

Position Description
ALAN Executive Director

The following are the chief duties of the ALAN Executive Director:

- Serves as ALAN's liaison to NCTE in administrative and official matters regarding our status as an NCTE assembly.
- Serves as an ALAN representative to the NCTE Board of Directors.
- Serves on the ALAN Executive Committee (with ALAN president, past-president, and president elect). The Executive Committee is responsible for making day-to-day decisions on behalf of the organization.
- Serves with ALAN Executive Committee on the Ted Hipple Award selection committee.
- Confers regularly with membership secretary and treasurer regarding membership and financial issues.
- Sends information to standing committees (e.g., Elections and Balloting, ALAN Award) regarding their responsibilities, and monitors their progress.
- Prepares and transmits election information and ballot, along with news about the upcoming NCTE convention and ALAN workshop, to the Social Networking Committee for distribution in social media and to the Newsletter Editor and Web Master for posting to the newsletter and to the web site.
- Keeps the ALAN board informed of administrative developments affecting the organization.
- Coordinates with the ALAN president to set agenda and run the annual board meeting.
- Publicizes and receives applications for the Gallo Grants and sends out received applications for evaluation. Serves, with Don Gallo and others, as judge for Gallo Grants. Corresponds with applicants.
- Keeps all records of the ALAN Foundation Grants for Research in Young Adult Literature. Sends out call for grant proposals, corresponds with applicants, sends applications to review committee, authorizes fund dispersals, keeps records of grants in progress, and receives final reports of completed grants.

- Makes arrangements for materials to be distributed at the ALAN Breakfast and Workshop.
- Serves as official fiscal agent of the organization, and in that capacity, signs tax forms, etc.
- Keeps and updates official list of ALAN officers.
- Maintains and updates list of duties of ALAN President, Past-President, and President-Elect.
- Sends occasional updates to ALAN publications for posting—The ALAN Review, the ALAN Website, the ALAN Newsletter, Twitter, Facebook.
- Keeps the ALAN Constitution and provides consultation on its stipulations, as needed.
- Serves as official ALAN liaison both to the legal trustee and to the financial advisor for the Amelia Elizabeth Walden Award. Advises the AEWA selection committee annually, as needed.
- Serves as unofficial “historian” of ALAN, providing information on past policies and practices to inform decisions. Assists in the development and maintenance of the Policy and Procedures Manual for ALAN.
- Confers with incoming ALAN president on preparation of ALAN workshop.
- Serves as an official consultant to the president regarding the ALAN workshop (registration paid).
- Arranges and coordinates monthly Skype meetings of the ALAN Executive Committee. Keeps records of these meetings.

NOTE: Stipend for ALAN Executive Secretary is currently \$2,000.

Teri Lesesne
ALAN Executive Director
December 2014