

Executive Board Members Duties

- Under normal circumstances, the Members-at-Large, Secretary, Social Media Manager, and Vice President of the YA Section are expected to attend two-thirds of all section meetings.
- The Section President is expected, under normal circumstances, to attend all Section meetings.

President

Responsibility	Timeframe
Coordinates with fellow Executive Board members; writes agendas and runs all Section and Executive Board meetings	Ongoing
Sets meeting dates for year with Section VP. Print copies for distribution at NJLA annual conference, section meetings, YS Forum, and anywhere else the YA Section has an opportunity to have a presence.	Dates and location should be confirmed in time for NJLA annual conference
Gives all information final review. Ensures that appropriate and timely information is up-to-date on Section's website and NJLA website.	Ongoing
In alternating odd-numbered years (2015, 2017 and so on), oversees speaker arrangements for Garden State Book Award Luncheon with the GSTBA Committee. Communicates with GSCBA Committee to coordinate luncheon details.	Submit by NJLA conference program proposal deadline, or contact NJLA Conference Committee as early as possible. Begin brainstorming author keynote in prior year.
Oversee speaker arrangements for NJLA annual conference in coordination with Section VP.	Throughout the NJLA annual conference proposal submission and subsequent planning
Compose thank-you letters to all NJLA annual conference presenters and speakers.	Within 1 week of NJLA annual conference
Compose and distribute letters to the authors and publishers of winning GSTBA titles; include invitation to accept award at NJLA Conference.	Immediately following announcement of winners in January
Communicate with GSTBA Committee to	Compiled before first Section meeting of

ensure original list of GSTBA nominees is being created following guidelines.	the NJLA year (typically September/October)
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Vice President

Responsibility	Timeframe
Attends NJLA Leadership meeting.	Contact current (or incoming) NJLA President for meeting date (usually July/August)
Arrange and submit program proposals for all conferences (including pre-conference arrangements)	Check with organizations for specific timelines (NJASL - Fall; NJLA-spring)
Solicit volunteers to be go-to point people for conference program proposals.	First or second Section meeting of NJLA year
Assigns moderators and/or facilitators for conference programs.	As soon as possible after proposals accepted
Submit list of books for author signings at conferences.	Check with NJLA Conference Committee for details and deadlines
Submit any NJLA conference honorarium request forms to the NJLA office.	Within 1 week of NJLA annual conference
Picks up duties as needed in coordination with Section President.	Ongoing

Secretary

Responsibility	Timeframe
Take minutes at Section meetings and send to Executive Board for edits and approval. Post approved minutes to the website.	Within one week of meeting date
Circulate attendance sheet; note names of members present in minutes.	At each meeting
Circulate snack sign-up sheet; nudge members to commit to contributions. Provide information to President for inclusion on upcoming meeting agendas.	At each meeting until filled

Send letters to publishers of titles selected for the ballot, informing them their books have been selected for ballot. When possible, use NJLA letterhead in print or in email.	After selections for full ballot have been made, before NJLA annual conference
On even years, send press releases notifying local and national press about winners of GSBA. Contact GSCBA Committee to coordinate.	Immediately following the announcement of winners in January

Members-at-large

Responsibility	Timeframe
Assign GSTBA readers	By end of October
YS Forum Liaison	Contact Chair for meeting dates
Collect and collate annotations of ballot titles. Work with members of Exec Board to proofread.	Annotations should be posted to website prior to conference, or as soon as possible upon completion of the ballot.
Work with members of Exec Board to proofread. Post ballot to website and create electronic ballots.	Electronic ballots should be made available as soon as final ballot is confirmed
Update and order copies of GSTBA past winners – send to Exec Board members for Proofreading. Post to website.	Follow same timeline information as ballots.
Prepare awards for GSBA Luncheon (includes matting for those to be shipped; matting & framing for those to be presented in person)	Contact printer after final ballot selection meeting in March. Awards needed for NJLA conference.
Prepare YA Section interest table at annual conference	Bring all materials to conference. Prepare visual display (e.g. large tri-fold display; digital frame or laptop for slideshow).

Social Media Manager

Responsibility	Timeframe
Keep track of login information for any and all YASS social media accounts. Build, connect	Ongoing

and engage library audiences with pertinent teen, or YA information as it relates to libraries and information.	
Update each account at a frequency as determined by the YASS executive board with emphasis on special events.	Ongoing, preferably 2 times per week
Promote YASS-sponsored programs for annual conference once they are accepted	Once programs are accepted (usually late January)
Promote other YASS-sponsored initiatives as determined by the executive board.	Ongoing
Solicit content from members to highlight YA activities and events throughout the state	Ongoing
Take photographs at the NJLA annual conference. Post to section website and other social media accounts. If the Social Media Manager cannot attend, he/she will recruit a volunteer.	Within two weeks of conference

Revised by the Young Adult Services Section Executive Board January 31st, 2020