champion award should be presented in January by the awards chair and CCML president.
 - c. Add newly-elected officers to the wiki.
 10. February
 - a. Preside at regular membership meeting and hold business meeting.
 - b. Request annual reports from all elected and appointed officers.
 - c. Ask all elected and appointed officers to update a list of duties for incoming elected and appointed officers.
 11. March/April
 - a. Request annual reports from all officers and committee chairs and compile for report to be presented at April annual meeting.
 - b. Prepare service certificates to be presented to executive committee, committee chairs, and committee members at the annual meeting.

- c. Preside at the annual meeting and hold business meeting. Present Marla Graber award for excellence, and service certificates. Vote on any bylaw changes.
- d. Pass the gavel to the new president at the end of the business meeting.
- e. Guidance from the executive committee recommends the inclusion of the immediate past-president as a member of the nominating committee, and the former past-president of CCML as the chair of the nominating committee.

Last reviewed or revised

Name: Kristen DeSanto

Date: 10/19/2018