

**American Library Association**  
**Executive Board Member**  
**Position Description**

THE ROLES:

The Executive Board provides leadership and vision for the American Library Association. The roles of Executive Board members are:

- To develop and set priorities and direction for the Association
- To identify and assess key areas needing attention and resources
- To communicate priorities and concerns to and from membership
- To provide fiscal oversight for the association

Members of the Executive Board will carry out these roles in partnership with the Executive Director of the association. Executive Board members must act and vote with the information presented to them in the best interest of the entire association.

ESSENTIAL FUNCTIONS:

The Board is composed of 13 members. Each Board member works with other members of the Board to:

- I. Executive Board members must act and vote with the information presented to them in the best interest of the entire association.
- II. Review, assess and oversee policies and actions taken by the association.
- III. Recruit, orient, set goals for, and evaluate the Executive Director.
- IV. Share the responsibility for long-range and strategic planning with the Executive Director
  - a. Address professional and organizational issues confronting and impacting libraries and the profession
- V. Review, assess and oversee the fiscal resources of the association
  - a. Approve the budget
  - b. Approve funding for new initiatives
  - c. Review reports from the Endowment Trustees and approve matters regarding the Endowment, including appointment of Endowment Trustees
  - d. Review investment reports and approve matters dealing with investments of the association
- VI. At the discretion of the president, may serve as a member of a Board committee or a

liaison to an association committee.

- a. May serve as a representative of the Board or liaison to a committee of the organization
- b. May represent the president of an organizational or public function upon the request of the president

#### QUALIFICATIONS:

According to the Bylaws, Article V. Executive Board members are to be members of ALA Council. See “SELECTION PROCESS” below for more information.

#### HOURS OF WORK:

Executive Board members are expected to attend:

- hybrid Board meetings at the fall and spring meetings and ALA Conferences
- monthly virtual Board meetings
- meetings of Council
- Membership Meeting
- Information Session
- Other (i.e. board strategic planning, etc.)

Per Executive Board liaison duties, members may also attend monthly meetings for their liaison groups as well as in person meetings at ALA Conferences.

Members may have additional responsibilities to represent the association in public speaking or press conferences, to respond to issues and concerns related to librarianship and the association.

Executive Board members are expected to respond to board related emails in a timely manner and check their email regularly as pressing issues may require immediate attention. If a board member will be unavailable for a certain period of time they should communicate their schedule with the ALA President.

Board members may expect to spend a minimum of ten hours per month attending board meetings and performing board related activities, with the understanding that hybrid meetings and ALA Conferences will require increased, dedicated time to board duties.

#### GOVERNING AUTHORITY:

Empowered by the ALA Bylaws. Reports to the Council of ALA.

#### SELECTION PROCESS:

Nominees from Council are proposed by president-elect and Committee on Committees, or submitted from the floor of Council.

Per the ALA Bylaws (Article V. Section 1), the ALA Executive Board will consist of eight (8) councilors elected by Council to three-year (3-year) terms.