

Division Presidents

The Division Executive Board

Consists of the officers, including the Past President. This is the governing board of the division.

Convene meetings as necessary to conduct the business of your Division.

Written minutes of the meetings should be available to all members of the Division Executive Board and available to Division membership by request.

If an officer needs to be replaced, consult the *DLA Handbook* on the procedure.

The Budget

Each Division is entitled to a set amount of funds from DLA. If you do not use it, it will revert back to DLA. The funds are held by DLA and the amount is determined by the DLA Executive Board.

To use the funds, submit a request or receipts, authorized by your Executive Board, to the DLA Treasurer. The request should be submitted by your Treasurer.

DLA Executive Board

You are a voting member of the DLA Executive Board.

Attend the meetings. (Normally 4 per year)

Deliver a report about your Division's activities, as appropriate.

Submit your report in electronic format to the DLA Secretary to be included in the minutes.

If you cannot attend, send a substitute (typically your VP).

Annual Business Meeting Of Division

Held at the Annual conference.

Fifteen members or one-third of the membership of the Division shall constitute a quorum (unless otherwise specified in your Division Bylaws).

Annual Report

Written report, signed and submitted by the President.

Due before the annual conference. (There will be a call for reports from the DLA President)

Distributed in print to your Division membership at your business meeting. Bring 40 copies to the Association business meeting. Be prepared to deliver the report orally.

Include the past year's officers and if possible the upcoming year's officers. If your officers were elected at that day's Division business meeting, submit a list to the DLA secretary.

Send an electronic copy to the DLA Webmaster.

Duties

Contact the DLA Treasurer to find out the budget for your Division.

Contact the chair of the Membership committee to get the number and names of the members of your Division.

Consult the *DLA Handbook* concerning your Division and the operations of DLA. The DLA Bylaws and Handbook are available on the DLA website (<http://www2.lib.udel.edu/dla/>).

Consult the DLA Records Retention policy and the chair of the DLA Archives committee to determine what materials should be transferred to the Association Archives.

Pass the working papers of the Division on to your successor. Most important are the papers kept by the Secretary of the Division.

DLA Programs – your Vice-President is the representative to the DLA Program (Conference Planning) Committee. The Division Executive Board and VP are responsible for selecting program ideas, consulting with membership. The Conference Planning Committee will inform you of how many program ideas to submit.

Notify various DLA bodies about the activities of your Division; for example, the Public Relations Committee, the Publications/DLA Bulletin Committee, and the Webmaster.

Special Task for 2008-2009

There will be a review of the *DLA Handbook* and Bylaws this year.

Review your Division information in the *DLA Handbook*. The descriptions, bylaws, and/or activities may be out of date.

Review the Scholarships and Awards section of the Handbook, if appropriate.

Either you or your designate will be your Division Representative to the Handbook and Bylaws Committee. The Committee Chair will contact you concerning the first meeting.