

LARC President Schedule of Duties

President's duties as stated in by-laws: The **President** shall conduct all meetings of the Association and the Executive Board. S(He) shall prepare and disseminate the agendas for all meetings. Upon consultation with the Executive Board s(he) shall appoint the chairpersons of all standing and special committees. The President is responsible to complete and submit the annual county grant application. The past-President and current VP/Pres- Elect shall assist each year.

Monthly	Run executive board meetings
	Prepare meeting agenda and e-mail to larcexec list in advance
	Provide refreshments for meeting
	President or Secretary should send all members announcements of monthly meetings
	Secretary should store (archive) and post (online) minutes and agenda of each meeting
July	Prepare funding application and submit to Rockland County government
	Elect LARC officers (President, VP, Secretary and Treasurer are elected by the Executive Board)
	Chairs of committees selected (by each committee): Adult Services, Advocates, Customer Service, Teen Services, Youth Services
	Make necessary changes to the larcexec e-mail list and list of officers on website
August	Past President updates LARC archives with minutes, annual meeting handouts, paperwork or flyers from other initiatives from previous year.
	Select Conference Committee if applicable
September	Send reminder to Rockland Directors to submit reimbursements for Books by Mail
	Ask Directors to send updated information for Schedule of Hours reprinting (if applicable)
October	Send Rockland Directors a reminder to submit reimbursement request for Fall Into Books (immediately after the event)
	Ask divisions for projected budget needs for the coming fiscal year
	Form Budget Committee and create proposed budget for the coming fiscal year
November	Instruct Vice President to send out membership flyers for the following year
	Present proposed budget for coming fiscal year to executive committee for approval
December/January	Print and distribute new Schedule of Hours (if applicable)
February/March	Complete paperwork to receive contract agency funding from Rockland County
	Plan Annual Meeting (tasks broken down on separate list)
April/May	Send notice to members about Fall Into Books scholarships
	Nominating Committee must submit slate 30 days prior to Annual Meeting
	Order refreshments for Annual Meeting
June	Annual meeting
	Schedule July luncheon meeting with both incoming and outgoing board members
	Past President, New President, VP and Treasurer prepare funding application

LARC Annual Meeting Planning

Feb	Select Scholarship Committee chairs
Feb	Select Annual Meeting chairs/Nominating Committee
Feb/March	Scholarship Committee: Prepare scholarship application
	Scholarship Committee: Send application packet to Rockland directors and local library schools
Feb/March	Scholarship Committee: Put new scholarship info on website
Feb/March	Book Annual Meeting speaker
Feb/March	Select date and location for annual meeting (to be held in June)
March	Select public award and librarian award recipients (if applicable?)
	Ask Division Chairs for reports to be presented at Annual Meeting
April	Prepare and distribute Annual Meeting publicity flyer to members and allrcls
April	Scholarship deadline. Scholarship Committee: Review applications and selects recipients
April	Arrange for vendor to sell copies of book if speaker is giving a book talk
May	Scholarship Committee: Announce recipients and invite them & guest to annual meeting
May	Prepare Annual Meeting brochure with agenda, previous year's minutes, Division reports
May	Assign scholarship and award presenters
May	Order refreshments (and flowers?)
	Arrange for any necessary AV equipment for speaker (mic, podium, projector, screen, laptop...)
June	<p>ANNUAL MEETING MECHANICS:</p> <ul style="list-style-type: none"> President runs meeting Track attendance Distribute minutes, brochures and other paperwork (Division reports, minutes, etc.) Welcome attendees Approve minutes of previous year's annual meeting Present brief summary of who we are and what we've accomplished (Division reports) Present & move slate (Any other business on agenda) Present scholarships Present other awards (if applicable) Close business meeting Introduce speaker

LARC Treasurer Schedule of Duties

Treasurer's duties as stated in by-laws: The **Treasurer** shall have responsibility for all the financial records of the Association, the deposit of funds to the accounts of the Association, and the proper disbursement of funds pursuant to authorization by the officers and/or the Executive Board. S(He) shall prepare a financial report to be presented to all members of the Association in conjunction with the Annual Meeting of the Association. The treasurer will arrange for an annual audit of the Association. In all cases the Treasurer will be designated the initial receiver of funds and will apprise the Membership Chair of all applicants for membership.

Monthly	Prepare Treasurer's Report and present to executive committee at monthly meetings
	Check mailbox (coordinate with President)
	Pay bills
	Manage LARC's bank accounts making any necessary deposits, withdrawals, reviewing bank statements, ordering checks, etc.,
	Maintain an accurate, up-to-date record of LARC's finances in Quickbooks
June	Meet with Past President, New President and VP to prepare funding application
October	Meet with Budget Committee to create proposed budget for the coming fiscal year
November	Present proposed budget for coming fiscal year to executive committee for approval
	Renew insurance policies
	Arrange for audit

LARC Conference Committee Schedule of Duties

September	Settle on Conference theme and speaker topics
October	Explore possible venues (get dates available and price quotes)
Oct-Nov	Book workshop speakers (6 – 8) and keynote speaker
	Find out each speaker's AV equipment needs
	Design logo based on theme
November	Select someone to run scholarship raffle
December	Select date (usually in April) and venue, book venue and pay downpayment
	Contact IT company for AV at conference
	Design & distribute Save the Date flyer
January	Select someone to take registrations
	Send brochure information to the designer for layout and printing
February	Send out brochures to members and allrcs
	Early Bird registration open
	Order any LARC-branded giveaways (pens, etc.)
	Send IT company AV requirements of all speakers
March	Send confirmation letter to speakers
	Prepare centerpieces
	Assign someone to take attendance at each workshop
	Prepare all printed materials: directional signs signs for each room/speaker raffle poster name tags folders flyer with info on raffle, keynote speaker and schedule registration lists for full day and each speaker workshop
April	Registration deadline (two weeks prior to conference date)
	Conference day: Pay balance owed to venue Pay all speakers Meet with IT company and oversee all AV setup Set up centerpieces and raffle table Set up directional signs, signs for each room/speaker, raffle poster, etc. At registration table: mark attendees and distribute folders with flyers, name tags, pens, etc. At lunch: Thank everyone for coming Introduce keynote speaker Select and announce raffle winners