

## APPENDIX A

### RESPONSIBILITIES OF AACL OFFICERS

#### 1. Chair

- Conduct general meetings and executive meetings
- Coordinate general meeting: contact hosting institution; ensure workshop committee has activity planned; set date and agenda items
- Sign Union List of Serials contract as AACL representative
- Act as spokesperson when representing AACL to other associations, agencies, government departments
- Establish objectives for the Association in conjunction with other members of the executive
- Authorize honorariums and other expenses
- Contact new and potential members
- Call for volunteers as required
- Follow bylaws of the Association
- Ensure elections are carried out
- Maintain necessary files

#### 2. Secretary/Treasurer

- Take minutes of meetings and distribute such to the Newsletter editor for distribution
- Keep accurate records of AACL accounts
- Submit Treasurer's report at each general meeting
- Submit accounting records to the Auditors annually and submit the audited statement to the provincial government
- Maintain current membership records
- Contact members to advise them of upcoming meetings
- Attend executive meetings as required
- Maintain necessary files
- Collect membership dues

#### 3. Director-at-Large

- Maintain liaison with other library associations, submitting news articles to publications such as Letter of the LAA
- Attend executive meetings as required
- Conduct general meetings in Chair's absence

#### 4. Newsletter Editor

- Compile and produce the AACL Newsletter twice per year; include the minutes of meetings, Chairman's report, news articles of interest to the Association; and reports from each member institution

- Distribute the Newsletter to each member via the Web unless otherwise requested
5. Union List of Serials Coordinators (*AGLC and AACL*)
    - Ensure that the process for submitting content to the ULS is thoroughly documented and communicated to all responsible parties in AACL libraries and AGLS
    - Monitor the ULS process and recommend changes to AGLC/AACL
    - Submit a ULS report at each general meeting
  6. Statistical Coordinator
    - Collect the annual AACL statistics from each member institute
    - Check statistics as to accuracy of computations and compile the statistics on the master form, alphabetically by name of the institute
    - Distribute the completed statistics to each institute
  7. Workshop Committee (2)
    - Plan a workshop or presentation for each general meeting
    - Coordinate with the Chairman for the theme of the presentation and any necessary expenses