

LIBTSA Position Descriptions 2009-2010

These descriptions are meant as a guide for future committee members and are to be reviewed annually (as per the LIBTSA Constitution).

President

- Creates agenda (this can be done with the committee, or by the secretary)
- Acts as a signing authority for the LIBTSA bank account (It helps to be handy to campus. ie: Around once or twice per week)
- Chairs meetings (may alternate with VP as a Co-Chair)
- Is available for impromptu unofficial meetings with other committee members to help with planning of events (workshops, social)
- Welcomes students at LIBIT orientation (end of August)
- Is a LIBTSA signing authority for SUS

Vice-President

- Attends LIBTSA meetings and performs the President's duties when the President is absent or otherwise incapacitated
- May act as a Co-Chair, sharing responsibilities with the President/Co-Chair equally
- Shadows the President, and commits with the intention to continue in LIBTSA for a second year, during which they will succeed as President
- Is duty bound by conscience and within the LIBTSA constitution to make decisions best for LIBTSA
- Is a LIBTSA signing authority for SUS

Treasurer

The LIBTSA Treasurer is responsible for keeping the financial records of the association. Duties include the following:

- Maintains up to date financial records of the Association
- Is responsible for all bank deposits
- Records all transactions and balance the LIBTSA books regularly
- Produces a financial report monthly for the Association
- Supplies copies of monthly financial reports and bank statements to SUS
- Supplies electronic copies of monthly financial statements to the LIBIT Instructional Assistant
- Prepares the financial portion of the SUS Club Membership package each semester in a timely manner
- Is a LIBTSA signing authority for SUS

Secretary

- Takes meeting minutes and distributes a word processed version to the LIBITALL listserv, and displays a print copy on the Resource Room bulletin board
- Supplies the previous meeting's minutes for approval at monthly meetings (ie: January's minutes approved in February meeting)
- Posts announcement for upcoming meetings on Resource Room bulletin board, and by email to the LIBITALL listserv (may circulate agenda at this time if it is ready)
- Books the meeting room at University House (done in advance by semester)
- Is a LIBTSA signing authority for SUS

Social Co-ordinator(s)

This position centres on event planning and management.

- Organises and supports the organisation of social events, workshops, talks and other events relating to LIBTSA and for the benefit of students in the LIBT program
- Plans the Year End Dinner (see archives for details)
- Co-ordinates and supports fundraising efforts for LIBTSA
- Liaises with UFV Student Life: Attends Clubs & Association meetings; forwards announcements from Student Life C&A to the LIBITALL listserv

BCLA Student Representative

* This position runs April to April, and the new Rep will be elected in March 2010.

- Attends BCLA meetings (4-5 annually)
- Acts as a liaison between LIBTSA and the BCLA board

The BCLA Board usually has 3 student representatives, one from UBC's SLAIS program, and one each from the Library and information technology programs of Langara and University of the Fraser Valley. The student representatives attend BCLA Board meetings and the BCLA annual general meeting. They are excluded from "in camera" items on the agendas. Presently there are 4 or 5 Board meetings per year. At least one meeting will likely be held via the web or telephone conference call. The student representatives participate in discussions by contributing their ideas, but they are non-voting members. They act as a liaison between their respective library student associations and the BCLA Board.

Traditionally, the student representatives are elected by their respective library student associations and are approved by the BCLA executive director. In the past they have been welcomed onto the Board at the June Board meeting, which has been a time to greet all new Board members and to say farewell to members who are leaving. As of 2009, there is no longer a June meeting and new members are to be welcomed in April at the AGM. The first meeting at which student representatives participate is usually held in mid-September.

Benefits to the student representatives are as follows:

- Travel expenses to and from Board meetings may be claimed.
- Refreshments and/or lunch are usually provided, depending upon the time of the meetings.
- Conference registration fees are covered.
- It is a great learning experience.