



LION Board Description of Responsibilities

Updated 1/23/2026

Chair - Elect

- Average estimated time commitment: fewer than 2 hours per month
- Term runs from after the election at WLIA Annual conference to before the election at the next WLIA Annual conference, at which time the position transitions to Chair.
- Assist Chair in any official duties and initiatives
- Run meetings in the absence of the Chair

Chair

- Average estimated time commitment: fewer than 4 hours per month plus any committee on which the Chair may serve.
- Term runs from the completion of 1 year term as Chair-Elect through to the election of the new Chair-Elect at the next WLIA Annual conference
- Monitor legislative and other activities across the state that impact the LION membership. Regularly communicate with the LION membership about these items.
- Invite and receive input from LION members. Encourage participation in LION.
- Call meetings, create agendas, and preside over LION Board meetings. Meetings are typically held virtually or via email. Meetings are held as needed and dependent on current statewide activities or other initiatives of the LION Board.
- With input from the LION board, work with the WLIA conference committee chair and education committee chairs to schedule in-person meetings of the LION that are held in conjunction with the WLIA conferences.
- With input from the LION board, coordinate with potential speakers and set the agenda for regularly scheduled LION meetings. Send the agenda to the membership at least 14 days prior to the meeting. Preside over the meeting.
- Call special meetings of LION as needed. Historically this has not been especially frequent.
- Communicate the positions taken by LION to the membership, WLIA, lobbyists, and others.
- Represent LION when interacting with other associations.
- With input from the LION board, establish committees and appoint committee members and a chair to work on topics of particular interest to LION.

- With input from the LION board, make appointments to fill vacancies for Chair-Elect, Secretary, and At-Large Board Members.

Past-Chair

- Average estimated time commitment: fewer than 2 hours per month.
- Term runs from the completion of 1 year term as Chair through to the election of Chair-Elect at the next WLIA Annual conference.
- Assist Chair in any official duties and initiatives.
- Serve as a resource for the Chair concerning past initiatives of the LION Board and LION Chair; and facilitate a seamless transfer of duties.
- Assist Chair in representing LION when interacting with LION members and other associations.
- Be available for filling in for other board members if they are unable to attend a meeting or complete a task.

Secretary

- Average estimated time commitment: fewer than 2 hours per month.
- Term is 2 years.
- Accurately record meeting minutes and maintain official records of the Board, including motions, votes, and attendance.
- Distribute minutes and other official communications to Board members in a timely manner (2 months after Board of Directors meetings; 1 month after LION meetings).
- Coordinate agendas, minutes, and related meeting items to website editor for timely posting.
- Maintain an orderly, complete, and secure online file system of all the minutes and related data of the organization that is accessible by the board of directors.
- Be available for filling in for other board members if they are unable to attend a meeting or complete a task.

At-Large Member

- Average estimated time commitment: fewer than 2 hours per month.
- Term is 2 years.
- Serve as an additional conduit to the board regarding issues in the LION community that should be addressed as well as helping to disseminate accurate information throughout the LION community.
- Be available for filling in for other board members if they are unable to attend a meeting or complete a task.