

**Oregon Library Association
ALA Councilor and Virtual Meeting Coordinator (3 year position)**

Powers & Duties

- Maintains an active membership in the Oregon Library Association.
- Maintains an active membership in the American Library Association (ALA).
- Performs such duties as are implied by the title and as are detailed in the OLA Bylaws.
- Serves as a voting member of the Executive Board.
- Represents OLA at ALA Council meeting at Midwinter and Annual meetings (reimbursed by OLA up to \$2500 per year).
- Regularly updates the OLA board and membership on issues under consideration by the ALA Council.
- Shares relevant ALA information with the OLA membership and the Oregon library community through libs-or.
- Manages audio, video and chat technology at OLA Executive Board meetings, ensuring that those attending both in person and virtually can actively participate in the meeting.
- Orders and disseminates ALA materials for OLA annual conferences.
- Maintains and updates virtual meeting documentation
- Liaises with virtual meeting attendees prior to board meetings to ensure they are comfortable with the virtual meeting technology, also available for consultation with OLA committees, divisions, and round tables wishing to use virtual meeting technology
- Arrives at OLA Executive Board meetings at least a half hour prior to the start of each meeting to ensure that audio and video conferencing systems are working effectively.
- Assures a smooth transition by working closely with the next ALA Councilor.

Time commitment:

- Travel and attendance at ALA Midwinter and Annual meetings. (typically 4 days per meeting)
- Attendance at OLA board meetings and OLA board retreat (6 meetings and 1 retreat per year)
- Sharing ongoing ALA communications with OLA membership and Oregon library community (approximately one hour a month)
- Virtual Meeting Coordinator duties outside of board meeting times (approximately one hour a month)