

At Start of Term of Office

The incoming President (and Secretary and Treasurer) should receive materials from their predecessors. These should be the reports, minutes, and other working papers of the Division.

The Division Executive Board

Consists of the officers, including the Past President. This is the governing board of the division.

The President convenes meetings as necessary to conduct the business of the Division.

Minutes of the Executive Board meetings should be available to all members of the Division Executive Board and available to Division membership.

If an officer needs to be replaced, consult the division bylaws in the *DLA Handbook* on the procedure.

Duties of the President

Parallel the duties of the President of the Association.

- Conduct meetings of the Division Executive Board and the Division membership.
- Submit an annual report.
- Represent the division at meetings of the DLA Executive Board.

Other Activities

Consult the DLA Records Retention policy and the chair of the DLA Archives committee to determine what materials should be transferred to the Association Archives.

Pass the working papers of the Division on to your successors. Most important are the papers kept by the Secretary of the Division.

Contact the DLA Treasurer to find out the budget for the Division.

Contact the chair of the Membership committee to get the number and names of the members of the Division.

DLA Programs – the Vice-President is the representative to the DLA Program (Conference Planning) Committee. The Division Executive Board and VP are responsible for selecting program ideas, consulting with membership. The Conference Planning Committee will inform you of how many program ideas to submit.

The Budget

Each Division is entitled to a set amount of funds from DLA. If the funds are not used, they will revert back to DLA. The funds are held by DLA and the amount is determined by the DLA Executive Board.

To use the funds, submit a request (with bill or invoice or receipts) authorized by your Executive Board, to the DLA Treasurer. The request should be submitted by the Division Treasurer.

DLA Executive Board

The President is a voting member of the DLA Executive Board and should attend all the meetings. (Typically 4-6 per year)

The President will deliver a report about the Division's activities, as appropriate. Submit the report in electronic format to the DLA Secretary to be included in the minutes.

If the President cannot attend, a substitute should attend (typically the VP).

Annual Business Meeting of Division

Held at the Annual conference.

Fifteen members or one-third of the membership of the Division shall constitute a quorum (unless otherwise specified in the Division Bylaws).

Annual Report

Written report, signed and submitted by the President.

Due before the annual conference. (There will be a call for reports from the DLA President.)

Distributed (in print?) to the Division membership at the business meeting. If requested, be prepared to deliver highlights of the report orally at Association business meeting.

The annual report should include the past year's officers and if possible the upcoming year's officers. If the incoming officers were elected at that day's Division business meeting, submit a list to the DLA secretary following the conference. Send an electronic copy to the DLA webmaster.