

POLICIES HANDBOOK: ALA COUNCILOR

SCOPE OF RESPONSIBILITIES

NDLA is a chapter of ALA, which was created to give ALA a wide geographic viewpoint on library related issues. Each chapter is allowed one voting representative. Basic requirements are that chapters pay their dues and file copies of their Constitution and Bylaws with ALA headquarters. In order to run for ALA Councilor, a person must be both an NDLA and an ALA member.

TERM OF OFFICE

As of 2002, Chapter Councilor terms will be for three years. Up until that time, the terms were for four years. An ALA Councilor is elected prior to NDLA's Annual Conference and begins their NDLA term immediately following the Conference with attendance at the post-conference Executive Board meeting. The ALA term begins the following January. Following is a list of recent ALA Councilors:

Shelby E. Harken elected 2008 to serve 2009-2011

Charles Pace 2005-2006; vacancy filled by Shelby Harken Jan. 2007- July 2008

Phyllis Bratton 2002-2004

Dennis Page 1998-2001

Betty Gard 1993-1997, 1989-1993 (elected for two terms)

Jerry Kaup 1984-1989

Tom Jones 1980-1984

DUTIES AND MEETINGS

- Represent NDLA at the ALA Midwinter Meeting and Annual Conference. The most significant responsibility is to attend the three Council sessions held at each conference. The Councilor should attempt to attend a number of other related meetings including: the Chapter Councilors meeting, ALA membership meetings, ALA-APA meetings, Council forums, and Affiliate Relations Committee (formerly CRG). The Councilor will be invited to a number of other sessions, which can be interesting and useful: a new councilor orientation, programs aimed at chapter councilors, and various Council social events. No one can substitute for the elected Chapter Councilor, so North Dakota won't be represented if the Councilor is unable to attend. If you have a legitimate reason for not attending a conference or meeting, you must notify the ALA Chapter Office.
- Attend NDLA Executive Board meetings and keep the Board informed of ALA activities and policies.
- Promote ALA membership for NDLA members. Attempts at promotion should be included in written and oral reports. Various ALA handouts and display materials should be requested from the ALA Chapter Relations Office to be displayed prominently at the annual NDLA conference (usually near the registration area). Display materials are also available from ALA and you can make your decision about borrowing them based on facilities and the ALA description of what is involved.

REPORTS

- Submit a written quarterly report to the NDLA President for each NDLA Executive Board meeting and supplement as necessary at the meeting.
- Submit a written annual report to the NDLA President for the NDLA Annual Conference Executive Board meeting.
- Make an oral report at the NDLA annual conference.
- Forward relevant information from the ALA Council and Chapter Council listservs to appropriate North Dakota listservs.
- Post ALA information on the ALA Councilor blog.

BUDGET

The following expenses are covered: conference registrations, flight, lodging, transportation to and from the airport, and food. Itemized expenses to attend NDLA Executive Board meetings may also be budgeted. No funding is included for programming at the NDLA annual conference. An itemized budget request for both meetings should be submitted to the NDLA Finance Committee when requested, using the standard NDLA form. It is expected that people will use every possible means to economize, such as seeking reduced/super saver airline rates and considering rooming with others. (Choosing a less expensive hotel is an option, but there are some advantages in staying in the official conference hotel where Council events are usually held). The food allowance will follow state guidelines. NDLA has a tradition of covering the major expenses for the ALA Conferences, but it is possible that the Councilor's library might be willing to underwrite some of the expenses if they have sufficient travel funds.

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the "Request for Personal Reimbursement" form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request

reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee's budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a "Request for Third Party (Vendor) Payment" form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

CHRONOLOGICAL GUIDELINES

General note: Usually shortly after an ALA meeting, ALA Councilors receive an email announcement of hotel room availability. Councilors are given preference in obtaining a room reservation. Specific dates and locations of meetings are set several years in advance and are easily attainable from the ALA website, American Libraries, and other sources.

January - February:

- The ALA Midwinter Meeting is normally held in the latter part of January, or, more rarely, in early February. Include a report of the Council and related activities in the quarterly report.

June - July:

- The ALA Annual Conference is normally held in the latter part of June and/or early July. Include a report of the Council and related activities in the quarterly report.

September:

- Attend the NDLA pre-conference and post-conference Board meetings.
- Present an oral report, normally at the second general session of the Conference.
- At the Conference, submit an annual written report to the ALA President.
- Monitor the ALA display materials.

Approved by NDLA Executive Board 3/22/02

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

Reimbursement statement revised by Executive Board 5/30/08

Revised and approved 6/3/11