

President

1. Must be a member of the American Association of Law Libraries.
2. Becomes president automatically after serving for one year as vice president/president elect or at the removal or resignation of the current president prior to the expiration of her/his term.
3. Is expected to preside at all chapter membership and board of directors' meetings during his/her term of office.
4. Upon taking office, reads the chapter's articles of incorporation, AALL's constitution, bylaws of both organizations, this manual, and minutes of chapter quarterly and board of directors' meetings for the last three years to become familiar with the operation and procedures of the chapter.
5. Directs all activities of the chapter as its chief officer.
6. Provides leadership and guidance to the chapter.
7. Represents the chapter in a fitting manner to members of the information community at large.
8. Is responsible for relations between the chapter and AALL and other chapters. Responds in a timely fashion to all communications and questionnaires from AALL or other chapters.
9. Deals with all communications and correspondence received, either directly or by forwarding requests to the appropriate board member or committee chair.
10. Represents the chapter at the meeting of the Council of Chapter Presidents at the AALL annual conference. The president reports to the membership on the council meeting through the chapter newsletter and/or through a report at the next meeting of the membership. The president may delegate an active chapter member to represent him/her if unable to attend the council meeting.

11. Calls board of directors' meetings, arranges locations and reservations, prepares agendas and distributes them to all board members in advance.
12. Monitors committee activities, and is available to all committees for consultation and advice.
13. Maintains close contact with the chairs of the Program Committee and is available for advice in connection with the planning of chapter meetings.
14. Presents annual budget prepared by treasurer for approval by the board of directors at or before the second quarterly meeting.
15. Ensures that all chapter members are well informed of chapter activities through the LLAW Briefs Blog and through reports at the quarterly business meetings.
16. Prepare two messages for the LLAW Briefs Blog one incoming message to be posted in July and one outgoing message to be posted in May.
17. Provides updates on names and email addresses for board members, committee chairs, and committee members to the LLAW Listserv administrator.
18. Every fifth year (years ending in 00 & 05), supervises a review of chapter bylaws. May appoint Special Committee on Bylaws to assist.
19. Is responsible for ensuring that AALL headquarters is informed of any changes to the chapter bylaws, constitution, or articles of incorporation.
20. Prepares and emails the chapter's annual report to AALL. Deposits a second copy with the chapter archives.
21. Revises and forwards chapter biography when requested by AALL.
22. Writes letters of appreciation to all chapter board members and committee chairs, and to chapter members at large who have made special contributions during the year.

23. Maintains records as necessary during the year and turns this material over at the end of the year to the incoming president or the chapter archives as appropriate.

Revised: April 2023

Vice President / President Elect

1. Must be a member of the American Association of Law Libraries.
2. Attends all chapter membership and board of directors' meetings and in the absence of the president presides at such meetings.
3. In the event that the president resigns prior to the completion of the regular term of office, assumes the role of president for the remainder of the term.
4. Becomes familiar with chapter and AALL policies and procedures so as to be able to effectively carry out duties as chapter president.
5. Serves as co-chair of the Program Committee.
6. Appoints committee chairs for his/her term of office as president with the advice and consent of the board of directors, and with due consideration for size, geographical distribution, type of library, experience, and level of skill required. Announces the next year's committee chairs on or before the start of the new fiscal year.
7. Appoints committee members for his/her term of office as president jointly with incoming committee chairs.
8. Maintains records as necessary during the year and turns this material over at the end of the year to the incoming vice president/president elect or the chapter archives as appropriate.

Revised: April 2023

Secretary

1. Attends all chapter membership and board of directors' meetings.
2. Is responsible for taking written minutes of all chapter membership and board of directors' meetings.
3. In the event that the secretary cannot attend a meeting of the membership or the board of directors, arranges in advance for an acting secretary to perform the secretary's functions.
4. Includes in minutes the type of meeting; the date, place and time of meeting; the names and/or number present; the names of makers of motions and results of votes; statements of topics discussed and summary of discussions; notice of all reports given; time of adjournment; and name of the secretary submitting the minutes.
5. Distributes copies of minutes to the president and members of the board of directors within two weeks after the meeting. Requests and receives any corrections to the minutes from board members. Incorporates only corrections/additions from the chair of the pertinent committee or the person who actually made the statement being corrected. (NOTE: All others wishing to suggest a correction outside their committee or personal statements should notify the chairperson or statement maker so they can submit corrections.) Posts minutes to the LLAW Briefs Blog one month after the meeting.
6. May be asked to read the minutes of meetings of the current or previous calendar year at any chapter meeting.
7. Submits requests for funds in writing, with applicable receipts, to the treasurer. Where no invoice or receipt exists, issues a memo to the treasurer explaining the incurred expense. Unusual expenses will be taken by the treasurer to the president or board of directors for approval.

8. Maintains records as necessary during the membership year and turns this material over at the end of the year to the incoming secretary or the chapter archives as appropriate.

Revised: April 2023

Treasurer

1. Attends all chapter membership and board of directors' meetings.
2. Maintains necessary general chapter bank accounts in the name of the Law Librarians Association of Wisconsin.
3. Is the primary registered signing agent (along with the president) on all accounts of the chapter.
4. Is responsible for changing the signing authority records with the bank upon assuming office.
5. Deposits money in the checking account by mail or in person. Enters transactions in the checkbook and in the ledger. Properly endorses checks prior to deposit.
6. Collects funds payable to the chapter and ensures their deposit in the appropriate bank accounts.
7. Ensures prompt payment for chapter expenditures after approval of the chapter officer incurring the expense. A request for payment must include an invoice or other acceptable documentation. A request for reimbursement should include a receipt whenever possible. The treasurer may draft a check for payment under his/her own power unless the amount is excessive or there is a question regarding the validity of the request
8. Closes account ledgers as of May 31, the end of the Association's fiscal year. Totals all columns and balance. New ledger pages should be started as of June 1.
9. Prepares a quarterly financial report to be given at each quarterly meeting. Submits a copy of this report to the president and secretary in advance of the meeting. Retains a copy of the report in the treasurer's files. The report should reflect all income and disbursements since the last report for all accounts.
10. Oversees the preparation of the annual budget at the first quarterly board of directors' meeting.
11. Maintains any records as necessary during the year and turns this material over at the end of the year to the incoming treasurer or the chapter archives as appropriate. Records of prime importance for transfer to the incoming treasurer include ongoing account ledgers, current checkbook,

and files of bank statements, invoices, deposit slips, etc. When handing records over to the incoming treasurer, the outgoing treasurer should balance the records for all transactions to date in that fiscal year. Account ledgers and reports should be permanently retained in the chapter archives. Other financial records must be retained seven years to meet legal requirements.

12. In the event there is no replacement for an outgoing treasurer (e.g. in case of resignation), the treasurer will turn over the books to the president of the organization.
13. Completes the Wisconsin Nonstock Corporation Annual Report (currently sent to treasurer) by December 31 and pays the filing fee.
14. Files a Form 990-N (e-Postcard) by the 15th day of the 5th month after the end of our fiscal year.
15. Submits an annual report for the membership year to the president and the LLAW Briefs Blog editor by May 31.

Revised: April 2023

Past President

1. Serves as a member of the board of directors and participates in its discussions and deliberations.
2. Attends all chapter membership and board of directors' meetings.
3. Serves in an advisory capacity to the president and the chapter officers to provide the benefit of experience as chapter president.
4. Provides appropriate assistance to the incoming president to ensure a smooth transition of power and an effective continuation of chapter activities.
5. Serves as chair of the Nominating Committee.
6. Undertakes specific tasks as requested by the president.

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