

Secretary: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board & Executive Committee. Records Minutes of the Executive Board & Executive Committee Meetings. Distributes Minutes & Board Documents to all Board or Committee members in advance of the Executive Board or Committee Meetings.
- Records Minutes of AzLA General and Special Membership Meetings.
- Collects one (1) copy of all reports, memoranda, correspondence, and other pertinent materials received from any and all Executive Board Members and sends to the Association Manager for filing in Current Year Record. These shall include, but shall not be limited to:
 - Minutes of the proceedings of the General and Special Membership Meetings.
 - Minutes of the proceedings of the Executive Board and the Executive Committee.
 - The AzLA Annual Report
- Prepares an Annual Report of the Secretary's activities for the AzLA membership for inclusion in the Annual Report to the Membership. Conference.
- Compiles the Annual Report to the Membership and sends it to the Association Manager for inclusion on the website. The Secretary will then distribute a hand-out at the Annual General Membership Meeting directing members to the link on the AzLA homepage where these reports are available and offering a print copy to those members who do not have access to the World Wide Web. The Annual Report is a compilation of reports from Officers, Divisions, Interest Groups, and Committees of their activities for the year.
- Prepares files at the end of his / her term of office and sends material to the new Secretary or the archives.
 - Removes ephemeral material.
 - Includes materials of historical importance.
 - Includes materials of immediate use to the new Secretary.

Regional Representatives: Powers & Duties

- Represents the diverse membership of his / her designated region of the Arizona Library Association.
- Serves as a voting member of the Executive Board.
- Attends all Executive Board meetings and reports the activities of his / her region.
- Reports to his / her regional membership the decisions and issues covered in Executive Board meetings via an AzLA listserv or other means.
- Submits regional activities to the newsletter and website.
- Executes duties as delegated or assigned by the President and / or the Executive Board.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new Regional Representative or the archives.
 - Removes ephemeral material.
 - Includes materials of historical importance.
 - Includes materials of immediate use to the new Regional Representative.