

ABOS Vice-President/President Elect, President, and Past President

ABOS President is elected for a three year term of office.

1st year – Vice President

2nd year – President

3rd year – Past President

Position Overview:

- Serves as a member of the ABOS Board of Directors.
- Attends monthly ABOS board meetings via conference call as scheduled by the president.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- Receives complimentary registration to the annual ABOS conference plus a \$300.00 travel reimbursement (*subject to change*).
- Travel as needed to represent the organization.

Vice-Presidential duties:

- Attends monthly ABOS board meetings via conference call.
- Serves on the Executive Committee.
- Conducts business in the absence of the president.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- Serves on the Conference Planning Committee (may be appointed to chair the Subcommittee on Programming).
- Attends ALA Annual Conference, registration is complimentary and ABOS will reimburse expenses per policy.
- Works closely with the President and provides support and encouragement.
- Monitors the ABOS Vice-President Gmail account.
- Other duties as assigned.
- Commits an average of 8 hours per week to ABOS business.

Presidential duties:

- Schedules and presides over meetings of the Board of Directors.
- Schedules and presides over meetings of the Executive Committee.
- Prepares agenda for both the Board of Directors and Executive Committee meetings, to be sent out at least one week prior to the meeting.
- Constant communication with all members of the Executive Committee, Members-at-large and other interested partners
- Appoints all committee chairpersons.
- Appoints all ex-officio members annually.
- Serves as a non-voting member of all committees.
- Advances the cause of ABOS by scheduling new business as needed.
- Presides over the Annual Conference that is scheduled during the year of his/her presidency and any business related meetings.

- Delegates tasks to members of the ABOS Board of Directors, ABOS members, and committees and subcommittees.
- Asks members, committees and subcommittees to report on assigned tasks.
- Communicates with conference venue liaison.
- Attends ALA Mid-Winter and Annual Conference, registration is complimentary and ABOS will reimburse expenses per policy.
- Serves on the ODLOS Advisory Committee.
- Serves as a liaison between ABOS and the EDI Assembly or appoints another rep from the board.
- Keeps the membership informed of ABOS business through the listserv and social media platforms.
- Recommends future conference sites based on past locations and current member input.
- Monitors the ABOS President Gmail account.
- Signs documents for ABOS as needed
- Other duties as necessary to ensure the success of ABOS.
- Commits a minimum of 10 hours per week to ABOS business.

Past Presidential duties:

- Attends monthly ABOS board meetings via conference call.
- Serves on the Executive Committee.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- Chairs the Nomination Committee.
- Organizes the Annual Election of Members of the Board of Directors via Survey Monkey. This can be delegated to another person at the discretion of the Past President.
 - Ensures that all current ABOS member names and email addresses are uploaded to Survey Monkey.
 - Creates and emails test survey to ABOS members to verify email addresses.
 - Edits Survey Monkey ABOS member database to correct any problems identified through the test survey.
 - Creates the official ballot and includes candidates' statements.
 - Sends a test ballot to several members of the ABOS Board of Directors.
 - Emails the official election ballot.
 - Monitors results during the election period. Emails reminders to ABOS members mid-way through the election period and one day prior to the deadline.
 - Compiles election results for current ABOS President.
 - Commits 12-15 hours during the 3 week election period.
- Chairs committees as assigned by the president.
- Organizes a past president presentation at the annual conference.

- Provides advice and institutional memory to the current President and Vice-President/President Elect.

Prepared by M Buckner 9/18/12

Revised by Ann Plazek 10/23/17

Revised by Susan Parkins and Cathy Zimmerman 7/28/2020