



# LTAS Executive Positions

## **Chair**

The LTAS Chair liaises with Chapters, Working Groups and Committees within LTAS and the BCLA Board in order to fulfill the section's mandate to membership. The LTAS Chair facilitates association-wide cohesion and ensures the longevity and success of the section. The LTAS Chair should be an active member of the Section.

From the LTAS Constitution and By-Laws:

*The Chair shall be responsible for the well-being of the Section and will work for the benefit of the membership and the furthering of the purpose of the Section. Their duties shall include, but not be limited to:*

- A. Representing the interests of the Section to the BCLA Board as LTAS Director*
- B. Submitting an annual report to BCLA and to the Section*
- C. Ensuring that an Annual General Meeting of the Section take place each year*

## **Chair Elect**

Chair Elect to shadow the LTAS Chair from the time of election or appointment until such time as the British Columbia Library Association holds its Annual General Meeting. At such time, the Chair Elect assumes the role of LTAS Chair, representing the section and holding a seat on the BCLA Board.

## **Chapter Chair(s)**

Chapter Chairs (aka, Regional Liaisons) are the contact point for members in their region and will handle communications between their chapter and the LTAS Executive. Chapter Chairs will work with the LTAS Chair, functioning as 'Vice-Chair' for the LTAS.

From the LTAS Constitution and By-Laws:

*The responsibilities of the Regional Chapter Liaisons shall include, but not limited to:*

- a. Ensuring local (regional) meetings are held*
- b. Relaying information to the Executive Committee from local membership and vice versa*
- c. Working with the Chair as needed to further the aims of the Section (in the capacity of 'vice-president')*



## **Recording Secretary**

The Recording Secretary maintains an annual work plan, records of the association (minutes, reports, etc.) and assists the Chair as needed.

From the LTAS Constitution and By-Laws:

*The responsibilities of the Recording Secretary shall include, but not limited to:*

- a. Assisting in facilitation of surveys, data collection and communication for the Section*
- b. Taking minutes at meetings of the Executive Committee and ensuring the minutes are made available to membership*

## **Blog Coordinator**

The Blog Coordinator manages postings for the LTAS blog.

## **Social Media Coordinator**

The Social Media Coordinator maintains social media presence for LTAS on various social media accounts. Assists in managing any social media contests, requests and activity.

## **Marketing and Design Coordinator**

The Marketing & Design Coordinator creates branding and promotional materials for LTAS.

## **Careers Coordinator**

The Career Coordinator communicates LTA job opportunities to the membership.

## **Professional Development Coordinator**

Works with BCLA Professional Development Institute and as a continuing education liaison for workshops, webinars and internally developed programming.

## **Members-at-Large**

Members-at-large are available to the LTAS Executive on an as-needed basis for projects and assistance.