

# Inland Northwest Council of Libraries (INCOL)

<http://incol.sclld.org/>

## Position Description

**POSITION TITLE:** Current Chair  
**POSITION SUMMARY:** Attend and facilitate all INCOL meetings. Plan and implement the two INCOL Continuing Education (CE) Workshops. Provide leadership to INCOL members. Act as a liaison to the INCOL directors.

### **RESPONSIBILITIES:**

1. Attend and facilitate all INCOL meetings.
  - a. Call meetings.
  - b. Schedule meetings.
  - c. Arrange for a meeting location.
  - d. Create the agenda.
  - e. Communicate with members of the CE Committee.
  - f. Facilitate meetings and provide appropriate handouts.
2. Plan and implement the two INCOL Continuing Education (CE) Workshops.
  - a. Encourage CE Workshop suggestions, but make the final decision.
  - b. Make appropriate contacts to implement the CE Workshops.
    - i. When date and location for a workshop is set, contact caterer for availability.
    - ii. Caterer most commonly used: Connie & Phil Stucke: [dstucke@altek-inc.com](mailto:dstucke@altek-inc.com).
    - iii. If caterer is available, send flier or link from INCOL website for the workshop to caterer, which supplies the times of both the morning and the afternoon workshops, as well as the location.
    - iv. Arrange catering for INCOL CE Workshops when in-house caterer is not required.
    - v. Keep caterer apprised of number of registrants for food planning purposes.
    - vi. Submit catering bill for payment.
  - c. Maintain contact with the INCOL directors, treasurer and members about upcoming plans.
  - d. Provide leadership and guidance to the CE Committee to ensure a suitable and timely CE Workshop.
3. Review the Past Chair Position Description and maintain thorough notes, so that you may provide advice and support to the upcoming INCOL Chair the following year.

Approved: May 22, 2013

Revised: