

ACLCP Tip Sheet
Vice Chair/Chair Elect
(revised as of 2 November 2012)

- In accordance with ACLCP Bylaws (Article V.C.2), the Vice Chair/Chair Elect is a library director or designee who will become Chair the following year. The term of office is one year and is determined by a set alphabetical rotation schedule agreed to by the Board of Directors.
- Main responsibilities:
 - Assist Chair with the business of the Association, as needed
 - Chair meetings in the Chair's absence
 - Serve as liaison with the special interest groups (SIGs)
 - Maintain a pool of volunteers for selection as an officer or committee member
 - Set meeting dates for the next fiscal year by June 30
- SIGs
 - Promote SIGs
 - Recommend new SIGs to Executive Committee
 - Maintain regular contact with SIG co-chairs
 - Call for SIG meetings a month before the Fall and Spring Conferences
 - Provide assistance to SIGs in planning and executing programs
 - Work with SIGs to propose budget requests in a timely manner
 - Collect SIG meeting minutes and program reports and post to the SIG web pages
 - Monitor SIG web pages
 - Recommend dissolution of inactive SIGs