

RASD

CALL FOR NOMINATIONS!

The Reference and Adult Services Division (RASD) of the Suffolk County Library Association is seeking enthusiastic individuals who are interested in serving on the 2025 RASD Executive Board.

Reasons to nominate yourself:

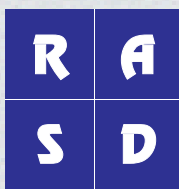
- No experience necessary! If you are elected, we will train you!
- Connect and build relationships with library professionals from across the county
- Develop hard and soft skills that you will use in your career

Available positions are as follows:

- Vice President-President Elect (2 years)
- Treasurer (1 year)
- Secretary (1 year)

Terms run from January 2025 through December 2025, but training may take place in late 2024. **Interested parties should email a brief bio, professional-looking photo, and position of interest by Friday, May 24th to jbrown@pmlib.org**

The only requirement is current membership in SCLA.



REFERENCE & ADULT SERVICES DIVISION
A DIVISION OF THE SUFFOLK COUNTY LIBRARY ASSOCIATION

RASD

OFFICER DUTIES

PRESIDENT

- Preside monthly Reference and Adult Services Division meetings and enforce regulations relating to the administration of the organization.
- Appoint chairpersons of standing Committees.
- Attend Executive Board monthly meetings of the Suffolk County Library Association.

VICE PRESIDENT-PRESIDENT ELECT

In the absence of the President, the Vice President shall have all the powers and prerogatives of the President.

SECRETARY

- Attend monthly meeting, record minutes, motions and attendance.
- Issue board members email notices of upcoming meetings.

TREASURER

- Work as a liaison between RASD and SCLA submitting expense/reimbursement requests and deposits to SCLA per the SCLA treasurer's procedure for approval.
- Keep 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

