

CHAPTER REPRESENTATIVES

Each Chapter Representative is responsible to the national organization in the following areas:

1. Each Chapter Representative serves a two (2) year elected term. Currently, there are three chapter representatives whose terms are staggered, with one Representative elected in one year and two in the next year.
2. Shortly after ALA Annual, the current Chapter Representatives designate, through mutual agreement, which chapters they will represent. This division should be as equitable as possible.
3. Updates and personalizes a *New Chapter President Tool Kit* for any of their designated chapters that have new presidents.
4. Provides a written mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
5. Represents their designated chapters' concerns at the ALA Midwinter and ALA Annual Conference Executive Committee, Board of Directors, and Membership meetings. This representation does not extend to voting on behalf of the chapter presidents who are not able to attend the Board of Directors meeting.
6. Solicits input from their designated chapters by contacting each Chapter President on REFORMA issues being discussed and in need of resolution at the national level.
7. Maintains open lines of communication with their designated Chapter Presidents.
8. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.