



SLA Illinois Board Position Descriptions

2022 Election

Elected

Presidency (VP/President) 2023-24

Secretary/Treasurer 2023

Appointed

Director of External Communications 2023

Director of Membership 2023-24

Strategic Partnerships Director 2023

Community Presidency (2023-24 elected)

The Presidency is a two-year term from 2023-2024 transitioning each year from VP/President-Elect to President.

Duties

VP/President – Elect (2023 term)

Organizes core SLA IL programs and events that support SLA's mission and fiscal sustainability. Those programs include a mix of educational opportunities, networking events, social and volunteer opportunities - historically between six to eleven events per year. Other Board members provide input and also contribute to Community programming.

President (2024 term)

Collaborates with the Board of Directors on how to best connect SLA IL membership, SLA, and the general public. Is the face and voice of the SLA IL Community to the greater SLA organization and general public.

- Recommends measures to the Board for their consideration to further the objectives and improve the effectiveness of the Community. Problem solves in cooperation with the Board of Directors.
- Chairs all monthly Board of Directors meetings, preparing the meeting agenda
- Collaborates with and mentors President-Elect
- Works with the Director of Communications to bring all pertinent information before the Community membership

Required Qualification

- SLA IL member in good standing.

Preferred qualifications

- Experience in or has a desire to learn event/program planning
- Able to identify key subject matter experts in the nonprofit community as speakers or event partners (e.g. CALL, CAA, APRA).
- Experience in or willing to negotiate with speakers and venues
- Collaborate with Director of External Communications to develop publicity content and calendar
- Experience in or has a desire to learn in people management skills, fostering the board members' professional development as well as Community and program growth.
- Excellent interpersonal skills, including in person, written, and phone
- Adhere to a board culture that respects individuals and a diversity of perspectives

Secretary/Treasurer (2023-elected)

Duties

- Keep a true account of all meetings of the community board and the community at large.
- Receive and report on all correspondence received by the board.
- Act as principle liaison with Illinois Library Association as to the operating and revenue of the shared job board.
- Assist in the preparation of period reports that may be required by SLA HQ.
- Along with the President, develop a yearly financial plan for large-scale expenditures and reimbursements
- Act as principle liaison with SLA HQ, especially as it relates to processing of reimbursements from SLA HQ and assisting community members and members of the board with the reimbursement process, especially as it relates to annual meeting stipends and awards.
- Participate in annual planning for the community.
- Assist other community board members, as needed with drafting outward facing communications.
- Assist the External Communications Director, as needed, with content for the community website and social media outlets.
- Other duties as the community board may deem necessary.

Required qualification

- SLA IL member in good standing.

Director of External Communications (2023-Appointed)

Duties

- Creates, plans, and executes SLA IL's efforts to publicize Community:
 - projects and programs through all digital platforms and social media vehicles in collaboration with Officers organizing those events.
 - initiatives like annual Board nominations/elections, awards, Community annual conference travel stipend.
- Develops and cultivates original content for SLA IL Community digital communication channels and website, independent of programming.

Required qualifications

- Membership to SLA essential during term – access to SLA IL's website platform requires the use of a current SLA ID/password.
- SLA Illinois member in good standing.

Preferred qualifications

- Experience in or has a desire to learn HigherLogic SLA's current website provider and how it interacts with Connect. Programming languages HTML and CSS desirable because some advanced features of HigherLogic require it.
- Experience in or has a desire to learn social media channels Facebook, LinkedIn, Twitter or any additional platform(s) to best reach target audiences.
- Experience in or has a desire to learn how to ensure requests and ideas for website, events, social media fit within the platforms' parameters and current features

Director of Membership (2023-24 appointed)

Duties

- Coordinates SLA IL's efforts to recruit and retain Special Library Association members including current, lapsed, and Illinois library school students. Past projects have included organizing a membership survey and newsletters connecting information professionals to the chapter's opportunities.

Required qualifications

- SLA Illinois member in good standing

Preferred qualifications

- Experience in or has a desire to learn in member recruitment and retention
- Experience in or has a desire to learn database management. Experience in working with SLA's Connect and other email marketing platforms highly desired.
- Collaborate with Director of External Communications to develop publicity content and calendar

Strategic Partnerships Director (2023-Appointed)

Duties

- Liaise with Illinois library consortiums for joint communication and programming efforts with specialized librarians in Illinois
- Coordinate joint programming with other specialized librarian associations in IL, including CALL, CAA, etc.
- Seek out partnership opportunities with other Midwest communities, and SLA communities at large
- Serve as member of committee for Midwest Symposium. Assist SLA IL Vice President with programming, event planning, and coordinate promotion efforts between Midwest communities involved.

Required qualification

- SLA IL member in good standing.