

## A. Unit Leader

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Each Unit is required to have an elected Unit Leader by the Unit's Governing Document. The Unit Leader's duties are as follows:

### 1. Communications

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Unit Leaders may be asked to speak or act officially on matters that are within their areas of official responsibility and on which they are fully informed. When the Association's official position is known, particularly when it has appeared in writing, it should be quoted to ensure consistency of response. Advice from Association leadership and staff should be sought when the official position is not known. Without exception, new or controversial matters should be referred to the Association President and Executive Director. This is particularly important when drafting a statement that will publicly reflect the Association's position.

Interactions at Leadership Events and Annual Conference are the best means of establishing a productive rapport among Cabinet members. Between meetings, telephone, email, and SLA Connect discussion lists assist the functioning of the informal communications network.

To assure that the Unit Leader-Elect is fully informed on all business of the Unit and the Unit Cabinet, it is important for the Unit Leader to share all Unit and Association-related messages and information with the Unit Leader-Elect, even if the subject matter seems inconsequential. This keeps the Unit Leader-Elect both informed and prepared to substitute for the President, in case of an emergency.

### 2. Appointment Duties

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The appointment duties of the Unit Leader are:

1. To appoint chairs for all committees and other positions as specified in the Unit's Practices Manual. Appointments should be made before the Unit Leader-Elect assumes the office of Unit Leader, and for a specific term of office. Unit Committees and appointed positions are identified in Section III of this Guide.
2. To aid the Unit Treasurer to appoint an auditor by the end of December to audit the year-end financial statement prepared by the Unit treasurer. The auditor may be neither an elected or incoming Unit officer nor a current or incoming member of the SLA Board of Directors.

### 3. Meeting Attendance

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The Unit Leader will attend all Unit meetings.

The following are the specific meeting responsibilities of the Unit Leader:

1. To attend all Unit meetings.
2. To preside at Unit Board meetings. These meetings can be very useful for problem solving and can include the entire Advisory Board.
3. To preside at the Unit's annual business meeting.
4. To attend Unit Cabinet meetings and any joint meetings of the Cabinets at the Association's Annual Conference.
5. All Unit Leaders and Unit Leaders-Elect constitute the Association's Unit Cabinet. Attendance at the meetings of the Cabinets is one of the most important responsibilities of Unit officers. The Unit Cabinet can be truly effective only if all representatives participate.

The Association Office issues a "Call to Meeting" approximately two months before the Annual Board of Directors and Cabinet meetings, held at the Annual Conference. This document includes

detailed instructions on the preparation of documents for information or action at the Board and Cabinet meetings. The deadline for receipt of documents for placement on the Cabinet's agenda is usually about one month before the meeting.

If the Unit Leader has last-minute business to bring to a Unit Cabinet meeting, the nature of the business should be brought to the attention of the Unit Cabinet Chair a minimum of 24 hours before the start of the meeting. *All motions, petitions, resolutions, etc., should be provided in advance.*

5. To attend the Association's Unit Leadership meetings and any orientation and meetings for Unit officers moderated by the Unit Cabinet Chair and Chair-Elect. Orientation aids for incoming leaders can be found on [the Leadership Webinars page](#).

This information serves to expand the communications network and provides an opportunity for Unit Leaders to get to know the Association's inner workings and concerns. It is also of real value for information on funding meetings, finances, bulletins, etc.

6. To attend the open session of the Board of Directors at the Annual Conference and leadership trainings offered by the Unit Cabinet Chairs.

#### 4. Reporting Duties

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The Unit Leader must submit several specific reports that are due at predetermined times during the Association's business year. These reports must be submitted on or before the stated deadlines. Regardless of which Unit officer or committee chair has the responsibility for preparation and distribution of a report, the Unit Leader is responsible for seeing that all deadlines are met. Refer to Section H for the Association Action Deadline Chart. See also, [Association Policy for Reporting Requirements for SLA Units](#). Timely submission of the Unit's annual report and year-end financial report (including all bank statements) are **required** in order to receive the dues allotment the following year.

#### 5. General Duties

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There are several general duties that are crucial to the successful operation of the Unit and to the smooth transitions of authority. Among the general duties of the Unit Leader are the following:

- a. Serves as Unit Leader of the Executive Board and Advisory Board.
- b. Reads the Unit's Governing Document and Practices Manual thoroughly to determine the responsibilities of each Unit officer.
- c. On assuming office, acquires from the Past Unit Leader all of the Unit's current records. Those records not needed should be forwarded to the Unit archivist. (If current records are not received within 20-25 days, contact the departing Unit Leader to request their transfer.)
- d. Reads all the information sent by the Association office and the Unit Cabinet Chair via the SLA Volunteer Leadership Community on Connect (both Unit Leader and Unit Leader-Elect should maintain current email listings in their SLA member records).
- e. Prepares the Unit's budget in consultation with the Treasurer and other Unit leaders.
- f. Holds check signing authority in addition to the Treasurer and Unit Leader-Elect.
- g. Makes decisions on Unit policy; referring questions to the appropriate Unit officer or the entire Executive and/or Advisory Boards.
- h. Serves as ex-officio member of all committees except the Nominating Committee.
- i. Recommends to the Board, via their Board Liaison, any measures that will further the Association's objectives and improve the effectiveness of the Unit.
- j. Works with appropriate Unit volunteers (i.e. the Communications Director, Community Admin, and/or Webmaster) to bring all pertinent information before the Unit membership.
- k. Takes part in the interviewing process of the SLA Scholarship Program for applicants from the Unit area. The task of interviewing may be delegated to other Unit members.

- l. Informs the Membership Department at Association HQ at once if the Unit appoints a representative to another professional society.
- m. Informs the Membership Department at Association HQ of appointment/changes throughout the year of elected and appointed offices.
- n. Sends copies of all reports, publicity, etc., to the Unit archivist (or other designated Unit member) and copies of current correspondence to the Unit Leader-Elect.
- o. At the conclusion of term as Unit Leader, reviews with the Unit Leader-Elect the responsibilities of the position and any ongoing projects.
- p. At the conclusion of term as Unit Leader, forwards all current records to the incoming President within 20 days of stepping down from office. At the discretion of the Unit, retiring Unit Leaders often have continuing responsibilities as past Unit Leaders.