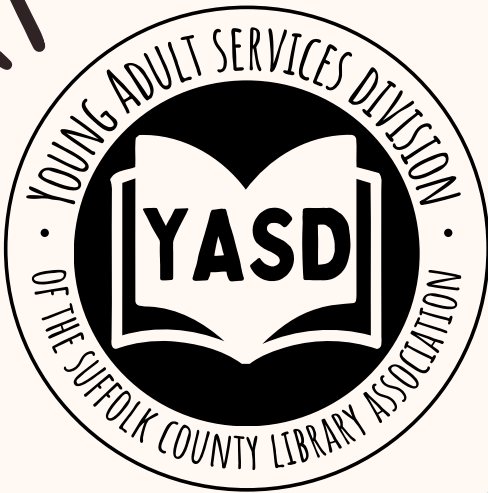


YASD

CALL FOR NOMINATIONS



OPEN POSITIONS

- Vice President (3 years: VP/President/Past President)
- Secretary (1 year)
- Treasurer (1 year)
- Member-at-Large: Fran Romer (2 years)
- Member-at-Large: Webmaster (1 year)

REASONS TO NOMINATE YOURSELF

- Connect and build relationships with library professionals from across Suffolk County
- Develop hard and soft skills that you will use in your current or future career endeavors
- Earn experience for upper level management exams
- No experience necessary. If you are elected, we will train you!

Terms run from December 2024 to December 2025. Interested parties should email ashley@longwoodlibrary.org a brief bio, professional-looking headshot, and position you would like to nominate yourself for by Friday, May 24.

YASD Executive Board duties

Treasurer:

- Submits monthly budget statements (form available from the SCLA Treasurer) for SCLA monthly meetings (third Friday of each month) and routes a copy of this to the Board.**
- Issues all checks for division needs.**
- Balances the division checkbook.**

Secretary:

- Writes and issues minutes for all meetings. The minutes are submitted to the 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.**
- 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 Member at Large for the YASD website.**
- Contacts SCLA Membership Chair for mailing labels (allow two weeks for delivery).**

Vice-President/President Elect:

- In the absence of the President, the Vice President shall have all the powers of the President.**
- BEST Award- Suffolk County YASD Division heads the BEST Awards in even years.**

•Every year , the Vice-President distributes award flyers and applications to all Suffolk County Libraries, organizes and chairs the selection committee (President, Past President, YA Specialist at SCLS), contacts the sponsors of the Suffolk nominees and gives them letters of commendation/certificates/awards. The final award is presented to the Suffolk County winner at the Long Island Library Conference during the keynote speech. The vice-president arranges for the award stipend (\$150), plaque (coordinate with the Nassau YA Vice-President), and lunch at the Long Island Library Conference for the winner and a guest.

•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, receives nominations from both counties in early April, gets the name of the Nassau winner, orders and picks up both plaques for both county winners (pays our amount through the Treasurer and gets a billing invoice to forward to Nassau for payment), and introduces the BEST Award at the Long Island Library Conference keynote speech.

•Prepares balloting and receives replies for the election.

•Chairperson of the Fran Romer Memorial Booktalk Workshop. Along with the committee, the VP selects the theme of each annual Fran Romer Memorial Booktalk Workshop to be held in the second year of this appointment

•Researches and confirms guest speakers in relation to the selected workshop theme for the Fran Romer Memorial Booktalk Workshop.

President

•Chairs Programming Committee and conducts not less than four (4) meetings throughout the calendar year.

•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.

- Writes about Young Adult Services Division activities for the Suffolk County Library Association Newsletter.**

- Writes about officers, committee heads, upcoming meetings, and library programs for Teen Talk the Young Adult Services Division newsletter.**

- Arranges an annual joint meeting with the Nassau Young Adult Services Division in even years including the securing of a speaker and issue advertising.**

- Organizes, with the assistance of the board, the annual luncheon for the annual meeting. This includes selecting the venue and confirming a speaker.**

- Calls board meetings as necessary.**

- Communicates upcoming events to the Suffolk County Cooperative Library YA Specialist.**

Members at large

Membership and Fran Romer Annual Workshop Committee

- In partnership with the President, organizes and confirms the conference location, discussion groups, and the workings of the program including; Registration, coordinating program materials, adhering to the speakers needs.**

- 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.

Teen Talk Newsletter and Webmaster

- In cooperation with the board, the editor of Teen Talk creates, edits, and distributes the Young Adult Services Newsletter.

- Designs and updates the Young Adult Services Division website with all association news and events, in cooperation with the board.

- Designs and updates the Young Adult Services Division social networking profiles.

- Checks all YASD e-mails and forwards information to the applicable officers.

- Keeps and updates a digital archive of Young Adult Services Division activities.