

Young Adult Services Division (YASD) Executive Board Position Descriptions

President Description

1. Chairs Programming Committee and conducts no less than four (4) meetings throughout the calendar year.
2. Enforces all laws and regulations relating to the administration of this organization
3. Presides at all meetings, or appoints a representative in the absence of the President and Vice President
4. Appoints chairpersons of standing YASD committees, and shall be an ex-officio member of all committees except the Nominating Committee
5. Attends and has voting privileges at Suffolk County Library Association meetings on the third Friday of each month. A monthly report of the Young Adult Services Division's activities is submitted at each meeting.
6. Writes about Young Adult Services Division activities for the Suffolk County Library Association Newsletter.
7. Writes about officers, committee heads, upcoming meetings, and library programs for Teen Talk the Young Adult Services Division newsletter.
8. Arranges an annual joint meeting with the Nassau Young Adult Services Division in alternating [even] years, including the securing of a speaker and issue advertising.
9. Organizes, with the assistance of the Annual Luncheon Committee, the annual luncheon for the annual meeting. This includes selecting the venue and confirming a speaker.
10. Calls board meetings as necessary.
11. Communicates upcoming events to the Suffolk County Cooperative Library YA Specialist.
12. Liaises with the Author's Unlimited Committee to coordinate volunteers for the morning activities for Author's Unlimited
13. Additional duties as described in the YASD of SCLA Handbook

Vice President Description

1. In the absence of the President, the Vice President shall have all the powers of the President.
2. Coordinates the BEST Award. The Suffolk County YASD Division heads the BEST Awards in even years.

- a. Distributes award flyers and applications to all Suffolk County Libraries
 - b. In even years, the Vice President creates and issues the memo/flyers about the BEST Award applications for both Suffolk and Nassau counties in late January and arranges for the plaques for both counties
 - c. Receives nominations through early April
 - d. Organizes and chairs the selection committee. The selection committee shall consist of at least three members of the YASD Executive Board
 - e. Contacts the sponsors of all the Suffolk nominees and gives them letters of commendation/certificates/awards
 - f. Arranges for the award stipend (\$150)
 - g. Liaises with the Long Island Library Conference Committee Chairperson to arrange lunch and conference attendance for the winner and a guest
 - h. Presents the award to the Suffolk County winner at the Long Island Library Conference
3. Receives nominations for YASD Elections. Prepares the election slate and forwards the approved slate to the SCLA Chairperson of the Nominating Committee in accordance with the SCLA Election Timeline.
 4. Additional duties as described in the YASD of SCLA Handbook

Treasurer Description

- Works as a liaison between YASD and SCLA submitting expense/reimbursement requests and deposits to SCLA per the SCLA treasurer's procedure for approval.
 - Keeps organized digital and physical copies of all relevant treasury documents, including receipts, expense and deposit forms, statements, etc.
 - Confirms and verifies monthly account statements from the SCLA treasurer.
 - Submits monthly budget statements for SCLA meetings as needed and routes a copy to the YASD Board
 - Secures the stipend for the BEST Award Winner
- Additional duties as described in the YASD of SCLA Handbook

Secretary Description

- Writes and issues minutes for all meetings. The minutes are submitted to the YASD President for review and then forwarded to the Webmaster to be posted on the YASD website.
- Creates and sends out all monthly meeting flyers. One copy of each flyer is filed for YASD Archives and a second copy is sent to SCLA for their archives. All flyers are forwarded to the Webmaster to be posted on the YASD website.

- Sends confirmation letters to all speakers for YASD events and thank you letters to all event sponsors.
- Keeps statistics of meetings - attendance sheets, flyers, and handouts. Handouts should be forwarded to the Webmaster to be posted on the YASD website.
- Contacts SCLA Membership Chair for mailing labels (allow two weeks for delivery).
- Additional duties as described in the YASD of SCLA Handbook

Members at Large Description

- The Membership and Fran Romer Annual Workshop Committee Member At Large is a 2 year position.
- In the first year of appointment, the Member at Large will:
 1. Shadow the existing Member At Large at the Fran Romer Annual Workshop, learning about the workings of the program
 2. Research and confirm a guest speaker for the following year's conference, under the guidance of the existing Member At Large
 3. Organize and confirm the conference location, discussion books, discussion groups and group leaders, lunch, and the workings of the program including; registration, coordinating program materials, and adhering to the speakers needs for the following year's conference under the guidance of the existing Member At Large
- In the second year of appointment, the Member at Large will be responsible for all aspects of the Fran Romer Annual Workshop, and guide the new Member At Large in planning the workshop for the following year

Additional duties include:

- Arranges the table and volunteers for the Young Adult Services Division table for the Long Island Library Conference.
- Distributes applications and promotional materials to potential members
- Promotes the growth of the organization by advertising the mission and benefits of the organization.
- Keeps updated lists of the current membership
- Additional duties as described in the YASD of SCLA Handbook