GLBTRT Leadership Responsibilities

Executive Board

The Rainbow Round Table is governed by an elected executive board. The board consists of the Chair, Chair-Elect, Past-Chair, Treasurer, Secretary, Councilor, and five Directors-at-Large.

The Executive Board will:

- provide oversight and long-term planning for the round table, including: goal-setting, programs, projects, activities, and publications;
- conduct and review all business between membership meetings;
- carry out the formal decisions of membership;
- review and approve an annual round table budget;
- report activities to membership through round table communication channels in a timely manner, including via membership and board email lists and ALA Connect;
- Liaise with RRT Committee Chairs and facilitate the work of other RRT Committees;
- refrain from entering into contracts in the name of the round table. (Only ALA staff may enter into contracts.);
- make recommendations to membership by all round table communication channels; and
- hold board meetings that follow ALA Policy Manual: A.7.4 Regulations and Guidelines: Conferences and Meetings.

Board Liaisons

Each member of the board serves as liaison to at least one RRT committee. In that capacity, they will:

- exchange information with the Committee Chair and members throughout the year;
- request a committee report of activities twice a year, to be shared with the executive board during the board’s December and May meetings;
- inform the executive board of committee plans, needs, activities, and issues as they arise;
• participate in committee deliberations via email and other channels;

• relay information between the board and assigned committees, including offering Committee Chairs the option of participating in committee-related discussions at executive board meetings; and

• provide advice or assistance as needed.

Chair

The Chair will:

• serve a one-year term on the executive board (fulfilling a three-year, rotating appointment as Chair-Elect, Chair, Immediate Past-Chair);

• serve as the leader of the round table;

• preside over membership and the executive board meetings;

• serve as or appoint a liaison to the Round Table Coordinating Assembly;

• make appointments to fill positions that become vacant on committees during the year in collaboration with Committee Chairs;

• appoint Committee Chairs and members to the following committees in consultation with existing Committee Chairs:

  Over the Rainbow Book List Committee

  Rainbow Book List Committee

  Barbara Gittings Literature Award Committee

  Israel Fishman Nonfiction Award Committee

  Mike Morgan and Larry Romans Children’s and Young Adult Literature Award Committee

• carry out the formal decisions of the membership and executive board;

• mentor and assist the Chair-Elect in the duties and responsibilities of the Chair-Elect and Chair;
maintain both the round table membership and executive board email lists; and

perform any duties that are normally a part of the rights and responsibilities of the office of Chair.

**Chair-Elect**

The Chair-Elect will:

- serve a one-year term on the executive board (fulfilling a three-year, rotating appointment as Chair-Elect, Chair, Immediate Past-Chair);

- serve as an aide to the Chair; and

- appoint Committee Chairs and members whose terms begin when the Chair-Elect is Chair for the following committees in consultation with existing Committee Chairs:

  - Advocacy & Resources
  - Fundraising Committee
  - Membership Promotion Committee
  - News & Reviews Committee
  - Program Planning Committee
  - Resources Committee
  - Web Committee

- coordinate the executive board meeting schedule for the year the Chair-Elect is Chair.

- support and promote the decisions of the executive board;

- serve as a liaison with the Round Table Coordinating Assembly;

- perform the duties of the Chair in the absence of the Chair; and

- perform such duties as are delegated or assigned by the Chair or the executive board.

**Immediate Past-Chair**

The Immediate Past-Chair will:
● serve a one-year term on the executive board (fulfilling a three-year, rotating as Chair-Elect, Chair, Immediate Past-Chair);

● act as spokesperson for the round table in collaboration with ALA’s Office for Diversity, Literacy and Outreach Services (ODLOS) Advisory Committee and other ALA entities when applicable;

● manage conference room scheduling for all RRT meetings and programs;

● respond to emails sent to the executive board via the Executive Board Contact Form in a timely manner; and

● performs such duties as are delegated or assigned by the Chair or the executive board.

Treasurer

The Treasurer will:

● serve a two-year term on the executive board;

● keep round table financial records, including fund expenditure records;

● attend all executive board and membership meetings;

● produce the following year’s budget proposal for approval by the executive board every spring;

● share the budget with membership through round table communication channels no later than two weeks after approval by the board, including via membership and board email lists and ALA Connect;

● provide an electronic copy of the approved budget to the ALA Library and Archives as part of the RRT’s archive;

● seek approval from the Chair, Chair-Elect and Past Chair if costs for the social differ substantially from the budgeted amount;

● supply directions and requirements for funding plans that should be submitted with special projects;

● collect round table expense reports and receipts;
● share the Reimbursement Form (Word doc) with those incurring expenses for the round table;

● share expense reports with ALA and the Chair, Chair-Elect and Immediate Past-Chair;

● assure that authorized expenses incurred by round table members, in connection with round table activities, are reimbursed through ALA Office of Diversity, Literacy and Outreach Services (ODLOS);

● serve as liaison to the Fundraising Committee and facilitate coordination of fundraising goals in pursuit of financial resources that will help to ensure the continuity of the round table and all of its activities; and

● performs such duties as are delegated or assigned by the Chair or the executive board.

Treasurer - Additional Information:

● Only ALA staff may enter into contracts.

● ALA’s fiscal year runs from September to August.

Treasurer Ex officio Appointments:

By virtue of being the Treasurer, the officer serves in several other appointments. The Treasurer is a member of these bodies:

RRT Fundraising Committee
RRT Representative to the ALA Budget Analysis and Review Committee (BARC)
RRT Liaison to the ALA Planning and Budget Assembly

Secretary

The Secretary will:

● serve a two-year term on the executive board;

● prepare executive board and membership meeting agendas and distribute them through round table communication channels no later than ten days prior to the meeting, including via membership and board email lists and ALA Connect;
- create executive board and membership meeting minutes and distribute them through round table communication channels no later than two weeks after approval by the board, including via membership and board email lists and ALA Connect;

- provide electronic copies of all board and membership meeting agendas and minutes occurring during their term on the board to the ALA Library and Archives as part of the RRT’s archive; and

- perform any duties that are normally a part of the rights and responsibilities of the office of Secretary or as are delegated or assigned by the Chair or the executive board.

**Round Table Councilor**

The RRT Councilor will be elected in accordance with the ALA Bylaws to represent the interests of the Rainbow Round Table on the ALA Council.

The Councilor will:

- report to the executive board and to the membership on ALA Council activities;

- present ALA Council issues and documents upon which the executive board may wish to act;

- communicate to the membership any items sent to Council for distribution to ALA members or of general interest via the membership and board email lists;

- receive and act on feedback from the executive board and the membership regarding ALA Council issues;

- sponsor ALA Council resolutions for the round table; and

- performs such duties as are delegated or assigned by the Chair or the executive board.

**Directors-at-Large**

Directors-at-Large will:

- serve two-year terms on the executive board;
● support the duties of the executive board as listed in the "Executive Board" section of this document;

● attend all executive board and membership meetings; and

● perform such duties as are delegated or assigned by the Chair or the executive board.

**ALA Board Liaison**

The ALA Board Liaison is an Ex officio member of the board, that is a member by right of position, but without a vote.

**Committee Chairs**

Round table Committee Chairs will:

● serve as leader of their round table committee;

● support the mission of the executive board as listed in the "Executive Board" Section of this document;

● recommend members who have expressed an interest in serving on a committee to the RRT Chair/Chair-Elect responsible for committee appointments;

● mentor an "apprentice" from within the committee who may be recommended to the Chair-Elect as a future Committee Chair;

● submit a committee report of activities twice a year, to be shared with the executive board during the board’s December and May meetings;

● submit expense reports, receipts, and refund requests to the Treasurer as needed in a timely manner;

● submit publicity and website content and information to the News Committee and/or the Website Committee as appropriate; and

● maintain that committee’s portion of the Rainbow Round Table Procedure Manual.