

## CABL President Duties

- Prepare and distribute agenda for all business meetings
- Solicit agenda items/reports from officers/committees/members
- Bring needed copies of agenda and any reports to business meetings
- Preside at all business meetings
- Give officer/committee reports at business meetings in the absence of such members
- Appoint all committees (Nominating, etc.)
- Convene the Executive Council
- Appoint the following: archivist, hospitality coordinator, web site coordinator
- Should there be vacancies in President-Elect, Secretary, or Treasurer positions, appoint a member to serve the remainder of the term
- Work with the Treasurer on the annual membership directory (like nagging members to renew and/or review the previous directory for accuracy of institutional section)
- Work with the Archivist to see that all needed records are included in the CABL archives
- Work with the Web Site Coordinator and officers to ensure that the website is complete and accurate
- Represent CABL as needed in communications/discussions/meetings with other organizations or individuals