

Responsibilities of Officers and Directors

In addition to the responsibilities assigned in the Constitution and Bylaws, each Board Member will serve as the liaison for assigned committees. The Director will be responsible to do the following:

1. Present any proposal from the committee to the Board.
2. Review any publication of the committee.
3. Serve as liaison between the committee chair(s) and the Board.
4. Monitor that charges are being addressed by the committee in a timely fashion.
5. Serve in an advisory capacity to the committee in order to provide background on projects requested by the Board.

Assignments for non-officer Directors and additional assignments to the officers will be made at the Annual Conference prior to taking office on July 1st. The President may change assignments as necessary or expedient.

The following assignments for officers are roles assigned by the Bylaws of the Association.

President	Summit
President-Elect	
Vice President	Conference (Conference Committee)
Secretary	Membership (Operations Committee)
Treasurer	Budget and Finance (Operations Committee)
Immediate Past President	Constitution and Bylaws (Operations Committee)

Adopted, Board of Directors, February 4, 1996
 Amended, April 30, 2015; January 14, 2017; June 15, 2020

Responsibilities of Elected Officers Beyond Those in the Constitution and Bylaws

I. President

- A. Develop goals of the Association
- B. Attend conferences of other like-minded associations at which the Association should be represented.
- C. Confer with officials of PDE, PaLA, PSEA, and others
- D. Maintain personal membership in ALA/AASL in order to attend national meetings (annual conferences and midwinter conference)
- E. Attend national ALA/AASL meetings (annual conferences and midwinter conference)
- F. Attend PSLA committee meetings, as necessary
- G. Serve on various PDE committees as PSLA representative
- H. Serve as the spokesperson of the Association
- I. Issue and/or oversee legislative alerts
- J. Plan the PSLA Summit
- K. Preside at the Annual PSLA Conference
- L. Oversee the communication of the Association
- M. May designate a member to officially represent the Association

II. President-Elect

- A. Confer with officials of PDE, PaLA, PSEA, and others
- B. Maintain personal membership in ALA/AASL in order to attend national meetings (annual conferences)
- C. Attend national ALA/AASL meetings (annual conferences)
- D. Serve on various PDE committees as PSLA representative
- E. Assist with the planning of the Annual PSLA Conference
- F. May represent the Association at functions in the absence or at the request of the President
- G. Monitor and share ALA/AASL communications through appropriate channels
- H. Serve as the alternate representative to ALA/AASL regional or national meetings

III. Vice President

- A. Maintain personal membership in ALA/AASL in order to attend national meetings (annual conferences)

- B. Serve as the alternate representative to ALA/AASL regional or national meetings

IV. Secretary

- A. Attend all Board meetings, and record and distribute the minutes of those meetings
- B. Attend all Advisory Council meetings, and record and distribute the minutes of those meetings
- C. Attend the annual conference of PSLA, and record and distribute the minutes of those meetings
- D. Maintain Association records, such as resolutions, affiliate applications, etc.

V. Treasurer

- A. Keep an accurate set of financial records which continue the bookkeeping system which has been established for the Association
- B. Work closely with an Association attorney approved by the Board in matters dealing with state and federal tax laws
- C. Chair the Budget and Finance Task Group
- D. Oversee the Association audit and the preparation of annual IRS forms.
- E. Obtain and maintain a record of the W-9 forms from any individual who is compensated by PSLA beyond the reportable income set by the federal government.

VI. Immediate Past President

- A. Oversee grants with which the Association is affiliated
- B. Administrate MemberClicks (Membership and Website Software)

Adopted, Board of Directors, April 2, 1977

Amended, April 10-11, 1980; January 27, 1990; January 27, 1990; February 5, 2000; June 9, 2012; April 30, 2015; January 14, 2017; July 13, 2017; July 12, 2018; October 6, 2018; June 15, 2020