

**Virginia Association  
of Law Libraries  
Chapter Leadership  
Handbook**



**2012-2013**

**(October 15, 2012)**

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# HISTORY OF VALL

The Virginia Association of Law Libraries (VALL) initially was organized as the Richmond Area Law Libraries Association (RALLA) in 1981. As the name suggested, the organization was formed to provide opportunities for the exchange of ideas and solutions to common problems for law library professionals and paraprofessionals in the Richmond metropolitan area. During the next two years, RALLA's membership slowly grew beyond the Richmond area, attracting members from Williamsburg and Northern Virginia. In response to increasing numbers of members, RALLA adopted its first formal constitution and bylaws in October of 1983 and elected the first slate of officers in 1984. Between 1983 and 1986, RALLA's membership grew dramatically, drawing members from all corners of the state. By 1986, the organization clearly reflected a statewide organization of law libraries (57 members) rather than an organization limited to the Richmond metropolitan area. Recognizing the shift from a local membership to a statewide organization and hoping to avoid confusion with the recently formed Richmond Association of Legal Assistants (RALA), RALLA was renamed the Virginia Association of Law Libraries in 1986.

As more Virginia law library professionals and paraprofessionals learned about the existence of a statewide organization in their field, VALL's membership increased and diversified. By late 1987, membership had grown to over sixty members, and work towards establishing formal ties between VALL and the American Association of Law Libraries (AALL) was a means of increasing VALL's contact with law libraries nationwide. VALL formally requested permission from the AALL to establish itself as a Chapter of the national organization in April 1988. Following AALL Executive Board consideration, the request was presented to the general membership of AALL at the 1988 Annual Meeting in Atlanta, Georgia, where VALL was unanimously approved as the 28th Chapter of the American Association of Law Libraries.

VALL's membership has continued to grow. As of October 1, 2011, there are 111 VALL members in good standing. VALL's fiscal and business affairs are managed by an Executive Board consisting of officers of the organization, the immediate Past president, and two elected directors. Members serve on committees, as appointed by the current President.

VALL committees number twelve: Auditing, Bylaws, Communications, Grants, Legislative Awareness, Membership, Nominating, Placement, Preservation, Programs, Public Relations, and Publications. Business meetings are held semi-annually in conjunction with a dinner or lunch and educational programs.

# CONSTITUTION

## Constitution of the Virginia Association of Law Libraries

Adopted October 12, 1983  
Amended January 9, 1985  
Amended January 15, 1986  
Amended June 1, 1986  
Amended April 23, 1994  
Amended July 11, 2006

### ARTICLE I. NAME

The name of this association shall be Virginia Association of Law Libraries (the Association).

### ARTICLE II. OBJECT

The Association is established to develop and increase the usefulness and efficiency of law libraries. It shall be conducted as a non-profit corporation to promote librarianship and to foster a spirit of cooperation among members of the profession.

### ARTICLE III. MEMBERSHIP

Any person or institution interested in law libraries may become a member of the Association by complying with the provisions of the Bylaws.

### ARTICLE IV. MEETINGS

Meetings shall be held as provided in the Bylaws.

### ARTICLE V. OFFICERS COMMITTEES AND OTHER ORGANIZATIONS

Section 1: Officers. The officers shall consist of a president, vice-president/president elect, secretary, and treasurer. The vice-president/president-elect shall be elected annually by the Association. The vice-president/president-elect shall automatically become president after one year and shall so serve during the second year following his election. The secretary and treasurer shall each serve two-year terms. Elections for each office shall occur in alternate years. The president, the vice-president/president-elect, secretary, and treasurer shall serve without compensation.

Section 2: Duties of Officers. The president, vice-president/president-elect, secretary, and treasurer shall perform the duties usually pertaining to their respective offices and other duties as may be assigned by the Executive Board.

Section 3: Committees and Other Organizations. There shall be such committees and other organizations as the Executive Board shall create or shall be created by a majority vote of those present and voting at any meeting of the Association.

Section 4: Appointments. The president shall appoint all members of committees and other organizations unless the Association shall otherwise direct.

Section 5: Terms of Office. All officers and members of the committees and other organizations shall serve until their successors are elected or appointed and qualified, or they are removed from office.

## ARTICLE VI. EXECUTIVE BOARD

Section 1. There shall be an Executive Board of seven, consisting of the officers named in Article V, Section 1, the last retiring president, and two members who will be known as directors. Each director shall serve a two-year term. Each director will be elected in alternate years by the Association. The duties of the Executive Board shall be those usually assigned to such boards in similar associations.

Section 2. The Executive Board shall have the power to fill any vacancy in elective offices except that of president. The person so elected by the Executive Board shall serve the unexpired term. In the case of the death or resignation of the president of the Association, the vice-president/president-elect shall become president and shall serve until the end of his own elected term.

## ARTICLE VII. AMENDMENTS

Amendments to this constitution may be proposed by the Executive Board or by a petition signed by 10% of the active members of the Association. Proposed amendments shall become effective when approved by two-thirds of the members voting in a ballot conducted by mail or electronically, in the manner provided in the Bylaws.

## ARTICLE VIII. BYLAWS

Amendments to the Bylaws may be proposed by any voting member of the Association.

Proposed amendments shall be submitted to the secretary, who shall send notice, either electronically or in paper, to the voting members 30 days prior to the meeting of the Association at which they will be presented for discussion.

At such meeting, a proposed bylaw amendment may be amended, provided that the amendment is consistent with the original proposed bylaw amendment.

If approved by a two-thirds majority of the members present and voting at the meeting, the final version of the amendment shall be adopted.

# BYLAWS

## Bylaws of the Virginia Association of Law Libraries

Amended July 13, 1988  
Amended April 23, 1994  
Amended July 12, 1994  
Amended January 20, 1995  
Amended October 17, 1997  
Amended November 2, 2002  
Amended May 19, 2006  
Amended October 29, 2010

### ARTICLE I. MEMBERSHIP

Section 1: Classification of Membership. Members of the Association shall consist of:

(a) Individual Members: Upon payment of the annual dues the following persons in Virginia may become an individual member of this Association:

- (1) Any person connected with a law library;
- (2) Any person with past law library experience; and
- (3) Any person connected with a non-law library or working as a consulting librarian, interested in law librarianship.

(b) Institutional Members: Any law library in Virginia may become an institutional member upon payment of annual dues. Persons designated under an institutional membership shall be in all respects the equivalent of individual members.

(c) Associate Members: A person not directly connected with a law library or other library, located in the state of Virginia, may become an associate member of this Association with the approval of the Executive Board and upon payment of annual dues.

(d) Student Members: An individual who is enrolled in a library school or a law school may become a student member upon payment of annual dues.

(e) Honorary Members: The Association may, at any regular business meeting, by a 2/3 vote of those present, elect honorary members. An honorary membership will last for the lifetime of the honorary member. The Association shall not have more than 10 honorary members at any time.

(f) Lifetime Members: The Association may, at any regular business meeting by a vote of 2/3 of those present, elect to life membership those who have been members of the Association for at least 10 years, but who have retired from active library work.

(g) Sustaining Members: Any company or institution supporting the goals of the Association may become sustaining members with the approval of the Executive Board and upon payment of annual dues.

The Executive Board has the authority to determine the classification of new applicants in unclear situations.

Section 2: Rights and Privileges: The following rights and privileges shall accrue to all members of the Association.

(a) The right to hold the offices of president or vice president/president elect shall be restricted to individual members and to designated members under an institutional membership who are also individual or institutional members, in good standing, of the American Association of Law Libraries (AALL).

(b) The right to hold other Association offices (secretary, treasurer, and director) shall be restricted to individual members and to designated members under an institutional membership without regard to AALL membership.

(c) The right to vote shall be restricted to individual members, to designated members under an institutional membership and to student members.

(d) The right to receive all publications of the Association will be shared by all members, unless otherwise directed by the Executive Board.

Section 3: Dues. The dues to be paid shall be as follows:

(a) Individual Members: The annual dues of individual members shall be \$20.00.

(b) Institutional Members: The annual dues for institutional members shall be based upon the number of persons designated by the institution for membership. The institution shall pay \$20.00 for each person on its staff who is designated. Such persons for whom the institutional member has paid \$20.00 each as an annual dues shall be entitled to active membership in the Association without the payment of individual dues. Institutional designations are transferable at any time to other institutional employees.

(c) Associate Members: The annual dues of associate members shall be \$25.00.

(d) Student Members: The annual dues of student members shall be \$7.50.

(e) Honorary Members: No dues.

(f) Lifetime Members: No dues.

(g) Sustaining Members: The annual dues of sustaining members shall be \$50.00.

Section 4: Year. The year for dues shall begin on June 1, and the fiscal year of the Association shall begin on June 1. The dues of members joining between January 1 and May 31 shall be one-half the annual dues for that fiscal year.



Section 5: Suspension of Membership. Members failing to pay dues by August 1st, and after due notice by the treasurer, shall be suspended from the membership by the treasurer. Suspended members may be reinstated at any time upon payment of the full current year's dues.

## ARTICLE II. MEETINGS

Section 1: Business Meetings. Business meetings shall be held twice per year; in the spring and in the fall.

Section 2: Other Meetings. Educational or other special meetings may be held at such times as the president or Executive Board may elect.

Section 3: Quorum. A quorum for a business meeting of the Association shall be ten voting members.

Section 4: Notice. Notice of meetings shall be sent, either electronically or in paper, to each member at least fourteen days before the business meeting.

Section 5: Procedure. Robert's Rules of Order, in the latest edition, shall govern all the deliberations of the Association when not in conflict with the Constitution and Bylaws of the Association.

## ARTICLE III. NOMINATIONS AND ELECTIONS

Section 1: Nominating Committee. There shall be a Nominating Committee appointed by the Executive Board, to consist of three members, no one of whom shall be a member of the Executive Board, and no one of whom shall be a candidate for office at the succeeding election. Each member of the committee shall serve for a term of one year. The chairman of the committee shall be designated by the Executive Board.

The Nominating Committee shall solicit recommendations from the membership for nomination. No member may be nominated for the office of vice-president/president-elect who is not a member, in good standing, of the American Association of Law Libraries (AALL). At least one candidate for each office shall be presented. Names of the candidates shall be presented to the membership electronically via the Chapter listserv no later than February 1.

Further nominations may delivered to the Chair of the Nominating Committee no later than February 15 .

Section 2: Elections. In the case of contested elections, the president shall appoint an individual who shall have charge of the conduct at the annual election. .The election shall be conducted electronically with voting to commence no earlier than February 16 and to end no sooner than February 27.

If no nominations from the membership are received by the Chair of the Nominating Committee by February 15, each candidate presented to the membership as the only candidate for a particular office shall be deemed elected as of February 28.

Candidates receiving the largest number of votes shall be declared elected. In case of tie vote, the successful candidate shall be determined by repeated ballots until one candidate receives a majority vote.

Elected officers shall take office at the Spring meeting of the Association.

#### ARTICLE IV. BALLOT UPON AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the constitution shall be submitted to the secretary, who shall send notice, either electronically or in paper, of the proposed amendments to the voting members 30 days prior to the meeting of the Association at which they will be presented for discussion.

At such meeting, a proposed constitutional amendment may be amended, provided that the amendment is consistent with the original proposed constitutional amendment.

If approved by two-thirds of the members present and voting at the meeting, the final version of the amendment shall be promptly submitted to the entire membership for final decision by ballot.

Ballots, along with a summary of the discussion of the proposed amendment, shall be distributed, either electronically or in paper, to the voting members.

The Executive Board shall specify the time for closing the balloting, but in no case shall it be less than 30 days after the mailing of the ballots. The secretary shall have charge of counting and tabulation of all votes cast in balloting on amendments to the constitution.

Proposed amendments shall become effective when approved by two-thirds of the members voting in a ballot conducted by mail or electronically

Amendments to these Bylaws shall be submitted to the American Association of Law Libraries for review upon adoption by the membership of this Association.

#### ARTICLE V. EXECUTIVE BOARD

Section 1: Purpose. The property, business, and affairs of the Association shall be managed by the Executive Board which shall be composed of the officers of the Association, the last retiring president, and two directors of the Association who are not officers. The Chair of the Communications Committee shall serve as an ex officio member of the Board. The Executive Board shall have the power to fill any vacancy in elective offices except that of president. The person so elected by the Executive Board shall serve the unexpired term. In the case of death or resignation of the president of the Association, the vice-president/president-elect shall become president and shall serve until the end of his or her won elected term.

Section 2: Meetings. The Executive Board shall meet once each year at a place and time to be designated by the president of the Association, and at such other times and places as the president or a majority of the Executive Board may direct.

ARTICLE VI. COMMITTEES  
OTHER ORGANIZATIONS, AND REPRESENTATIVES

Section 1: Removal of Officers. Officers of the Association, as defined by the Constitution, may be removed for failure to perform their duties. An officer may be removed by a 2/3 vote of the Executive Board.

Section 2: Committees. The committees of the Association shall be of two classes; standing committees and special committees. Standing committees shall be those established for purposes requiring the continuous attention of the Association. Special committees shall be those established for a stated period to accomplish a specific purpose. At the end of the stated period, the continuation of every special committee shall be decided upon by the Executive Board.

(a) Committee Membership. Members of standing committees shall be appointed for terms of one year beginning at the Spring meeting of the Association.

(b) Appointments. The vice president/president-elect shall appoint the committee members, excepting the Nominating Committee, for the terms provided by the Bylaws and designate the chair or co-chair of each committee to serve during his or her presidency. The president may make committee appointments during his term of office. Committee members shall be chosen from those members who have the right to vote.

(c) Term Limitation. No committee chair shall serve more than five years without the unanimous approval of the Executive Board.

Section 3: Outside Representation. Association representatives to other organizations, agencies, joint boards, and joint committees; and to meetings of other associations, may be appointed by the president or vice president/president-elect and shall report to the Executive Board.

Section 4: Authority to Spend. No committee or representative shall incur expenses on behalf of the Association except as authorized, nor shall any committee or representative commit the Association by any declaration of policy.

ARTICLE VII. ANTI-DISCRIMINATION

Membership in the Association or participation in any activity of the Association shall not be denied to any individual, or abridged on account of race, color, religion, sex, national origin, disability or sexual orientation.

# PAST PRESIDENTS

Ann B. Roberts 1984-1985	Rae Ellen Best 1998-1999
Susan B. English 1985-1986	Gail Zwirner 1999-2000
Georgiana Gekas 1986-1987	Donna Bausch 2000-2001
Christopher A. Meyer 1987-1988	Jill Burr 2001-2002
Steven D. Hinckley 1988-1989	Charles Oates 2002-2003
Gail Warren 1989-1990	Bobbie Denny 2003-2004
Jean M. Holcomb 1990-1991	Cathy Palombi 2004-2005
Joyce Manna Janto 1991-1992	Marie Summerlin Hamm 2005-2006
Karen S. Schubart 1992	Evelyn Campbell 2006-2007
Isabel B. Paul 1992-1994	Kevin Butterfield 2007-2008
James S. Heller 1994-1995	Leanne Battle 2008-2009
E. Terry Long 1995-1996	Fred Dingley 2009-2010
Martha Rush 1996-1997	Anthony Ikwueme 2010-2011
Frosty Owen 1997-1998	Michele Gernhardt 2011-2012

# PAST EXECUTIVE BOARDS

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# CURRENT CHAPTER LEADERS

<b>Executive Board</b>	
<b>President</b>	<b>Suzanne Corriell</b>
<b>Immediate Past President</b>	<b>Michele Gernhardt</b>
<b>Vice-President/President-Elect</b>	<b>Amy Wharton</b>
<b>Secretary</b>	<b>Ben Almoite</b>
<b>Treasurer</b>	<b>Patricia Petroccione</b>
<b>Director</b>	<b>Heather Casey</b>
	<b>Greg Stoner</b>
<b>Ex Officio</b>	<b>Evelyn Campbell</b>

<b>Committee Chairs</b>	
<b>Bylaws</b>	<b>Michele Gernhardt</b>
<b>Communications</b>	<b>Evelyn Campbell</b>
<b>Grants</b>	<b>Donna Bausch / Jennifer Sekula</b>
<b>Legislative Awareness</b>	<b>Isabel Paul</b>
<b>Membership</b>	<b>Christina Vassey</b>
<b>Nominating</b>	<b>Anthony Ikwueme</b>
<b>Placement</b>	<b>Gail Warren</b>
<b>Preservation</b>	<b>Sally Wambold</b>
<b>Programs</b>	<b>Amy Wharton</b>
<b>Public Relations</b>	<b>Joyce Manna Janto</b>
<b>Publications</b>	<b>Lyn Warmath / Gail Zwirner</b>

<b>Administrative Positions</b>	
<b>Archivist</b>	<b>Gail Warren</b>
<b>Blogmaster</b>	<b>Evelyn Campbell</b>
<b>Handbook Editor</b>	<b>Jennifer Sekula</b>
<b>Postmaster</b>	<b>Terry Long</b>
<b>VLA Liaison</b>	<b>Terry Long</b>
<b>Wikimaster</b>	<b>Amy Wharton</b>

# CHAPTER CALENDAR

## **Calendar Begins at the close of the Spring Meeting**

### **Spring (after Spring Meeting):**

- New officers assume positions at end of the meeting.
- New committee chairs assume positions at end of meeting.
- All appropriate records conveyed to new officers and committee chairs.
- Fiscal year begins June 1.

### **Summer:**

- VALL Luncheon at AALL Annual Meeting.

### **Fall:**

- Financial report due from Treasurer prior to Annual Meeting.
- Committee reports due prior to Annual Meeting.
- Annual meeting.

### **Winter:**

- Candidate suggestions due to Nominating Committee by February 1
- Candidates presented by Nominating Committee to President.
- Candidates announced and electronic election conducted for any contested offices by February 28
- Candidates notified of election results by President.

### **Spring:**

- Final committee reports due prior to Spring Meeting.
- Financial report for the year due from Treasurer prior to Spring Meeting.
- Spring Meeting.
- Leadership transition meeting at or after Spring Meeting.

# EXECUTIVE BOARD

## President

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Term: 1 year

Essential Functions:

The President shall:

- Preside at all meetings of the VALL membership and the Executive Board.
- Inform the Executive Board of VALL activities and actions taken in the name of VALL.
- Keep the membership informed and act as the unofficial cheerleader for VALL and its members.
- Submit files to the VALL archives.
- Serve as a liaison to a standing committee and/or administrative position.

Annual Duties:

- Serve as a member of the AALL Council of Chapter Presidents and act as a liaison between VALL and AALL.
- Attend the AALL Leadership Training and the Council of Chapter Presidents meeting held during the AALL Annual Meeting.
- Advise and assist Vice President with program planning. Responsible for initial arrangements for the VALL Luncheon/Summer Quarter Meeting at AALL in July.
- Encourage VALL members to submit program proposals for the Virginia Library Association's annual conference each year, as well as to at least serve as co-sponsor of an AALL program proposal.
- Invite VASLA and LLSDC members to some or all of VALL programs at the VALL member price.
- Appoint each Board member to act as liaison to one or more standing committees or administrative positions.
- Appoint standing committee chairs and work with committees to establish goals for the year.
- Appoint committee members.
- Serve as a liaison to a standing committee and/or administrative positions.
- Form special committees as appropriate for a stated period of time to accomplish a specific purpose.

Semi-Annual Duties:

- Prepare agendas for business meetings.
- Remind committee chairs to submit reports prior to the meeting.
- Conduct business meetings.
- Schedule and conduct Executive Board meetings in conjunction with or prior to every business meeting as well as between them, as needed.
- Write *President's Message* quarterly for VALLTalk. Confirm submission deadlines with the Editor.



## Calendar - Begins at the close of the Spring Meeting

### March/April

- Assume office at end of the Spring Meeting.
- Convey and receive records as appropriate.
- Communicate with each committee chair. Provide a preliminary list of incoming committee members. Give each committee their charge for the year.
- AALL Chapter VIP form due. <http://www.aall.org/chapter/vipman.asp>
- Verify that AALLNET and the VALL web site accurately reflect the new VALL officer information. Update the information as appropriate.
- Subscribe to Council of Chapter Presidents list.
- Register chapter VIP for the AALL Annual Meeting. Make necessary arrangements for their travel and accommodations.

### June

- Ask members of the appropriate committees or members of the executive board to attend sessions of the Chapter Leadership Roundtables that will be helpful to them and register them for those meetings.
- Submit final count for food and beverage events at AALL by June 1st.
- Arrange for VALL members to escort the Chapter VIP to various AALL functions to include the opening luncheon, the opening reception, and the closing banquet.
- Submit *President's Message* to VallTalk Editor by June 1st.

### July

- Submit Chapter Biography Form to AALL by deadline. [http://www.aallnet.org/chapter/bio\\_form.asp](http://www.aallnet.org/chapter/bio_form.asp)
- Complete Chapter Annual Report.
- Attend Chapter Leadership Training and Council of Chapter Presidents Business Meeting – one vote per chapter.
- Remind VALL members who are attending Chapter Leadership Roundtables at the VALL Annual Meeting to prepare a short report for the Board about the sessions they attend.

### August

- Submit form to request AALL Chapter Visitor
  1. Generally invited to Fall/Annual Meeting but can be changed if VALL would be better served by a visit at a different time of year.
  2. VALL provides reimbursements for ground travel, accommodations and other incidentals.
  3. Check AALLNET.org for additional information on Chapter Visitor Program. <http://www.aall.org/chapter/vipman.asp>

### September

- Submit *President's Message* to the VallTalk Editor by Sept. 1st.
- Confirm with Treasurer that Chapter Liability Insurance premium has been paid. Due in Oct. More info at: [http://www.aall.org/chapter/financial\\_liability.asp](http://www.aall.org/chapter/financial_liability.asp)

## President's Calendar, Continued . . .

### October/November

- Complete AALL Annual Meeting Schedule Form and submit to AALL by November 1<sup>st</sup>. The President traditionally completes the paperwork for the July meeting although the VP will run that meeting.
  1. Submit food and beverage order in April; final count will be due in June.
  2. Secure sponsor(s) to help defray the cost of the luncheon.
- Appoint a VALL nominations committee to reflect geographic and type of library diversity to prepare slate by February 1st.

### December

- Submit *President's Message* to the VallTalk Editor by December 1st.

### January/February

- Present VALL slate of candidates on February 1st.
- Notify candidates of election results.
- Poll membership (or request that the Public Relations Committee Chair do so) for suggested Chapter VIP(s).
- Consult AALLNET for VIP Handbook.
- Send invitations to prospective Chapter VIPs.
- Ask incoming Vice President to recruit and select his own program committee which should reflect the diverse membership of VALL both geographically and by type of library.

### March/April

- Confirm that VALL activities are listed and properly described in AALL preliminary program.
- Ask VALL committee chairs to prepare an annual report in time for the Spring Meeting.
- Consolidate these reports and send the composite out to the Board prior to the Spring Meeting. This serves as the basis for the chapter annual report to be submitted to AALL and later published in Law Library Journal.
- Submit Final *President's Message* to the Newsletter Editor(s) by March 1st.
- Attend Spring Meeting.
- Attend leadership transition meeting at or after Spring Meeting.

Thank everyone early and often, publicly and privately.

# Immediate Past President

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Term: 1 year

Essential Functions:

The Immediate Past President shall:

- Act as advisor to the current President and the Executive Board.
- Serve as voting member of the Executive Board and attend all Executive Board meetings.
- Serve as chair of Bylaws Committee
- Serve as a liaison to a standing committee or administrative position.

Annual Duties:

- Assists the President as requested in matters of administration.

Calendar: Begins at the close of the Spring Meeting.

Spring (after Spring Meeting):

- Convey records as appropriate.
- Contact chair of committee(s) or holders of administrative position(s) to which the Immediate Past President serves as liaison.

Summer:

- Contact chair of committee(s) or holders of administrative position(s) to which the Immediate Past President serves as a liaison.

Fall:

- Attend Fall/Annual meeting.

Winter:

- Contact chair of committee(s) or holders of administrative positions(s) to which the Immediate Past President serves as a liaison.

# Vice-President/President-Elect

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Term: 1 year

Essential Functions:

The Vice President shall:

- Participate in Executive Board meetings.
- Conduct meetings of the VALL membership and Executive Board if the President is absent.
- Assume duties or projects as the President requests.
- Serve as Chair of the Program Committee.

Annual Duties:

- Assume all duties and obligations of the President in the event of absence or withdrawal.
- Assist with VALL governance as directed by the President.
- As Program Committee Chair, oversee all aspects of planning semi-annual meetings, including location selection, logistics, and educational programming. *See also* Program Committee description.
- Serve as a liaison to a standing committee and/or administrative position.

Organizational Relationships:

- Interfaces regularly with: President and members of the Executive Board; Program Committee; VallTalk Editor and Wikimaster; and with committee(s)/administrative positions to which he or she serves as liaison.
- Leads: Program Committee.

Calendar: Begins in February upon notification of election results by President.

February/March:

- Select/communicate with Program Committee members. Committee should include at least one person from each host institution.
- Select/communicate with local arrangements contact for VALL Annual Meeting and Spring Meeting.
- Begin planning for Fall/Annual and Spring meetings.

March/April:

- Attend Spring Meeting
- Installation as Vice-President/President-Elect at Spring Business Meeting.
- Convey and receive records as appropriate.
- Announce details for VALL Luncheon at AALL (traditionally initial planning for this meeting is handled by the incoming President).
- Announce dates and locations of VALL meetings for upcoming year
- Contact chair of committee(s) and/or holders of administrative position(s) to which the Vice President serves as liaison.

Vice-President, continued. . .

May/June:

- Coordinate VALL luncheon at AALL Annual Meeting.
- Announce details for Fall/Annual Meeting.
- Communicate with Program Committee.
  1. Continue planning for the Fall /Annual Meeting.
  2. Continue planning for Spring Meeting.

July/August:

- Provide Fall/Annual Meeting registration information to VallTalk editor and circulate same via VALL listserv.
- Arrange to have registration form posted on the VALL Wiki.
- Attend AALL leadership training at AALL Annual Meeting.
- Attend VALL luncheon at AALL Annual Meeting.
- Communicate with Program Committee
  - Finalize plans for the Fall/Annual Meeting.
  - Continue planning for Spring Meeting.

September/October:

- Attend Fall/Annual Meeting
- Communicate with Program Committee: continue planning for Spring Meeting.

November/December:

- Communicate with Program Committee: continue planning for Spring Meeting.

January/February:

- Communicate with Program Committee
  - Finalize planning for Spring Meeting.
  - Commence planning for future meetings (to be held during your Presidential year and beyond) as appropriate.
- Provide Spring Meeting registration information to VallTalk editor and circulate same via VALL listserv.
- Arrange to have registration form posted on the VALL Wiki.
- Begin recruiting committee chairs and members for your Presidential year.

March/April

- Finalize committee chairs to serve in the coming year.
- Staff committees as fully as possible prior to your installation as President at the Spring Meeting.
- Attend Spring Meeting.

# Secretary

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Term: 2 years

Essential Functions:

The Secretary shall:

- Prepare the minutes for all general business meetings and all Executive Board meetings.
- Prepare the official ballot, including the names of all nominees, as called for in the Bylaws.
- Supervise the annual election process, including the counting and tabulation of all votes cast. Although the Secretary traditionally does this, the Bylaws allow the President to appoint any individual to carry out these functions.
- Supervise the Constitution amendment process, including counting and tabulation of all votes cast in balloting on amendments to the Constitution.

Annual Duties:

- For contested elections:
  - Supervise the election process (if appointed by the President) in concert with the Nominating Committee.
  - Receive the complete list of all candidates for all positions and candidate biographies from the Nominating Committee.
  - Prepare the official ballot.
  - Distribute official ballot, biographies, and instructions on voting process either electronically or by mail.
  - Maintain a count of the ballots distributed and received and count the vote.
  - Notify the President of the outcome of the election.
  - At the Association business meeting following the election, the Secretary requests permission of the membership to destroy the ballots.
  - Serve as a liaison to a standing committee.

Semi-annual (or more frequent) Duties:

- Attend all VALL business meetings and prepare the official minutes of all business conducted.
- Attend all Executive Board Meetings and prepare the official minutes of all business conducted.
- Distribute Business Meeting minutes to the Wiki Master and VALLTalk editor.
- Distribute Executive Board Meeting minutes to all members of the Executive Board.

Secretary, continued. . .

Organizational Relationships:

- Interfaces regularly with: President and members of the Executive Board, Newsletter Editor(s), Webmaster, and with committees to which he or she serves as liaison.

Calendar:

The Calendar begins at the close of the Spring Meeting.

End of Spring Meeting (At beginning of two-year term):

- Receive records from outgoing Secretary.

Summer (Both years):

- Attend Executive Board Meeting.
- Distribute Board Meeting minutes to the Executive Board as soon as possible after the meeting.

Fall (Both years):

- Attend Fall/Annual meeting.
- Attend Executive Board Meeting.
- Distribute Board Meeting minutes as soon as possible after the meeting.
- Attend General Business Meeting.
- Submit Business Meeting minutes as soon as possible to Wikimaster.

Winter (Both years):

- Attend Executive Board Meeting.
- Distribute Board Meeting minutes to the Executive Board as soon as possible after the meeting.

Spring (Both years):

- Attend Spring Meeting.
- Attend Executive Board Meeting.
- Distribute Board Meeting minutes to Executive Board as soon as possible after the meeting.
- Attend General Business Meeting.
- Submit Business Meeting minutes as soon as possible to Wikimaster.

End of Spring Meeting (At end of two-year term):

- Convey records to incoming Secretary.

# Treasurer

---

Term: 2 Years

Essential Functions:

The Treasurer shall:

- Be able (or be able to learn how) to use basic Quicken features.
- Maintain a checkbook register of checks written and deposits made.
- Maintain a record of expenses and receipts in Quicken.
- Prepare quarterly and annual detail and summary financial reports.
- Maintain an electronic backup of Quicken records in an off-site location.

Weekly Duties:

The Treasurer shall:

- Make bank deposits.  
-Retain photocopies of checks and documentation.
- Prepare, sign and mail checks for VALL's expenses.  
-Retain photocopies of signed checks and attach to appropriate documentation.
- Send out email acknowledgements for dues receipts based on data from the Membership Committee.

Monthly Duties:

The Treasurer shall:

- Reconcile financial records.
- Print out a file copy of the monthly detail financial statement and a year-to-date summary from Quicken.
- Update off-site electronic backup.

Quarterly Duties:

The Treasurer shall:

- Attend Chapter's business meetings and Executive Board's Meetings.
- Prepare year-to-date financial reports for distribution at business and Executive Board's meetings.
- Send year-to-date financial reports to Wikimaster for publication along with a summary report of major expenses and receipts since the last quarterly report.
- Incorporate all decisions affecting the Treasurer into the Treasurers Essentials section of the Treasurer's Notebook.

Annual Duties:

The Treasurer shall:

- Prepare annual financial report (same as year-to-date financial report).
- Pay annual insurance premium renewal.
- Pay annual Post Office Box rental.
- Pay annual VCOG membership.
- Serve as a liaison to a standing committee and/or administrative position.
- Purge non-essential records older than five years by shredding.
- Draft a budget.



Treasurer, continued. . .

#### Organizational Relationships:

The Treasurer shall:

- Approve Chapter's expenditures in conjunction with the Executive Board.
- Work with Membership Committee re: dues payment and new member information.
- Work with the Grants Committee regarding amounts of grant awards.
- Work with the standing committee and/or administrative positions to which he or she serves as a Board liaison.
- Work with the Postmaster concerning the forwarding of mail and to insure annual P.O. Box fee is paid.

#### Calendar

Calendar begins at the close of the Spring Meeting each year.

Fiscal year runs from June 1 - May 31 each year.

End of Spring Meeting (At beginning of two-year term):

- Receive records from outgoing Treasurer.

Spring Quarter (Both years—after Spring Meeting):

- Pay annual rent for chapter's post office box—due April 30.
- Draft a budget for the next Fiscal Year.
- Prepare year-to-date financial report for distribution at Board of Director's meeting.
- Attend Board of Director's meeting.
- Go to SunTrust Bank and have paperwork drawn up to update signatures. Signers should include: current Treasurer (full rights), past Treasurer (full rights—in backup capacity), and current VP/PE (full rights—in backup capacity) for VALL's checking account, savings account, and CD. Papers can be mailed around if necessary and then returned to the bank. Proof (meeting minutes) is required by the bank to verify office holders.

Summer Quarter (Both years):

- Prepare year-to-date financial report for distribution at Board of Director's meeting.
- Attend Executive Board's Meeting.
- Send year-to-date financial report and a summary of major expenses and receipts since the last quarterly report to the Wikimaster for publication.
- Change mailing address for VCOG to current Treasurer.
- Transfer checkbook, records to new Treasurer.
- Prepare Fiscal Year Final Report for Treasurer records.
- Fiscal year begins June 1.
- Pay VCOG membership.

Treasurer, continued. . .

Fall Quarter:

- Prepare year-to-date financial report for distribution at Fall Meeting. Submit reports to President prior to Meeting for inclusion in Business Meeting materials.
- Attend Chapter's Fall meeting and Executive Board's Meeting.
- Send year-to-date financial report and a summary of major expenses and receipts since the last quarterly report to the Wikimaster for publication.
- Obtain membership count as of October 1 and pay Annual Liability Insurance by November 20.

Winter Quarter:

- Prepare year-to-date financial report for distribution at Executive Board's meeting.
- Attend Executive Board's Meeting.
- Send year-to-date financial report and a summary of major expenses and receipts since the last quarterly report to the Wikimaster for publication.

Spring Quarter (Both years - prior to Spring Meeting):

- Prepare year-to-date financial report for distribution at Spring Meeting. Send reports to President prior to Meeting for inclusion in Business Meeting materials.
- Attend Chapter's Spring Meeting and Executive Board's Meeting.
- Send year-to-date financial report and summary of major expenses and receipts since the last quarterly report to the Wikimaster for publication.

# Director

---

Term: 2 years

Essential Functions:

Directors shall:

- Attend meetings of the Executive Board.
- Undertake special assignments assigned by the President.
- Ascertain the interests of the members and present them to the Board.
- Serve as a liaison to a standing committee or administrative position.

Organizational Relationships:

- Interfaces regularly with: President and members of the Executive Board and with committee(s) to which he or she serves as liaison.

Calendar

Calendar begins at the close of the Spring Meeting each year.

Summer Quarter:

- Attend Executive Board's Meeting.

Fall Quarter:

- Attend Fall Meeting.
- Attend Executive Board's Meeting.

Winter Quarter:

- Attend Executive Board's Meeting.

Spring Quarter:

- Attend Spring Meeting.
- Attend Executive Board's Meeting.
- Attend leadership transition meeting at or after Spring Meeting.

# COMMITTEES

## General Committee (Chair) Responsibilities:

- Inform the President of committee activities.
  - Submit a committee report to the President at least two weeks before each Business meeting and upon request for Executive Board’s Meetings.
  - Prepare an annual report for the President no later than two weeks before the Spring Meeting.
- Assign duties to committee members as appropriate.
- Develop new activities.
- Review the committee responsibilities listed in the *VALL Handbook* and give updates or suggestions for revisions.
- Keep an archive of committee information to pass on to the new committee chair to ensure the smooth transition of duties.
- Submit material as appropriate for inclusion in VALL archive.
- Work with Executive Board as needed.

## Board Liaisons for Committees and Administrative Positions (Unless Otherwise Assigned)

Committee / Administrative Position	Liaison
Auditing	President
Bylaws	Immediate Past President
Grants	Treasurer
Legislative Awareness	Director—Term ending in an even year
Membership	President
Communications	Ex-officio member—Communications Chair
Nominating	President
Placement	Ex-officio member—Communications Chair
Preservation	Secretary
Programs	Vice President
Public Relations	Director—Term ending in an odd year
Publications	Vice President
Archivist	Secretary
Handbook Editor	President
Postmaster	Treasurer
VLA Liaison	Vice President
Blogmaster/Wikimaster	Ex-officio member—Communications Chair

# Auditing Committee

---

Purpose: To provide oversight of Treasurer activities and all VALL expenditures.

## Responsibilities:

1. Quarterly review of reports from Treasurer concerning income, expenses and account status.
2. Quarterly review of bank account statements.
3. Quarterly informal report to Executive Board regarding status of accounts/accounting.
4. Summary report confirming “good standing” of accounts to coincide with the end of any Treasurer’s two-year term.
5. Report any concerns regarding accounting or expenditures to the Executive Board whenever necessary.

## Organizational Relationships:

- Reports to the President
- Interfaces regularly with: Treasurer

## Calendar

Calendar begins at the close of the Spring Meeting each year.

## Spring Quarter (at end of Spring Meeting):

- Incoming chair assumes responsibilities at end of business meeting.
- Attend VALL leadership transition meeting at/after Spring meeting.

## Summer, Fall and Winter Quarter:

- Review quarterly Treasurer report and bank account statements.
- Prepare and submit committee report to the Executive Board.

## Spring Quarter:

- Review quarterly Treasurer report and bank account statements.
- For odd-numbered years, prepare and submit committee report to the Executive Board two weeks prior to the Spring Meeting.
- For even-numbered years, prepare and submit report to the President confirming “good standing” of accounts no later than thirty days after the Spring meeting.
- Attend VALL leadership transition meeting at/after Spring meeting.

# Bylaws Committee

---

Purpose: To review and revise the VALL Bylaws and Constitution as directed by the Executive Board or as needed.

## Responsibilities:

- Revision of the By-Laws
  1. The committee will draft the revision to the Bylaws.
  2. The draft will be submitted to the Executive Board for comment.
  3. Once finally determined, the Committee chair will provide the Secretary with the revision and any explanatory material necessary. The Secretary will disperse to the membership for approval as required by the Constitution and Bylaws.
- Confirm that the most current version of the Bylaws are published in the *VALL Directory*, the *VALL Chapter Leadership Handbook*, and on the VALL Wiki.

## Calendar

Calendar begins at the close of the Spring Meeting each year.

## Spring Quarter (at end of Spring Meeting):

- Incoming chair assumes responsibilities at end of business meeting.

## Summer Quarter:

- Prepare and submit committee report to the President on an as-needed basis at least one week prior to Executive Board's Meeting.

## Fall Quarter:

- Prepare and submit committee report to the President on an as-needed basis at least two weeks prior to the Fall Meeting.
- Attend Chapter Fall Meeting and update the membership as to committee activities.

## Winter Quarter

- Prepare and submit final committee report to the President on an as-needed basis at least one week prior to Executive Board's Meeting.

## Spring Quarter:

- Prepare and submit committee report to the President on an as-needed basis at least two weeks prior to the Spring Meeting.
- Attend Chapter Spring Meeting and update the membership as to committee activities.
- Attend VALL leadership transition meeting at/after Spring meeting.

# Communications Committee

---

## **Purpose:**

### Organizational Relationships:

- Serves as an ex-officio member of the Executive Board
- Reports to: President

Pre-requisite: Internet and e-mail access.

### Standing committee members:

Individuals who hold the following administrative positions are members of the Communications Committee for as long as they remain in the administrative position(s):

- Blogmaster
- Wikimaster

### Responsibilities:

The Communications Committee shall:

- Oversee the administration of the Chapter Blog (VallTalk) and Wiki (VALL Wiki) by the Blogmaster and Wikimaster, respectively.

### Annual Duties:

- Confirm continuation of regular articles and announcements with appropriate committee chairs and other regular contributors.
- Attend AALL Council of Newsletter Editors (CONE) meeting at the AALL annual meeting if at all possible.
- Subscribe to the CONE listserve on the AALL website.

### Quarterly Duties:

- Post CONE listserve announcements, including url of current issue.
- Attend VALL Executive Board meetings as ex-officio member.
- Present Communications Committee report at each VALL Business meeting.
- Review other AALL chapter/section newsletters (received as a part of CONE membership) for new ideas on ways to improve VALLTalk.

## Calendar

Calendar begins at the end of the Spring Meeting.

- Attend VALL leadership transition meeting at/after Spring meeting.

### Summer Quarter:

- Attend Executive Board Meeting.
- Attend CONE meeting at AALL Annual Meeting.

### Fall Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the Fall Meeting.
- Attend VALL Fall Meeting and update the membership as to committee activities.

### Winter Quarter:

- Attend Executive Board Meeting.

### Spring Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the Spring Meeting.
- Attend Spring Meeting and update the membership as to committee activities.
- Attend VALL leadership transition meeting at/after Spring meeting.



# Grants Committee

---

Purpose: To publicize, award, and administer grants to the AALL meeting and the VALL annual meeting.

Responsibilities:

- Coordinate, select, and administer grants to the VALL and AALL annual meetings.

Organizational Relationships:

- Reports to the President
- Interfaces regularly with:
  1. Treasurer
  2. Representatives of vendors who sponsor grants.

Calendar

Spring Quarter:

- Attend VALL leadership transition meeting at/after Spring meeting.
- After Spring Meeting, and after AALL annual meeting grants are awarded, receive records from out-going committee chair.

Summer Quarter:

- Coordinate with LexisNexis Librarian Relation Consultant, in order to receive the LexisNexis grant.
- Forward LexisNexis check to the VALL Treasurer.
- Confirm grant amount for the VALL Fall meeting with the President and Treasurer.
- Forward Chapter Fall Meeting grant information, including deadline and application form to Blogmaster and Wikimaster.
- Post announcement concerning Fall Meeting grants to the VALL list-serv.

Fall Quarter

- Receive and compile completed forms to be sent or faxed to committee members in order to choose grant recipient(s).
- Choose grant recipient(s) at least two weeks prior to Fall Meeting.
- Email the President and Treasurer of recipient choice(s) and request check(s) be issued to recipient(s).
- Send congratulatory letter and information about the meeting, including the fact that the recipient must write a column for VALLTalk.
- Send regret letters to non-recipients.
- Post message on listserv identifying the recipients and encourage VALL members to introduce themselves to the recipient during Fall Meeting.
- Check with recipient(s) to clarify questions, ensure award has been sent, and remind the recipient about the column.
- Submit committee report to President at least two weeks prior to Fall Meeting.
- Attend Fall Meeting and update the membership as to committee activities.

## Grants Committee, continued. . .

### Winter Quarter:

- Send Spring Meeting and AALL Annual Meeting grant information and form to Wikimaster and post the information on the VALL listserv and VALLTalk, including the deadlines.
- Confirm AALL annual meeting grant amount with the President and Treasurer.
- Choose Spring Meeting grant recipients (if applicable), and:
  1. Confirm awards with President and Treasurer and request checks be issued to recipients.
  2. Send congratulatory letters and information about the meeting, including the fact that the recipient must write a column for VALLTalk.
  3. Send regret letters to non-recipients.

### Spring Quarter:

- Prepare and submit final committee report to the President prior to the Spring Meeting.
- Attend quarterly business meeting and update the membership as to committee activities.
- Attend VALL leadership transition meeting at/after Spring meeting.
- Receive and compile completed forms to be sent or faxed to committee members in order to choose AALL annual meeting grant recipient.
- Choose AALL annual meeting grant recipient during the first week of April.
- Confirm awards with the President and Treasurer and request check be issued to recipients.
- Send congratulatory letter and information about the meeting, including the fact that the recipient must write a column for VALLTalk.
- Send regret letters to non-recipients.
- Post message on listserv identifying the recipient and encourage VALL members to introduce themselves to the recipient during the Meeting (if the recipient is a new member).
- After all grants are made, forward all files to the incoming committee chair.

### Committee Procedure Recap:

- Select recipient.
- Notify Board of choice and amount.
- Notify Treasurer of recipient and amount, including check request.
- Notify Lexis (if using their grant). Describe the amount and purpose of the request and copy Treasurer. Lexis will issue the check payable to VALL.
- Treasurer issues check to recipient and recipient writes an article for the newsletter

# Legislative Awareness Committee

---

Purpose: To monitor and inform members of pending federal and state legislation, citizen referendums, executive and administrative action, and judicial review of laws affecting law libraries.

## Responsibilities:

- Inform the Executive Board of any issues falling within the committee's scope on which the Chapter may want to take a position.
- Consistent with the committee's purpose, communicate news and information important to chapter members.

## Organizational Relationships:

- Reports to the VALL President and Executive Board.
- Communicates regularly with: VALL President, Executive Board liaison, committee members, and membership via listserv.

## Calendar

Calendar begins at the end of the Spring Meeting each year.

## Spring Quarter (at the end of the Spring Meeting):

- Receive records from out-going chair and assume responsibilities at end of Spring Business Meeting.

## Fall Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the Fall Meeting.
- Attend Chapter Fall Meeting and update the membership as to committee activities.

## Winter Quarter:

- Provide an interim report to the President prior to any scheduled Executive Board meeting.

## Spring Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the Spring Meeting.
- Attend Chapter Spring Meeting and update the membership as to committee activities.
- Convey records to incoming chair at end of Spring Business Meeting.
- Attend VALL leadership transition meeting at/after Spring meeting.

# Membership Committee

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Purpose: To promote chapter membership, maintain a current membership database, and publish an annual membership directory.

Pre-requisites:

- Familiarity with database management software (such as Excel).
- Familiarity with publishing software (e.g.: Microsoft Publisher).
- Familiarity with Adobe Acrobat Professional version.

Responsibilities:

- Solicit new members.
  1. Distribute VALL brochures as appropriate.
  2. Maintain a database/list of new member prospects.
- Welcome new members.
  1. Send welcome e-mail and provide information on future VALL activities.
  2. Forward names and contact information of new members to President.
- Oversee current membership maintenance.
  1. Recognize retiring members.
  2. Recognize deceased members.
  3. Promote membership retention through campaign to encourage members to renew memberships.
- Manage membership database.
  1. Maintain current membership database.
  2. Create mailing labels as appropriate.
- Produce and distribute annual membership directory.
- Maintain the Chapter list-serv.
  1. Add new members to list-serv.
  2. Remove individuals from list-serv upon request or cessation of membership.

Organization Relationships

- Reports to VALL President
- Regularly communicates with: Treasurer, Secretary, Wikimaster and Blogmaster

## Membership Committee, continued. . .

### Calendar

Calendar begins at the end of the Spring Meeting.

### Spring Quarter (at end of the Spring Meeting):

- Receive records from out-going membership chair.
- Attend VALL leadership transition meeting at/after Spring meeting.

### *April 1—June 1:*

- Receive and process membership applications.
- Update institutional and individual membership databases.
- Update list-serv to include new members or reflect information changes as soon as possible.
- Send welcome e-mails to new members and confirmation e-mails to renewing members.
- Log payments for each and forward checks to Treasurer in timely fashion. Provide names, institution name, address, and email information for each individual covered by each check received.
- Submit article to VALLTalk, promoting membership application and renewal.
- Periodically encourage the membership to return their membership renewals.
- Provide an interim report to the President prior to any scheduled Executive Board meeting.

### Summer Quarter:

- Individually contact members/organizations from whom renewals have not been received to finalize database entries.
- Proof all database entries against original submissions, and individual database entries against institutional database entries. Verify inconsistencies and questions with individual members.
- Attend Membership Development Roundtable at AALL Annual Meeting.
- Continue to process membership applications, update the database and list-serv, send welcome/confirmation e-mails and communicating with Treasurer as appropriate.
- Provide an interim report to the President prior to any scheduled Executive Board meeting.

### *August:*

- Arrange for vendor sponsorship of membership directory.
- Find printing service that can produce professional directory for a reasonable price.

### Fall Quarter:

- Plan design of membership directory and import membership data into word processing software for printing, or submission to printer.
- Produce final membership directory in time for distribution at the Fall Meeting.
- Prepare and submit committee report to President at least two weeks prior to Fall Meeting.
- Coordinate distribution of the membership directory at the Fall Meeting and thereafter by mail to members that did not attend the Fall Meeting.
- Attend Fall Meeting and update the membership as to committee activities.
- Continue to process membership applications, update the database and list-serv, send welcome/confirmation e-mails and communicating with Treasurer as appropriate.

Membership Committee, continued. . .

Calendar, continued. . .

Winter Quarter:

- Submit list of retired and deceased members to President.
- Continue to process membership applications, update the database and list-serv, send welcome/confirmation e-mails and communicating with Treasurer as appropriate.
- Provide an interim report to the President prior to any scheduled Executive Board meeting.

Spring Quarter:

*Prior to Spring Meeting:*

- Update and post membership form on the VALL Wiki.
- Notify members of availability of form and renewal deadline (June 1). Individually notify members not on the listserv.
- Encourage members to speak with non-members about joining VALL.
- Prepare and submit committee report to President at least two weeks prior to Spring Meeting.

*Spring Meeting*

- Attend Spring Meeting and update the membership as to committee activities.
- Convey records to incoming membership committee chair as soon as possible.
- Attend VALL leadership transition meeting at/after Spring meeting.

# Nominating Committee

---

Purpose: Prepare annual slate of candidates for Chapter offices.

Responsibilities:

- Prepare slate of candidates.
  1. Solicit recommendations from membership for nomination. In order to be nominated for Vice President/President Elect, that person must be a member in good standing of the AALL.
  2. One to three candidates may be presented for each office.
- Contact potential candidates for consent.
- Candidates' names will be posted to the VALL List-serv no later than February 1. Any voting member may make a new or renewed nomination to the Nominating Committee on or before February 15.
- Candidates for contested positions will be voted on by ballot returned to the person designated by the President no later than February 28.

Calendar

Fall Quarter:

- Nominating Committee chair appointed by President and Executive Board. Traditionally, the "Past Past" President.
- Create an announcement seeking nomination recommendations for distribution via the VALL List-serv. Also have announcement posted on the VALL Wiki and/or VALLTalk.
- At Annual Meeting, make announcement that the committee is seeking nominations.

Winter Quarter:

*December-January*

- Select slate of candidates.
- Contact candidates and obtain consent.
- Submit final slate of candidates to VALL President and Executive Board.

*Feb. 1 (or earlier):*

- Submit slate of candidates to membership via VALL List-serv, with instructions that members should make further nominations, or re-submit any previous nominations they'd like to have reconsidered, to Nominating Committee Chair by February 15.

*February 15 (or earlier):*

- Report to President's designee regarding final slate of candidates and coordinate contested election details as appropriate. \

Spring Quarter:

- Attend VALL leadership transition meeting at/after Spring meeting.

Reference: VALL Bylaws, Article III

# Placement Committee

---

Purpose: Communicate new job openings to VALL members by posting announcements on the VALL list-serv and Wiki.

## Responsibilities:

- Monitor national and regional law library association websites and list-servs for Virginia specific job announcements, forwarding them to VALL members in a timely fashion.
- Assist prospective employers at the request of a VALL member in posting openings and field any related questions.
- Work closely with the VALL Wikimaster to develop a placement/jobline page on the VALL Wiki.

## Calendar

Calendar begins at the end of the Spring meeting.

## Fall Quarter:

- Prepare and submit committee report (if any) to the President at least two weeks prior to the VALL Annual meeting.
- Attend VALL Annual Meeting and update the membership as to the activities of the committee.

## Spring Quarter:

- Prepare and submit committee report (if any) to the President at least two weeks prior to the Spring meeting.
- Attend Spring business meeting and update the membership as to the activities of the committee.
- Attend VALL leadership transition meeting at/after Spring meeting.



# Preservation Committee

---

Purpose: Stimulate interest in activities that promote the long life of library materials; initiate projects that promote archival collections of valuable Virginia legal materials; encourage digital access to Virginia legal materials.

## Responsibilities:

- Solicit members for the committee, based on interest in preservation of law-related resources and information.
- Convene committee meetings as required.
- Encourage, coordinate, and participate in programs relating to preservation, including VALL meeting presentations, special workshops, and other venues.
- Encourage the publication of articles on issues relating to preservation issues.
- Promote the preservation of law-related resources and information in VALL member libraries throughout Virginia generally.

## Organizational Relationships:

- Reports to VALL President and Executive board liaison.
- Interfaces regularly with: Committee members, VALL President

## Calendar

Calendar begins at the end of the Spring Meeting.

## Spring Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend Spring business meeting and update the membership as to committee activities.
- Attend VALL leadership transition meeting at/after Spring meeting.

## Fall Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the quarterly meeting.
- Attend VALL Annual Meeting and update the membership as to committee activities.

# Programs Committee

---

Purpose: To design, plan, and implement educational programming for the Chapter. To provide support for Chapter members and committees in planning programs for regional and national meetings. To work with the Grants committee to support Chapter members in seeking grants or other funding to attend educational programs.

## Responsibilities:

- Plan all aspects of VALL meetings, including location selection, logistics, and educational programming.
- Publicize chapter meetings and events to VALL members and other library organizations as appropriate through the VALL listserv, blog, and wiki.
- Coordinate vendor sponsorships for chapter meetings and events.
- Notify VALL members of speaking and presentation opportunities at events held by other library, legal or other associations.
- Investigate and develop opportunities for joint meetings or other events with other associations in Virginia, such as SLA, VLA, VASLA and LLSDC.

## Calendar

Begins at the end of the Spring Meeting.

## Spring Quarter:

- Attend leadership transition meeting at or after Spring Meeting.
- Select/communicate with Program Committee members. Committee should include at least one person from each institution that will host a VALL meeting in the coming year.
- Select/communicate with local arrangements contact for VALL Annual Meeting.
- Begin planning for Fall and Spring meetings.
- Arrange for financial sponsorship of Fall and Spring meetings.

## Summer Quarter:

- Coordinate VALL luncheon at AALL.
- Attend VALL Luncheon at AALL.
- Announce details for Fall/Annual meeting via the VALL list-serv as well as VALLTalk and the VALL Wiki.
- Arrange to have registration form posted on the VALL Wiki.
- Communicate with Program Committee.
  1. Finalize plans for the Fall Quarter/Annual Meeting
  2. Make preliminary plans for Winter and Spring Quarter Meetings.

Programs, continued. . .

Fall Quarter:

- Attend Annual Meeting and update the membership as to committee activities.

Winter Quarter:

- Announce details for Spring Meeting via the VALL List-serv as well as VALLTalk and the Vall Wiki.
- Arrange to have registration form posted on the VALL Wiki.
- Communicate with Program Committee.
  1. Finalize plans for Spring Quarter Meeting.
  2. Continue longer-range planning for future VALL and joint meetings as appropriate.

# Public Relations Committee

---

Purpose: To explore ways to highlight the contributions of law libraries and librarians to the legal and library communities and to promote law librarianship as a profession.

## Responsibilities:

- Publicize the achievements of VALL and its members.
- Chair acts as liaison to AALL Public Relations Committee.
- Submit news about VALL programs, events, etc. for publication in the *AALL Spectrum* "Chapter News Column".
- Work with the President to coordinate AALL Chapter VIP invitation process.
- Create or coordinate creation of display for VALL table in AALL Exhibit Hall, at the request of the President or Vice-President

## Calendar

Begins at the end of the Spring meeting.

## Summer Quarter:

- Attend leadership transition meeting at or after the Spring Meeting.
- Attend AALL Public Relations programs and events at the AALL Annual Meeting.
- Solicit nominations for next year's VALL Chapter VIP to AALL from the VALL membership (announcement at quarterly meeting, notice in *VALL Newsletter*, listserv posting).

## Fall Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the Annual Meeting.
- Attend VALL Annual Meeting and update the membership as to committee activities.
- Submit list of VALL Chapter VIP nominees to the Executive Board.

## Spring Quarter:

- Prepare and submit final committee report to the President at least two weeks prior to the Spring meeting.
- Attend Spring Meeting and update the membership as to committee activities.

# Publications Committee

---

Purpose: Explore opportunities for VALL to publish in professional sources.

## Responsibilities:

- Solicit articles from VALL members.
- Edit articles submitted.
- Coordinate with the editor of *Virginia Lawyer* or other publications regarding articles submitted, theme, content, deadlines, timetable, etc.
- Coordinate with the Public Relations Committee Chair (Outreach) regarding possible opportunities for publications with Virginia State Bar training or Virginia CLE, such as new editions of the *Guide to Legal Research in Virginia*.

## Calendar

Begins at the end of the Spring Meeting.

### Summer Quarter

- Attend leadership transition meeting at or after Spring Meeting.

### Fall Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the Annual Meeting.
- Attend VALL Annual Meeting and update the membership as to committee activities.

### Spring Quarter:

- Prepare and submit committee report to the President at least two weeks prior to the Spring Meeting.
- Attend quarterly business meeting and update the membership as to committee activities.

# ADMINISTRATIVE POSITIONS

<b>2012-2013 Administrative Positions</b>	
<b>Archivist</b>	<b>Gail Warren</b>
<b>Blogmaster</b>	<b>Evelyn Campbell</b>
<b>Chapter Handbook Editor</b>	<b>Jennifer Sekula</b>
<b>Postmaster</b>	<b>Terry Long</b>
<b>VLA Liaison</b>	<b>Terry Long</b>
<b>Wikimaster</b>	<b>Amy Wharton</b>

# Archivist

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Purpose: To maintain archives of Chapter.

Responsibilities:

- Maintain in an organized fashion the records of all chapter activities.
- Provide research assistance to officers, committee chairs or other chapter members seeking information about previous chapter practices.
- Solicit contributions of files related to chapter activities for addition to the archives.
- Identify and seek to fill gaps in the collection's holdings.

Organizational Relationships:

Seek older files for addition to the archives

1. Secretary
  - Obtain copies of minutes from business meetings and Board meetings.
2. Treasurer
  - Obtain print versions of chapter financial records annually.
3. Handbook Editor
  - Obtain each new edition of the *Handbook* for the archives.
4. Membership Committee
  - Obtain each new copy of the *VALL Directory*.
5. Other Committees
  - Solicit contributions of committee files for archives.

Calendar

Spring Quarter:

- Remind outgoing officers and committee chairs to submit files for addition to the archives.
- Obtain copies of program materials and minutes from VALL meeting.
- Attend Spring Meeting.

Fall Quarter:

- Attend VALL Annual meeting.
- Obtain copies of program materials and minutes from VALL meeting.

# Blogmaster

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Purpose:

Responsibilities:

- Produce and oversee the chapter blog, VALLTalk.
- Solicit, obtain, compile, edit and format relevant content for VALLTalk, including feature articles, regular columns, photographs and announcements.
- Send general VALL-L announcement VALLTalk has been updated.

Annual Duties:

- *Is there an annual subscription to maintain?*

Quarterly Duties:

- Solicit articles and photographs for VALLTalk.
- Solicit quarterly President's message from current VALL President.

Monthly:

- Send general VALL-L announcement when VALLTalk has been updated.

Organizational Relationships:

- Reports to:  
Chair of VALL's Communications
- Interfaces regularly with:
  - VALL President
    - Submits quarterly "President's Message" .
  - VALL Vice/President President Elect (as Program Committee Chair):
    - Submits announcements for business meetings.



# Chapter Leadership Handbook Editor

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Purpose: To revise and distribute the *VALL Chapter Leadership Handbook* annually.

Responsibilities:

- Solicit proposed changes to the Handbook from each officer and committee chair.
- Submit proposed changes to the Executive Board for review.
- Revise the Handbook to reflect approved changes.
- Distribute the Handbook to incoming officers and committee chairs.

Organizational Relationships:

- Reports to VALL President
- Interfaces regularly with: President, Executive Board, Blogmaster, Archivist, Wikimaster, and committee chairs

Calendar

Spring Quarter:

- Distribute most current version of *Handbook* to all incoming officers and committee chairs no later than the date of the Spring Meeting.
- Arrange to have the most current version of the *Handbook* posted on the VALL Wiki prior to the Spring Meeting.

Fall Quarter:

- Attend VALL Annual Meeting

Winter Quarter:

- Forward an electronic copy of the relevant portion of the Handbook to each officer and committee chair. Ask each to propose revisions as appropriate.
- Create drafts of proposed revisions.
- Submit drafts to Executive Board for review.
- Make final revisions to Handbook.

# Postmaster

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Purpose: Maintain a reliable official mailing address for VALL.

March:

- Go to U.S. Post Office and pay annual rental for chapter's post office box.
- Go weekly to the U.S. Post Office's Capitol Station, Main Street, Richmond and retrieve VALL's mail from P.O. Box 1378.
- Forward mail as appropriate.

# VLA Liaison

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Term: Ongoing position that will continue until the incumbent gives notice. The incumbent should give sufficient notice to provide a transition period for the incoming Wikimaster.

Purpose: To deepen and further strengthen VALL's relationship with the Virginia Library Association.

Responsibilities:

- Attend VLA Council meetings as VALL's representative and make reports to the Executive Board and membership.
- Attend VLA Annual Meeting.

# Wikimaster

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Term: Ongoing position that will continue until the incumbent gives notice. The incumbent should give sufficient notice to provide a transition period for the incoming Wikimaster.

## Essential Functions

- Organizes and maintains the official VALL Wiki, currently at the following URL: <http://vall.pbworks.com>
- Provides instruction and support to members and officers who wish to publish content to the wiki.

## Organizational Relationships

- Reports to Communications Committee Chair
- Regularly Interfaces with: Executive Board and committee chairs

## Responsibilities:

- Solicit Executive Board and Committee Chairs to provide content for the VALL Wiki related to projects and efforts of the Executive Board and Committees.
- Provide instruction and support to members and officers so that they may post content to the wiki.
- Regularly review content for appropriateness.
- Maintain organizational structure and formatting of wiki content for consistency and ease of use.
- Coordinate/manage VALL member Wiki login credentials.

# Chapter VIP Program

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AALL provides a free Annual Meeting registration for the Chapter VIP. In the event that the Chapter VIP is also a speaker at the AALL Annual Meeting, AALL may cover another expense in lieu of registration which is already complementary for speakers.

All other expenses must be borne by VALL and/or the VIP. The Executive Board must decide what financial support VALL will provide for the VIP, and whether to inquire with the VIP regarding his or her firm, association, or institution is in a position to pay all or part of those expenses.

Typical expenses include:

1. Hotel: 2-3 nights
2. Airfare or other commercial transportation
3. Meals
4. Ground transportation between airport and hotel

Chapter VIP expenses should be included in VALL's annual budget.

Based upon this amount, the Executive Board can determine the scope of the financial support provided to the Chapter VIP at the AALL Annual Meeting. Expenses related to attending the Annual Meeting will vary depending upon location and other factors.

Details concerning this program are available at : <http://www.aallnet.org/main-menu/Member-Communities/chapters/chapannualmtg/Annual-Meeting-Chapter-VIP-Program>

# Gifts

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All expenditures of VALL funds must be approved by the Executive Board. Traditionally, the Executive Board has authorized the expenditure of VALL funds for the purchase of gifts under the following circumstances:

1. Gifts for speakers and presenters at VALL Meetings.
2. Gift for outgoing VALL President. (Note: Approval for this expense may be made by the Executive Board without the inclusion of the President in the discussion/deliberation)

Value of gift:

1. While the decisions are made on a case-by-case basis, speaker gifts approved by the board have ranged from \$10-\$50 per speaker.
2. The President's gift has historically cost approximately \$100.