

Children's Services Division – Officer Duties

CSD Chair-Elect (3 yr. term):

1st year: Chair-Elect

- Assist the Chair as needed
- Learn about the organization
- Attend one CSD Executive Board Meeting (usually the end of August)
- Serve on the OLA Conference Planning Committee (done by email)

2nd year: Chair

- Attend OLA Executive Board Meetings (approx. 6 meetings, conference call/virtual meeting ability)
- Attend OLA Executive Board Leadership Retreat (usually the first Mon/Tue of August)
- Responsible for putting on the CSD Fall Workshop
- Arrange one CSD Executive Board Meeting (usually the end of August)
- Submit deposits and/or reimbursement paper work to the OLA management person.
- Connect with colleagues statewide.

3rd year: Outgoing Chair

- Assist Chair as needed
- Serve on Lampman Award Committee (done by email)

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Summer Reading Chair-Elect (2 yr. term):

1st year: Summer Reading (SR) Chair-Elect

- Assist the SR Chair as needed
- Attend CSD Executive Board Meeting (usually the end of August)
- Provide input into art/slogan/themes with CSLP (done by email)
- Attend the annual CSLP Meeting - you make your own travel arrangements and are reimbursed for plane ticket, etc.

2nd year: Summer Reading Chair

- Attend CSD Executive Board Meeting (usually the end of August)
- Responsible for distributing the Summer Reading Manuals
- Provide input into art/slogan/themes with CSLP (done by email)
- Responsible for putting on the CSD Spring Workshop
- Attend the annual CSLP Meeting - you make your own travel arrangements and are reimbursed for plane ticket, etc.

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Secretary – appointed by CSD Chair

- Attend CSD Executive Board Meeting (usually at the end of August)
- Take minutes at Board meetings, email draft to Board members, email final draft to CSD Web Master, assist at CSD Fall Workshop with tracking winning bids during the auction
- Participate in CSD Executive Board discussions/decisions (via email and in-person meetings)