**Oregon Library Association**

**Vice President/President/Past President (Three year position)**

*In addition to understanding and supporting the mission of the Oregon Library Association, desirable characteristics in potential candidates include a combination of integrity and creativity with strong leadership, organizational, collaboration, and communication skills.*

**Incoming Vice President/President-Elect: Powers and Duties**

* Manages logistics for the OLA board’s annual summer planning retreat.

**Vice President/President-Elect: Powers & Duties**

* 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 and the Legislative and Library Development Committee.
* Presides in the absence of the President.
* Performs the duties of the ALA Councilor and Virtual Meeting Coordinator in his or her absence at Executive Board meetings (ensuring smooth operation of virtual meeting coordination).
* Represents OLA, at OLA expense, at National Library Legislative Day in Washington, DC.
* Attends the orientation for new chapter leaders, at OLA expense, at the American Library Association’s Annual or Midwinter Conference.
* Serve as the Oregon national chapter representative to ALA (monitor and respond to national listserv)
* Plans and facilitates OLA’s annual summer planning retreat.
* Prepares for orderly transition by drafting appointment lists, conference theme, etc.
* Lends assistance to the President as needed.

**President: Powers & Duties**

* 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 and the Legislative and Library Development Committee; also serves as an ex-officio member of all other committees.
* Presides at all meetings of the Association and its Executive Board.
* Directs and acts as primary spokesperson for the Association.
* Represents the Association in all official capacities or designates a representative.
* Works closely with the Association Manager to conduct Association business and meet Association timetables.
* Establishes the theme for the annual OLA conference held in his or her presidential year.
* Maintains an impartial, informed, and responsive interest in the concerns, goals and activities of all Divisions, Committees and Roundtables.
* Appoints Chairs of Standing Committees as provided herein and notifies them of their appointments and duties.
* Establishes task forces as needed, appoints Chair of such Committees, and notifies them of their appointments and duties.
* Assures a smooth transition by working closely with the President-Elect.
* Prepares files at the end of his /her term of office and sends notebook documenting items of historical importance (correspondence, meeting materials and agendas, etc.) to the OLA archives.
* Prepares a report of the year’s activities to be shared at the OLA Annual Meeting.

**Past President: Powers & Duties**

* Performs such duties as are implied by the title.
* Serves as a voting member of the Executive Board and the Library Legislative and Development Committee.
* Oversees contract negotiations and arrangements for a future OLA conference one year beyond dates and sites already established.

•   Chairs the Nominating Committee.

* Lends assistance to the President as needed.

*Document revised 8/21/15 by OLA Nominating Chair Penny Hummel.*