

## **Chair, Academic and Research Libraries Division**

### **Term Length:**

The elected officers of ARLD shall be a Chair, a Chair-Elect who shall serve as Vice-Chair, a Past Chair, a Secretary, and Member Communication, a Legislative Liaison, and two Members-at-Large, all of whom shall be Division members in good standing. The Chair, Past Chair and Chair-Elect shall also be members in good standing of the Association of College and Research Libraries. The elected officers of ARLD shall constitute the Executive Committee (see Article VI). Elected officers of ARLD shall take office on December 1st.

The Chair shall hold office for one year without immediately succeeding her/himself. The Vice-Chair shall hold office for one year and shall succeed the Chair.

The Chair shall preside at all meetings of the Division and of the Executive Committee, shall enforce all the laws and regulations relating to the administration of the Division, and shall be an ex-officio member of any Standing Committees with the exception of the Nominating/Elections Committee. The Chair, or a designee, shall represent the Chapter at appropriate ACRL meetings and functions.

The Chair shall call a meeting of the Board of Directors (the Executive Committee, plus volunteers and appointees) no later than thirty days after the beginning of the fiscal year, or for the purpose of planning the activities of the Division. The Chair shall call meetings of the Executive Committee as deemed necessary.

One year. Term commences at the beginning of the second fiscal year following election as Vice-Chair. This office is second in a trilogy of annual offices; the first of which is that of Vice-chair and the third of which is that of Past Chair. Cannot be elected for two consecutive terms.

### **Duties and Responsibilities:**

To represent the Chapter within the Association of College and Research Libraries of ALA, the Division on the MLA Board of Directors, and to chair the Division. Must be a member of good standing of Association of College and Research Libraries of ALA. (See Section 4.1 for more information about ARLD).

Preside at all Executive Committee and Membership meetings of the Academic and Research Libraries Division of MLA.

Enforce all the laws and regulations relating to the administration of the Division.

Serve as an ex-officio member of any Division standing committees with the exception of the nominating committee.

Represent the Chapter at appropriate Association of College and Research Libraries meetings and functions.

Serve as a voting member of the MLA Board of Directors or send a substitute.

Assist MLA Membership Committee with recruitment of ALA members who are not MLA members.

Serve on planning committee for annual Academic Day or other workshop sponsored by the Division.

Support the Board of Directors in reaching annual goals.

**Estimated time commitment:** 3-6 hours per month

**Reports:**

Annually or as needed to the Board of Directors.