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](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.