

OLA Executive Board Positions main duties and responsibilities:

- **Vice President** (3-year commitment-- Vice President, President, Past President)
 - The **VP year** includes executive board meetings, legislative committee meetings, the annual conference, helps plan the annual retreat, and maintains communication with the president and past president. Attends the ALA annual conference, and national library legislative day if one is scheduled, in addition to any other duties or responsibilities initiated by the person in this position and/or the President.
 - *Busiest times:* Summer, fluctuates throughout the year
 - The **President year** builds on the duties of the VP year, sans travel to national events, in addition to as-needed check-ins with the association manager, optional conference committee meetings, supporting OLA unit (e.g., OASL, Support Staff Division, etc.) needs and conferences (as schedules and ability allow), in addition to any other duties or responsibilities initiated by the person in this position.
 - *Busiest times:* All year
 - The **Past President** year is generally the lightest. It includes executive board meetings, legislative committee meetings, annual conference, annual retreat, maintains communication with VP and president, and recruits candidates for the following year.
 - *Busiest times:* Winter/early spring

- **Treasurer** (2-year term)
 - Reviews all fiscal policies and procedures, responding to direction from the Executive Board. Chairs the OLA Finance & Investment Committee which serves as the consulting body for the Treasurer, the Executive Board, and the Association Manager in such areas as Association investments, the budget, and other financial concerns of the Association.
 - *Busiest times:* early fall, October or November

- **Secretary** (1 year term)
 - Keeps accurate and detailed minutes and record of attendance for OLA Executive Board meetings, business meetings and the OLA annual retreat, and provides them to the OLA Association Manager for posting.
 - *Busiest times:* time commitment corresponds with meeting schedules

- **ALA Councilor/ Representative** (3-year term)
 - Travel and attendance to represent OLA at ALA Council meetings (at ALA Annual Conference and previously at LibLearnX)
 - Attendance at OLA board meetings and OLA board retreat
 - Sharing ongoing ALA communications with OLA membership
 - *Busiest times:* Summer, fluctuates throughout the year