

President Elect/Program Chair

Term: 1 year

The President-Elect's duties are to serve as President whenever the President is not able to do so; to be responsible, under the direction of the President, for the programs. The President-Elect has a one-year term and automatically becomes President for the following year. The year officially runs from January 1 through December 31.

As President-Elect

The major responsibility of the President-Elect is to preside over part of CABL programs and meetings, which includes making announcements, introducing the speakers, etc.

As Program Chair

The President-Elect sets up the CE/Programs, plans and coordinates meeting programs and CE courses. The Program Chair is responsible for being part of the MLGSCA CE/Program Committee and is responsible for assisting in the planning of the winter and spring/summer CE Courses.

Responsibilities of the President-Elect/Program Chair

- I. Send announcements to CABL Listserv of programs, instructions, CE programs and any newsworthy articles or information.
- II. Contact current MLGSCA President and say you are the incoming CABL President-Elect and program planner for the specific calendar year.
- III. Contact Pacific Southwest Regional Medical Library (PSRML) News Announcement Listserv, sign-in and announce that you are the new CABL President-Elect and program chair. <http://lists.ucla.edu/cgi-bin/mailman/listinfo/psr-news>
- IV. Contact PSRML (Kay Deeney) for Webcast information and register the site you have selected with a site coordinator.
- V. Contact MLA (Debra Cavanaugh) for Webcast information and register the site you have selected.