

Specific Duties of ALA Student Chapter UTK Officers

A List for All Potential Officers

All Officers serve to support ALA Student Chapter meetings and events. Officers should personally attend as many ALA Student Chapter meetings and events as possible. Officers should actively encourage attendance by other students and, if appropriate, faculty and staff members.

President—duties may be delegated as needed

1. **Creating agendas for meetings**—An organized, written agenda should be created prior to each meeting. The agenda *briefly* outlines unfinished business, reports concerning ongoing projects, any appropriate topics suggested by members, and new business. The agenda should be written and a dated copy placed in “Meetings” section of the ALA Student Chapter notebook (which is then followed by the Secretary’s minutes printed from LISTSERV e-mail). It may be helpful to distribute copies of the agenda to attendees.
2. **Leading meetings**—The President should bring each meeting to order, announce each topic of discourse, and then mediate the discussion so that it flows efficiently, smoothly, and in a democratic manner. The written agenda should be followed as closely as possible. Decisions should be made by the group as a whole, with voting practices (raising of hands or private ballot) used to discern the majority’s preferences.
3. **Serving as an advocate**—As needed, the President serves as a voice representing minority viewpoints and those who do not wish to personally introduce relevant topics for discussion.
4. **Delegating responsibilities**—The President solicits volunteers to work together for the creation, organization, and execution of the ALA Student Chapter sponsored events. The President is responsible for discreet monitoring of progress on important assignments and for diplomatic restructuring of committees or task delegations if it becomes evident that timely progress is not being made.
5. **Maintaining the purpose of the Chapter**—The President should be familiar with the ALA Student Chapter Constitution and ensure that Chapter events uphold and encourage the ideals outlined in the Constitution.
6. **Preserving of the ALA Student Chapter Notebook**—Meeting agendas, meeting minutes, membership information, and correspondence with ALA is to be recorded, dated, and placed in the current ALA Student Chapter Notebook in an organized fashion. This ensures that future ALA Student Chapter Officers and members know this history and organizational principles behind the Chapter. The ALA Student Chapter notebook also serves as a source of ideas for future Chapter Officers and members.
7. **Serving on the Student Coordinating Committee**—The SCC mediates transfer communication between students and faculty as well as between professional organization student chapters (ALA, SLA, TLA, ASIS&T). The President may serve on this committee or appoint another volunteering ALA Student Chapter member.
8. **Attending ALA Student Chapter events**—The President should be present for all ALA Student Chapter events. When this is not possible, the President should make sure that all

necessary elements are in place for the effective execution of the event and that other ALA Student Chapter Officers, especially the Vice-President, will be present.

9. **Maintaining the ALA Student Chapter bulletin board**—The President updates the Chapter bulletin board (or delegates this to other members). Elections should be posted one week prior to their occurrence. Announcements for meetings, scholarship opportunities, conferences, and other pertinent information should be posted on the board along with copies of relevant ALA fliers. The President contacts ALA when new materials are needed.
10. **Welcoming and recruiting**—The President should be prepared to greet new students at the beginning of each semester and should also be prepared to answer questions about the Chapter and ALA.

Vice-President/President-Elect

The Vice-President should be one of the most active members of the ALA Student Chapter and should serve to support the other officers with meetings, events, and other details of Chapter upkeep. The Vice-President should prepare himself/herself to take on the responsibilities of the Presidency should this suddenly become necessary.

Secretary

1. **Noting meeting and event attendance** – A dated attendance sheet should be distributed and collected during each meeting. Notes (“head counts”) should be made about the attendance of UTK-ALA Student Chapter events. This data should be added to the ALA Student Chapter Secretary’s notebook. This data helps present past Chapter participation and helps future officers determine the success of specific meeting times and types of events. If the Secretary cannot attend a meeting or event, it is his/her responsibility to arrange for someone else to carry out his/her duties.
2. **Recording minutes for meetings** – Organized, written minutes should be created during each meeting and filed in the ALA Student Chapter Secretary’s Notebook. The minutes should note important points of progress or information concerning each element on the written agenda. The Secretary makes note of who has volunteered for various duties and committee assignments. Minutes are added to the ALA Student Chapter notebook and are also posted to the School of Information Sciences listserv (UTKSIS-L@LISTSERV.UTK.EDU).

Treasurer

1. **Becoming authorized** – The new Treasurer will arrange to meet with the outgoing Treasurer at the UT Credit Union (2100 White Avenue) to be authorized to sign checks. The Treasurer and the Coordinator of Student Services (Tanya Arnold) are both authorized. The new Treasurer will also arrange to obtain monthly bank statements from Tanya Arnold.
2. **Verifying account balance** – When a monthly statement comes, the Treasurer verifies the balance and the canceled checks. Should there be a discrepancy, the Treasurer follows up with the bank until the problem is found and solved. Note: the bank will not send a

statement for months when the ALA Student Chapter balance has not changed. If the Treasurer is away on vacation, he or she should arrange for the Coordinator of Student Services to collect monthly statements instead.

3. **Updating members** – the Treasurer should be prepared to announce the ALA Student Chapter account balance at meetings and answer other financial questions (such as a summary of recent expenses).
4. **Writing checks** – the Treasurer pays Chapter costs and reimburses Officers' expenses provided:
 - a. the expense(s) is/are directly related to ALA Student Chapter meetings and events
 - b. spending has been approved by the Chapter
 - c. a receipt is provided
5. **Receiving dues** – the Treasurer collects and deposits dues from new members, keeping track of who has paid and issuing receipts.
6. **Supporting fund-raising** – the Treasurer places orders for goods, if needed. The Treasurer receives, counts, and deposits money received from sales. In addition, the treasurer may also be asked to deliver funds to charity beneficiaries.

Note: if the Treasurer ever needs to send an invoice to the School, the proper form must be used. It may also be used when the Chapter needs to bill another agency.