

SAIL Representative to the IAMSLIC Executive Board Duties and Responsibilities

- 1a. Serve on the IAMSLIC Executive Board as a voting member and participate in discussions.
 - b. Keep up-to-date with IAMSLIC calendar dates (i.e., travel grant cycles), various policies, projects, by-law, etc., and report to SAIL members.
2. Write annual regional report and send to the Executive Board.
3. Provide new items for the IAMSLIC blog, including announcements about SAIL meetings and members.
4. Attend IAMSLIC meetings, if possible, and report meetings to SAIL membership.
5. Attend SAIL regional conferences.
6. Assist annual conference hosts and program planners as needed.
7. Conduct business meetings at SAIL conferences.
8. Insure Thank You letters are sent to SAIL hosts and sponsoring organizations.
9. Conduct strong recruitment efforts to increase membership, working with SAIL's representative on the membership committee.
10. Answer questions from SAIL members, and convey issues concerning SAIL to the membership.
11. Submit updates for SAIL web site to webmaster.
12. Conduct election for next representative.
13. Prepare financial plan, based on the money allocated from IAMSLIC, based on membership.
14. Form committees as needed to perform duties.
15. SAIL representative two year term occurs on odd years, from May to May.