

Virginia Association of Law Libraries Chapter Leadership Handbook

2026-2027

Revised: April 2026

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PURPOSE

This Handbook is intended to provide VALL officers, committee chairs, and members an overview of the Chapter's operations. The Handbook should assist members assuming leadership positions to commence their work with information regarding the functions, duties, and responsibilities of each position as well as the practices of prior officers and committee chairs. The Handbook will also help to clarify instances of overlapping and intersecting responsibility, and to provide an idea of how the work one does may affect or be affected by the work of others.

The Handbook is not intended to create unbending rules of procedure or to stifle creativity.

HISTORY OF VALL

The Virginia Association of Law Libraries (VALL) began as the Richmond Area Law Libraries Association (RALLA) in 1981. The association was formed to provide opportunities for the exchange of ideas and to develop solutions for common problems for law library professionals and paraprofessionals in the Richmond metropolitan area. Over the next two years, RALLA's membership grew beyond the Richmond area, attracting members from Williamsburg and Northern Virginia. In response to increasing membership, 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). 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.

VALL's membership continued to grow and diversify. By late 1987, the association had over sixty members. VALL formally requested permission from the American Association of Law Libraries (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 AALL.

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. Business meetings are held semi-annually.

CONNECTING WITH VALL

The Virginia Association of Law Libraries provides online options to assist individuals in learning more about VALL and to communicate with members.

VALL Website

The VALL website contains information about VALL, its relationships, structure, and activities, VALL committee postings, and links to legal resources. Connect to the VALL website at:

www.valawlibraries.org

Members in good-standing are provided access to the VALL website. Post messages to the all members discussion board.

Find VALL on Social Media (maintained by Public Relations Committee)

- Facebook - <http://www.facebook.com/vall>
- LinkedIn - <https://www.linkedin.com/company/virginia-association-of-law-libraries/about/>

Mailing Address

VALL

c/o Virginia State Law Library

100 North Ninth Street

Richmond, Virginia 23219

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

Amended April 8, 2016

Amended October 25, 2019

Amended November 15, 2024 (replacing Constitution)

ARTICLE I. NAME

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

ARTICLE II. OBJECT

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

ARTICLE III. MEMBERSHIP

Section 1: Eligibility for Membership. Any person or institution interested in law libraries may become a Member of the Association by complying with the provisions of the Bylaws.

Section 2: 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; or
- (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 3: 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 4: Dues. Dues for Individual, Institutional, Associate, Student, and Sustaining Members shall be determined by the Executive Board, subject to approval by two-thirds of the Members present and voting at any Business Meeting of the Association or by ballot distributed to all voting Members. Written notice and an explanation of the proposed dues change shall be distributed to the Members at least thirty (30) days in advance of the meeting or balloting. Honorary and Life Members shall not be required to pay dues.

Section 5: 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 6: Suspension of Membership. Members failing to pay dues by August 1st, and after due notice by the Membership Chair, shall be suspended from the membership by the Membership Chair. Suspended Members may be reinstated at any time upon payment of the full current year's dues.

ARTICLE IV. 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 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 Bylaws of the Association.

ARTICLE V. OFFICERS, EXECUTIVE BOARD, NOMINATIONS AND ELECTIONS

Section 1: Officers. The Officers shall consist of a President, Vice-President/President-Elect, Secretary, and Treasurer. The President, the Vice-President/President-Elect, Secretary, and Treasurer shall serve without compensation. All Officers shall serve until their successors are elected, appointed, and qualified, or they are removed from office.

Section 2: Terms of Office and Duties of Officers.

(a) President. The Vice-President/President-Elect shall automatically become President after one year and shall so serve during the second year following his or her election. The President shall preside at all meetings of the Association membership and of the Executive Board and shall perform other duties as enumerated in the Association handbook.

(b) Vice-President/President-Elect. The Vice-President/President-Elect shall be elected annually by the Association and shall serve a one-year term. The Vice-President/President-Elect shall conduct meetings of the Association membership and of the Executive Board if the President is absent, shall assume duties or projects as the President requires, shall serve as Chair of the Program Committee, and shall perform other duties as enumerated in the Association handbook.

(c) Secretary. The Secretary shall serve a term of two years. The Secretary shall prepare the minutes for all general Business Meetings and all Executive Board meetings, shall prepare the official ballot as called for in the Bylaws, shall supervise the annual election process, shall supervise the Bylaw amendment process, and shall perform other duties as enumerated in the Association handbook.

(d) Treasurer. The Treasurer shall serve a term of two years. The Treasurer shall maintain a record of expenses and receipts, shall prepare quarterly and annual detail and summary financial reports, and shall perform other duties as enumerated in the Association handbook.

Section 3: Executive Board. 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. 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.

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.

Section 4: 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. At least one candidate for each office shall be presented. Names of the candidates shall be presented to the membership electronically no later than February 1.

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

Section 5: Regular 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 Business Meeting of the Association.

Section 6: Special Elections. The Nominating Committee shall submit a list of one or more candidates to the Executive Board no later than thirty (30) days after the disability or resignation by, or removal of office of, the President or Vice-President/President-Elect. Special Elections may

be conducted by paper or electronic balloting or at a Business Meeting, as determined by the Executive Board.

Section 7: Removal of Officers. Officers of the Association, as defined by the Bylaws, may be removed for failure to perform their duties. An Officer may be removed by a 2/3 vote of the Executive Board.

Section 8: Succession of Officers and Executive Board Members. In the event that the President is disabled, resigns, or is, in the judgment of the majority of the Executive Board, otherwise unable to perform the duties of the office, the title, duties and obligations of the office shall be assumed by the Vice-President/President-Elect, who shall then serve until the end of the vacating President's term as President. A Special Election shall be held to fill the office of Vice-President/President-Elect upon the assumption of the office of President by the Vice-President/President-Elect. The new Vice-President/President-Elect shall serve the unexpired term of his or her own predecessor and shall thereafter succeed to the office of President.

In the event that the Vice-President/President-Elect is disabled, resigns, or is, in the judgment of the majority of the Executive Board otherwise unable to perform the duties of the office, a Special Election shall be held to fill the office. The new Vice-President/President-Elect shall serve the unexpired term of his or her predecessor and shall thereafter succeed to the office of President.

The Executive Board shall have the power to fill any vacancy on the Executive Board, except that of President and Vice-President/President-Elect. The active Member so appointed by the Executive Board shall serve the unexpired term of his or her predecessor, or for an interim period extending to the conclusion of the Fall Business Meeting, whichever is shorter. Such appointed Members may be nominated as any candidates for office in the next election.

Section 9: Indemnification of Officers and Executive Board. The Association will, by resolution of the membership, provide for the indemnification by the Association of any and all of its Officers or former Officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they or any of them are made parties, or a party, by reason of having been Officers of the Association, except in relation to matters as to which such an Officer or former Officer shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability.

ARTICLE VI. AMENDMENTS TO BYLAWS

Section 1: Proposal of Amendments. Amendments to the Bylaws may be proposed by any voting Member of the Association.

Section 2: Notice and Discussion of Proposed Amendments. Proposed amendments shall be submitted to the Secretary, who shall send notice, either electronically or in paper, to the voting Members no less than 30 days prior to the meeting of the Association at which they will be presented for discussion. The proposed amendment to the Bylaws may be amended at that meeting by a simple majority vote, provided that a quorum is present and that the amendment is consistent with the original proposed amendment to the Bylaws.

Section 3: Adoption of Proposed Amendment. Any Bylaw may be adopted, repealed, amended, or suspended by a simple majority of the voting members present at a regular Business Meeting, or when approved by a simple majority of the membership eligible to vote by paper and/or electronic ballot, as determined by the Executive Board.

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 distribution of the ballots. The secretary shall have charge of counting and tabulation of all votes cast in balloting on amendments to the Bylaws.

Section 4: Effective Date. Proposed amendments shall become effective when approved by a simple majority of the members voting in a ballot conducted by mail or electronically.

Section 5: Review of Amendment by American Association of Law Libraries. Amendments to these Bylaws shall be submitted to the American Association of Law Libraries for review.

ARTICLE VII. COMMITTEES, OTHER ORGANIZATIONS, AND REPRESENTATIVES

Section 1: 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 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 or her term of office. Committee members shall be chosen from those Members who have the right to vote.

(c) Terms of Office. All Officers of committees and other organizations shall serve until they are removed from office or until their successors are appointed and qualified.

(d) 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 VIII. NON-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, age, national origin, disability, sexual orientation or gender identity.

CHAPTER LEADERS 2026-2027

Executive Board	
President	Jocelyn Mitchell Manion
Immediate Past President	Alexis Fetzer Sharp
Vice-President/President-Elect	Victoria Levy
Secretary (2026-2028)	Ben Fincher
Treasurer (2025-2027)	Tiffany Jenkins
Director	Doris Morgan (even years) Madeline Ball (odd years)
Ex Officio	Alexis Fetzer Sharp (PR Committee Chair)

Committee Chairs	
Access to Justice	Latia Ward
Bylaws	Fred Dingley
Grants	Ashley Reed
Legislative Awareness	David Knight
Membership	Tricia Hollomon
Nominating	Alexis Fetzer Sharp
Programs	Victoria Levy
Public Relations/Communications	Alexis Fetzer Sharp
Publications	Marie Hamm and Greg Stoner
Website	Sam Cabo

CHAPTER CALENDAR

Unless otherwise noted, all calendars begin 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 Gathering at AALL Annual Meeting.

Fall:

- Financial report due from Treasurer prior to Annual Meeting.
- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- Membership 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.

Next Spring:

- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- 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

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.
- 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; assist committee chairs with appointing members, as needed.
- 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 at least semi-annually (after spring and fall meetings) for the VALL website. Confirm submission deadlines with the Editor.

Calendar

March/April

- Assume office at end of the Spring Meeting.
- Convey and receive records as appropriate.
- Communicate with each committee chair and give each committee their charge for the year.
- If the Executive Board will invite a Chapter VIP to the upcoming annual meeting, submit AALL Chapter VIP information: <https://www.aallnet.org/community/chapters/chapters-and-the-aall-annual-meeting/annual-meeting-chapter-vip-program/>
- 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.

May

- Submit any changes to Chapter Biography Form to AALL.
<https://www.aallnet.org/community/chapters/chapter-leadership-toolkit/general-information-and-deadlines/>

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.
- Arrange for VALL members to escort the Chapter VIP to various AALL functions to include the opening reception and the closing banquet.
- Submit President's Message to the VALL website editor by June 1st.

July

- 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

- Complete and submit Chapter Annual Report to AALL.
- 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.
<https://www.aallnet.org/community/chapters/chapter-visits/>

September

- Submit President's Message to the VALL website editor by Sept. 1st.

October/November

- Appoint a VALL nominations committee to reflect geographic and institutional diversity to prepare slate by February 1st.

December

- Submit President's Message to the VALL website 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/her 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 Committee Reports and provide 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 VALL website editor by March 1st.
- Attend Spring Meeting.
- Support leadership transition at or after Spring Meeting.

Immediate Past President

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:

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

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.
- Responsible for arrangements for the VALL Gathering at AALL in July.
- 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; Public Relations Committee; and with committee(s)/administrative positions to which he or she serves as liaison.
- Chair of Program Committee.

Calendar: Begins upon notification of election results by President.

Spring:

- 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.
- Attend Spring Meeting
- Installation as Vice-President/President-Elect at Spring Business Meeting.
- Convey and receive records as appropriate.
- 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.

Summer:

- Coordinate VALL gathering at AALL Annual Meeting and announce details to membership.
- Communicate with Program Committee and continue meeting planning.

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

Fall:

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

Winter:

- 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 the VALL website editor and circulate same via VALL listserv.
- Arrange to have registration form posted on the VALL website.
- Being 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

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 candidates for all positions and candidate biographies from the Nominating Committee.
 - Prepare the official ballot.
 - Distribute official ballot, biographies, and instructions on voting process
 - 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 Executive Board Meeting minutes to all members of the Executive Board within 30 days post-meeting.

Organizational Relationships:

- Interfaces regularly with: President and members of the Executive Board, Public Relations Chair, and with committees to which he or she serves as liaison.

Secretary's Calendar:

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

- Receive records from outgoing Secretary.

Summer (Both years):

- Attend Executive Board Meeting.

Fall (Both years):

- Attend Fall/Annual meeting.
- Attend Executive Board Meeting.
- Distribute Board Meeting minutes within two weeks after the meeting.
- Attend General Business Meeting.

Winter (Both years):

- Attend Executive Board Meeting.
- Distribute Board Meeting minutes to the Executive Board within 30 days of the meeting.

Spring (Both years):

- Attend Spring Meeting.
- Attend Executive Board Meeting.
- Distribute Board Meeting minutes to Executive Board within 30 days of the meeting.
- Attend General Business Meeting.

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

- Prior to transition to incoming Secretary, review records and provide relevant documents to Archivist.
 - 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.
- Manage VALL's Paypal account and passwords.

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.
- 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).
- 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.

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.

Calendar

Fiscal year runs from June 1 to 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):

- 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 for VALL's checking account, savings account, and CD should include:
 - current Treasurer (full rights),
 - past Treasurer (full rights—in backup capacity),
 - and current VP/PE (full rights—in backup capacity).
 - 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.
- Transfer checkbook, records to new Treasurer.
- Prepare Fiscal Year Final Report for Treasurer records.
- Fiscal year begins June 1.

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.
- 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.

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.

Director

Term: 2 years

Essential Functions:

Directors shall:

- Attend meetings of the Executive Board.
- Undertake special projects as 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

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)

<u>Committee / Administrative Position</u>	<u>Liaison</u>
Access to Justice	Secretary
Bylaws	Immediate Past President
Grants	Treasurer
Legislative Awareness	Director—Term ending in an even year
Membership	President
Nominating	President
Programs	Vice President
Public Relations	Director—Term ending in an odd
Publications	Vice President
Website	Immediate Past President
Archivist	Secretary
Handbook Editor	President
VLA Liaison	Vice President

Access to Justice Committee

Purpose: To develop, update, maintain, publish, and create awareness of the *Guide to Virginia Legal Resources*.

Responsibilities:

- Inform the Executive Board of issues regarding access to justice that pertain to the Committee's work.
- Connect with libraries and other organizations to provide them with the *Guide to Virginia Legal Resources* as appropriate.
- Monitor access to justice issues that affect librarians and the patrons they serve.

Organizational Relationships:

- Reports to the VALL President and Executive Board.
- Communicates with VALL Website Committee.
- Communicates regularly with Committee members.

Calendar

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

- Prior to the business meeting, prepare and submit committee report as requested by the President.
- Designate a committee member to provide an update (either in-person or virtual) to the VALL membership of committee activities at the spring business meeting.
- The incoming and outgoing Chairs should meet (either in-person or virtual) regarding Committee work.

Fall Quarter:

- Prior to the business meeting, prepare and submit committee report as requested by the President.
- Designate a committee member to provide an update (either in-person or virtual) to the VALL membership of committee activities at the fall business meeting.

Winter Quarter:

- Provide an interim report to the VALL President prior to any scheduled Executive Board meeting.
- Publish an update to the *Guide to Virginia Legal Resources* in odd years by the end of the winter quarter in odd years.

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.
 4. 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 website.

Calendar

Spring Quarter (at end of Spring Meeting):

- Incoming chair assumes responsibilities at end of business meeting.

Fall Quarter:

- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- Attend Chapter Fall Meeting and update the membership as to committee activities.

Spring Quarter:

- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- Attend Chapter 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:
 - Treasurer
 - 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 outgoing committee chair.

Summer Quarter:

- Coordinate with AALL and other grant providers regarding annual grant offerings, deadlines and applications and communicate to membership.

Fall Quarter

- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- Attend Fall Meeting and update the membership as to committee activities.

Winter Quarter:

- Send AALL Annual Meeting grant information and form to Public Relations Committee, including the deadlines.
- Confirm AALL annual meeting grant amount with the President and Treasurer.

Spring Quarter:

- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- Attend 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 the blog.
- 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.
- 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 blog.

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

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:

- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- 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:

- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- 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

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

Pre-requisites:

- Familiarity with Excel and MS Word.

Responsibilities:

- Solicit new members.
 - Distribute VALL brochures as appropriate.
 - Maintain a database/list of new member prospects.
- Welcome new members.
 - Send welcome e-mail and provide information on future VALL activities.
 - Forward names and contact information of new members to President.
 - Contact Public Relations Chair to create New Member profile message for website and blog
- Oversee current membership maintenance.
 - Notify Public Relations Chair regarding retiring or deceased members.
 - Promote membership retention through campaign to encourage members to renew memberships.
- Manage membership database.
 - Maintain current membership database.
- Maintain active membership directory on the website.
- Communicate with Chapter leadership in the Fall and Spring to update the Chapter MailChimp contact list.

Organization Relationships

- Reports to VALL President
- Regularly communicates with: Treasurer, Secretary and Public Relations Committee.

Calendar

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:

- Update the Membership Application and post to website.
 - Communicate with members regarding renewal and allow an opportunity to review/update their information.
 - Receive and process membership applications.
- Update membership list in Excel.

- Communicate with leadership to add any new member to the MailChimp contact list..
- 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 the VALL blog, 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 who have not renewed.
- 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.

Fall Quarter:

- Produce final membership directory and distribute electronically to members in good-standing in advance of the Fall Meeting.
- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- Attend Fall Meeting and update the membership as to committee activities.
- No sooner than one week following the Fall Business Meeting and no later than the new year:
 - Delete unpaid members as members or subscribers from the website.
 - Delete unpaid members from the MailChimp contact list sent to leadership.

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 website.
- Notify members of availability of form and renewal deadline (June 1).
- Encourage members to speak with non-members about joining VALL.
- Prior to Business Meeting, prepare and submit committee report as requested by the President.

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.
 - 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.
 - 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.
- Review VALL Bylaws, Article III

Calendar

Fall Quarter:

- Nominating Committee chair is 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 Website and/or the blog.
- 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 Listserv, 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.

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.
- 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

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 Gathering at AALL.
- Announce details for Fall meeting.
- Arrange to have registration form posted on the website.
- Finalize plans for the Fall Meeting.
- Begin planning for Spring meeting.

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 the VALL website.
- Arrange to have registration form posted on the VALL website.
- Communicate with Program Committee.
 - Finalize plans for Spring Meeting.
 - Continue longer-range planning for future VALL and joint meetings as appropriate.

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 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

Spring Quarter:

- Attend leadership transition meeting at or after Spring Meeting.

Fall Quarter:

- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- Attend VALL Annual Meeting and update the membership as to committee activities.

Spring Quarter:

- Prior to Business Meeting, prepare and submit committee report as requested by the President
- Attend business meeting and update the membership as to committee activities.

Public Relations/Communications 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 and as ex officio to the Executive Board.
- Submit news about VALL programs, events, etc. to AALL for publication.
- 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

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 business meeting, notices via social media, listserv posting).

Fall Quarter:

- Prior to Business Meeting, prepare and submit committee report as requested by the President.
- 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.

Spring Quarter:

- Prior to Business Meeting, prepare and submit committee report as requested by the President
- Attend Spring Meeting and update the membership as to committee activities.

Website Committee

Purposes:

- To maintain an interactive and user-friendly platform for VALL members
- To broaden VALL's digital presence and attract prospective members
- To serve as an all-in-one resource for VALL events, updates, changes, etc.
- To streamline administrative tasks by allowing VALL chairs the freedom curate content and carry out tasks pertaining to his or her committee
- To enhance communication between VALL members through the ability to post jobs, message one another, pay yearly dues, register for meetings, etc.
- To foster a sense of community within VALL by connecting law librarians across Virginia with the click of a mouse.
- Provides instruction and support to members and officers who wish to publish content to the VALL Blog.

Tasks include:

- Managing online accounts and passwords
- Communicating with the Membership Committee to ensure that all members have a working profile on the VALL website
- Communicating with Website Committee members to ensure that new posts are uploaded smoothly
- Communicating with Public Relations Committee and the Publications Committee to ensure that the media on the VALL website is consistent with VALL media elsewhere
- Communicating with the Legislative Awareness Committee to ensure that any new updates are posted on the VALL website
- Updating the website calendar with VALL events and VALL-related events
- Troubleshooting website problems
- Communicating with incoming Website Committee members on details available for a smooth transition in managing the VALL Blog.
- Send general VALL-L announcement when the VALL Blog has been updated.
- Solicit, obtain, compile, edit and format relevant content for VALL Blog, including feature articles, regular columns, photographs and announcements.
- Submits Business Meetings announcements

Summer Quarter:

- Website Committee will post a reminder of the upcoming VALL meeting and open a registration page for VALL members to RVSP and submit the ticket fee via PayPal
- Website Committee will review and upload blog posts written by VALL members to the website
- Website Committee will post updates to the website such as job opportunities, professional development resources, VALL-related events, VALL-related news, legislation to watch, photos of previous VALL meetings, etc.
- Solicit articles and photographs for VALL Blog
- Solicit quarterly President's message from current VALL President

Fall Quarter:

- Website Committee will post a reminder of the upcoming VALL meeting and open a registration page for VALL members to RVSP and submit the ticket fee via PayPal
- Website Committee will review and upload blog posts written by VALL members to the website
- Website Committee will post updates to the website such as job opportunities, professional development resources, VALL-related events, VALL-related news, legislation to watch, photos of previous VALL meetings, etc.
- Solicit articles and photographs for VALL Blog
- Solicit quarterly President's message from current VALL President

Organization Relationships:

- Regularly Interfaces with: Executive Board, committee chairs, and current members.

ADMINISTRATIVE POSITIONS

Administrative Positions	
Archivist	Ashley Vavra
Chapter Handbook Editor	Suzanne Corriell
VLA Liaison	Suzanne Corriell
Website Administrator	Sam Cabo
Blogmaster	Sam Cabo

Archivist

Purpose: To maintain archives of Chapter.

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 archivist.

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

- Secretary
Obtain copies of minutes from business meetings and Board meetings.
- Treasurer
Obtain print versions of chapter financial records annually.
- Handbook Editor
Obtain each new edition of the Handbook for the archives.
- Membership Committee
Obtain each new copy of the VALL Directory.
- 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.

Fall Quarter:

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

Chapter Leadership Handbook Editor

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

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 editor(s).

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, Archivist, Website Committee, 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 website prior to the Spring Meeting.

Fall Quarter:

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

VLA Liaison

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

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 liaison.

Responsibilities:

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

CHAPTER VIP PROGRAM

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/MemberCommunities/chapters/chapannualmtg/Annual-Meeting-Chapter-VIP-Program>

GIFTS

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.

STRATEGIC PLAN

Virginia Association of Law Libraries

Adopted: April 6, 2015

INTRODUCTION

Law libraries today face a changing world. Technological developments pose new challenges and provide new opportunities. Pressures on library space and physical collections, demands for greater efficiency, and lawyer employment and law school enrollment challenges have immediate and long-term implications for our profession. The Virginia Association of Law Libraries (VALL) is dedicated to supporting law libraries in Virginia and the professional development of its members, and has adopted this Strategic Plan to chart its course over the next five years. The Strategic Plan focuses on the four primary components of VALL's Mission Statement: fostering leadership and cooperation, providing educational and leadership opportunities, promoting and enhancing the value of law libraries, and advocating for access to legal information and library user education.

MISSION STATEMENT

Adopted: June 2014

The Virginia Association of Law Libraries (VALL) supports and serves its members' professional pursuits by fostering a spirit of leadership and cooperation, providing educational and leadership opportunities, and promoting and enhancing the value of law libraries. VALL also advocates for easy and equitable access to legal information and education of library users.

STRATEGIC PLAN

Spirit of leadership and cooperation

Goal: VALL will foster a spirit of leadership and cooperation among its members.

Strategies:

- Provide members with information on leadership conferences, training, and professional opportunities with the American Association of Law Libraries (AALL), VALL, and other relevant professional organizations by means of the VALL website and blog, VALL listserv, and social media.
- Develop a mentoring program for newer VALL members.
- Provide in-person and online forums for formal and informal interaction and networking.
- Provide opportunities for networking with members of other AALL chapters and other professional organizations.

Educational and leadership opportunities

Goal: VALL will provide educational and leadership opportunities for its members.

Strategies:

- Offer relevant, current, and cost-effective in-person and virtual educational programming that addresses technological and other changes and trends affecting law libraries, legal education, and the legal profession, as well as practical instruction.
- Collaborate with other AALL chapters and other professional organizations as a means of providing enhanced educational offerings.
- Offer grants and scholarships to support the educational needs of members.
- Provide opportunities for the development of members' leadership skills through involvement in VALL officer and committee roles, as well as collaborative projects with AALL, its other chapters, and other professional organizations.
- Explore the development of short-term projects and volunteer opportunities that do not require committee membership.

Promoting and enhancing the value of law libraries

Goal: Create opportunities for VALL members to offer their knowledge and expertise to the public, to the general library community, and to the legal community; and increase VALL member participation.

Strategies:

- Investigate possibility of presenting VALL educational programs to outside organizations (e.g., bar associations, non-law-library associations).
- Create and publicize speakers bureau of VALL members.

Improve the quality and availability of legal information products and services.

Goal: Advocate the value of law libraries and their services within the legal and business communities, especially to decision-makers at organizations.

Strategies:

- Create continuing education courses that offer certificates of completion.
- Support and promote VALL member libraries during National Library Week and Law Day.
- Represent VALL by participating in public service activities.
- Publicize grant and chapter award winners within legal community.
- Write and promote magazine or journal-length history of VALL.
- Look for ways for VALL to participate in the Virginia legal community.
- Promote the value of law libraries at the local, state and federal levels, and publicize the need for adequate resources to ensure access to justice.

Goal: Promote the field of law librarianship to law students and to library and information

science students.

Strategies:

- Develop and maintain relations with library schools.
- Develop and maintain relations with law schools.
- Participate in law and library schools' career days.
- Explore options of representing VALL virtually to library students in other states or studying online.
- Make sure that VALL career postings are sent to library and law schools.
- Develop VALL program on profession of law librarianship for interested students.
- Create model curriculum for class on law librarianship that could be used in law schools or library schools.

Advocacy for easy and equitable access to legal information and education of library users.

Goal: VALL will be a leading advocate for innovation in legal information access.

Strategies:

- Develop an app that meets a clear need in the legal community.
- Participate with groups developing open source or low cost alternatives to traditional resources to accessing law.
- Develop a portal to showcase and make easily available the resources that VALL member institutions have already developed (e.g. Wythepedia, various subject guides, etc.)
- Create a listserv for VALL members interested in emerging technologies as a means of both sharing information and fostering skills that might be of broader use to the public.
- Invite legal entrepreneurs and open government advocates to speak on their projects and products.

Goal: VALL will be a resource for those who educate library users.

Strategies:

- Devote a VALL meeting to teaching legal research.
- Devote a VALL meeting to discern the information needs of Virginia's public users, Virginia's attorneys, and Virginia's courts to get a sense of what resources might be useful to develop.
- Develop a portal to showcase and make easily available the resources that VALL member institutions have already developed (e.g. Wythepedia, various subject guides, etc.).

Goal: VALL will be an advocate for easy and equitable access to legal information.

Strategies:

- Examine and strengthen VALL's relationship with AALL's Government Relations office.
- Designate a liaison to the AALL government relations committee.
- Send a VALL representative to advocacy training at the AALL Annual Meeting.

- Invite a member of AALL's Committee on Relations with Information Vendors or the AALL vendor liaison to provide training on vendor negotiations.
- Continue to partner with other local library organizations (such as the Virginia Library Association and the Virginia chapter of the Special Libraries Association) to share information and advocate effectively.
- Inform and educate VALL members about issues that impact law libraries and how to adapt to changing environments (format availability, finances, etc.).
- Communicate with the legal community about the value of access to legal information.

PAST PRESIDENTS

Ann B. Roberts	1984-1985	Marie Summerlin Hamm	2005-2006
Susan B. English	1985-1986	Evelyn Campbell	2006-2007
Georgiana Gekas	1986-1987	Kevin Butterfield	2007-2008
Christopher A. Meyer	1987-1988	Leanne Battle	2008-2009
Steven D. Hinckley	1988-1989	Fred Dingley	2009-2010
Gail Warren	1989-1990	Anthony Ikwueme	2010-2011
Jean M. Holcomb	1990-1991	Michele Gernhardt	2011-2012
Joyce Manna Janto	1991-1992	Suzanne Corriell	2012-2013
Karen S. Schubart	1992	Amy Wharton	2013-2014
Isabel B. Paul	1992-1994	Ben Almoite	2014-2015
James S. Heller	1994-1995	Stephanie Miller	2015-2016
E. Terry Long	1995-1996	Patricia Petroccione	2016-2017
Martha Rush	1996-1997	Lara Dresser	2017-2018
Frosty Owen	1997-1998	Andrew Winston	2018-2019
Rae Ellen Best	1998-1999	Chris Vassey	2019-2020
Gail Zwirner	1999-2000	Jane Harrison	2020-2021
Donna Bausch	2000-2001	Roger Skalbeck	2021-2022
Jill Burr	2001-2002	Stella Naulo	2022-2023
Charles Oates	2002-2003	Alison Mallonee	2023-2024
Bobbie Denny	2003-2004	Andrew Christensen	2024-2025
Cathy Palombi	2004-2005	Alexis Fetzner Sharp	2025-2026