

Serving as a Unit Officer for the Texas Library Association

What is a unit officer?

A unit officer is a volunteer TLA member who serves on the executive leadership team for a [division](#), [district](#) or [round table](#) (unit).

What are the expectations?

Maintain active [TLA membership](#). Attend virtual business meetings for each unit. Maintain minutes and business documents for unit in the Unit's Google Drive. With the help of TLA Staff, manage unit's annual budget, conference programming, in-person meetings, monthly webinars, TLA Engage community, etc.

Recommended: Attend summer officer training (in-person) at [TLA Officer Governance Training Workshop](#) in Austin, TX. Attending [TLA Annual Conference](#) (in-person) in Dallas, TX.

What are the positions available?

Chair (Chair-Elect, Chair, Past Chair) – 3-year term, point of contact for unit, approves budget

Secretary/Treasurer – 1 year term, takes minutes for meetings, helps with budget

Web Administrator – 1 year term, manages units web pages

Councilor- 3-year terms, representative of unit at Council meetings

Alternate Councilor- 3-year terms, representative of unit at Council meetings if Councilor is unavailable.

Other positions may vary per unit.

How do I get started?

Get in touch with current unit leadership and the TLA Executive Board Liaison for that group. Confirm your commitment with a TLA Membership Team member. Get added to Unit Officer Community, Unit's Google Drive, familiarize yourself with [officer resources](#) and timeline.

Who to contact for more information:

[Christy Reynolds](#), TLA Information and Member Services Manager

[Shirley Robinson](#), TLA Executive Director

[Elizabeth Howard](#), TLA President 2025

[I want to volunteer!](#)

