

ALD/ACRL-WA Communications Manager

Elected Position

Description

The Communications Manager position of the Academic Library Division/ACRL-WA is elected by a majority of ballots cast by Division membership

- Office shall be assumed January 1
- Candidate must be a member of WLA and the Division they are representing

Responsibilities

- Serve as a voting member of the WLA ALD/ACRL-WA Steering Committee.
- Serve as a member of the WLA Marketing and Communications Committee.
- Edit and produce the biannual WLA ALD/ACRL-WA Newsletter.
- Notify the ALD/ACRL-WA membership of the publication of a new newsletter. This shall be done by sending a message to the WLA ALD/ACRL-WA listserv and on social media.
- Keep archival copies of all newsletters on the website.
- Communicate events, programs, and other news with WLA ALD/ACRL-WA Division through the website, listserv, and social media in collaboration with ALD/ACRL-WA Board.

Related Bylaws

ARTICLE IX, SECTION 5: GOVERNING BODIES OF DIVISIONS

Each Division will have a steering committee with a minimum of a Chair, Vice-Chair, Secretary and/or Communications, elected by members of the respective Division, for a one-year term. Additional steering committee members may be added, as needed. Steering Committee chairs are non-voting members of the WLA Board.

ARTICLE IX, SECTION 6: DIVISION FISCAL PROCEDURES

No Division will incur expense on behalf of WLA except as previously authorized by the WLA Board and the WLA Secretary/Treasurer as delineated in the WLA Financial Policies and Procedures. Divisions will receive an annual allocation at the beginning of each WLA fiscal year. Divisions may charge fees for workshops or programs. All Division fiscal procedures will be in accordance with the officially adopted WLA Financial Policies and Procedures.