

CSD Job Description

INCOMING CHAIR

The primary responsibilities of the Incoming Chair are to advocate for CSD members as a member of the OLA Annual Conference Program Committee; to coordinate CSD's annual fundraising activity (typically held concurrently with the Spring CSD Member Workshop); and to support and learn from the current Chair and Past Chair.

September

- Attend September CSD board meeting (preferably in person)
- Obtain access to CSD chair elect e-mail account
- Fill any vacancies in board-appointed positions

October

- Attend Fall CSD Member Workshop
- Participate in OLA Annual Conference [Program Committee meeting](#)

November

- Other OLA Annual Conference Program Committee duties as needed
- Begin planning fundraising activities for Spring CSD Member Workshop
 - Previous activities include silent auctions and book sales

December

- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**
 - Promote CSD's early lit activity planning calendar
 - Promote the January Mock Award Workshop
- Other OLA Annual Conference Program Committee duties as needed
- Continue planning fundraising activities for Spring CSD Member Workshop

January

- Attend the CSD Mock Award Workshop
- Other OLA Annual Conference Program Committee duties as needed
- Continue planning fundraising activities for Spring CSD Member Workshop

February

- Attend CSD board meeting (virtual)
- Other OLA Annual Conference Program Committee duties as needed
- Continue planning fundraising activities for Spring CSD Member Workshop

March

- Attend Spring CSD Member Workshop
- Conduct fundraising activities at the Spring CSD Member Workshop
- Other OLA Annual Conference Program Committee duties as needed
 - If CSD chooses to have a booth in the exhibit hall, create display materials and schedule shifts to man the booth.

April

- Attend OLA Annual Conference
- Other OLA Annual Conference Program Committee duties as needed

May

- Attend CSD Board Meeting (in person)
- With chair and past chair, nominate chair-elect candidates

June

- None

July

- Update job description

August

- Attend OLA Board Retreat
- Read OLA bylaws, CSD bylaws, and OLA archive requirements
- Attend All the Chairs meeting to review budget, goals, and event schedule for upcoming year
- Review responsibilities with chair-elect
- Attend OLA Executive Board meeting
- Clean up the csdchairelect email inbox for the new incoming chair