

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 |
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| 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 |

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| 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 |
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| 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 |
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| Take minutes at Section meetings and send to Executive Board for edits and approval. Post approved minutes to the shared Google Drive. | 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 | At each meeting until filled |

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| upcoming meeting agendas. | |
| 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 |

Members-at-large

| Responsibility | Timeframe |
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| 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. |
| Request video or message from GSTBA winners for luncheon | After voting has been tabulated |
| 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 |
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| Keep track of login information for any and all YASS social media accounts. Build, connect and engage library audiences with pertinent teen, or YA information as it relates to libraries and information. | Ongoing |
| Update each account at a frequency as | Ongoing, preferably 2 times per week |

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| determined by the YASS executive board with emphasis on special events. | |
| 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 July 26, 2024