

**POLICIES HANDBOOK:
EXECUTIVE SECRETARY SEARCH COMMITTEE**

SCOPE OF RESPONSIBILITIES

The Search Committee recruits and recommends to the NDLA Executive Board suitable candidates for the position of Executive Secretary. In collaboration with the NDLA President, the Search Committee arranges for Executive Board interviews with recommended candidates.

MEMBERSHIP

The Search Committee is appointed by the incoming NDLA President. Recommendation for membership includes NDLA's Membership Committee Chair, the Public Relations Committee Chair, the Constitution, Bylaws and Policies Chair, the NDLA President-elect, and a member-at-large from the NDLA Executive Board. The NDLA President does not serve on the Search Committee. Whenever possible, the person named as Chair by the NDLA President should have previous Search Committee experience.

PROCEDURES

- Prior to the search, the incoming and outgoing NDLA Presidents review the Executive
- Secretary job description, making recommendation for changes to the NDLA Executive Board for its approval.
- Recruit for the position by advertising in as many places as possible, including but not limited to *The Good Stuff*, listservs, and NDLA's web page. The job description should appear as part of the notice. The initial posting of the position is the responsibility of the NDLA Secretary.
- The contract for the Executive Secretary is for two years. The Executive Secretary is not an employee of NDLA but functions under contractual agreement for services. The person holding the position is responsible for covering any withholdings or premiums required for the federal or state government. Since NDLA does not have a payroll, this provision eliminates extra expense for NDLA as well as time-consuming paperwork and recordkeeping duties.
- Applicants should be asked to submit a letter of application, a brief resume, and the names of three references to the Chair of the Search Committee. The Chair distributes copies of applications received to all committee members.
- Committee members contact at least two of the references for each applicant by telephone.
- Whenever possible, two Search Committee members participate in each call--one to ask the questions and the other to take notes. The applicant is made aware of this practice. Before asking questions, the interviewer provides the references with a summary or overview of the Executive Secretary's job description.
- Only job-related criteria as spelled out in the job description may be used as the basis for screening applicants. It is the policy of NDLA to select applicants

who possess the qualifications to perform the duties of the position most effectively regardless of race, religion, or gender.

- After screening candidates, the Search Committee makes its recommendations for interviews to the NDLA President. Unsuccessful applicants receive a note from the Search Committee Chair thanking them for applying.
- The Search Committee Chair in collaboration with the NDLA President sets up an interview schedule with the candidates and the NDLA Executive Board. Each person being interviewed receives a packet of information which includes:

Interview schedule;
NDLA Constitution, Bylaws and Policies Handbook;
Recent copies of *The Good Stuff*;
NDLA web page address;
Library Vision 2004 with any updates; and
A copy of the most recent conference program.

- NDLA's President has the option of calling a special board meeting to conduct the interviews or to hold the interviews at the regularly scheduled fall/winter board meeting.
- The candidates attend the board meeting at NDLA's expense, which covers transportation, lodging, and meals costs. Candidates are invited to share in the board's social activities including breaks and meals.
- NDLA members should be notified of the interview meeting, the names of the candidates, and the interview schedule. This may be handled by listserv and e-mail, or however the committee considers it appropriate to make the notification.
- The Search Committee may provide sample questions for the board members to consider.
- The NDLA President introduces the candidates, sets time allotments, and explains the interview procedure. Board members may ask the candidates questions, and the candidates may ask the board members questions as well.
- Upon completion of the interviews, an Executive Secretary may be selected by majority vote of the NDLA Executive Board members. The NDLA President makes the offer of the position in writing. The President will send the other candidates a letter thanking them for their interest and their time.
- The NDLA President and the Executive Secretary sign a contractual agreement. A copy of the 2000 contract is attached.
- The Search Committee Chair is responsible for updating the policies handbook, being sure to include the current job description and the contractual agreement. The original signed contractual agreement is retained in the President's files.
- The Search Committee Chair weeds out committee working papers, sending substantive documents to the Archivist/Historian. This will include a dated copy of the job description and the contractual agreement.

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
(In the Second Year of the Executive Secretary's Term)

September

- The outgoing and the incoming NDLA Presidents review the job description and the contractual agreement, making any recommendations for change to the NDLA Executive Board for its approval.
- The incoming NDLA President appoints the Search Committee and names its Chair.
- The NDLA Secretary posts the advertisement of the position with its job description on listservs, e-mail, the NDLA web page, and in the pre-conference issue of *The Good Stuff*.
- The incoming NDLA President announces the opening of the position at the NDLA conference and makes copies of the job description available to NDLA members attending.

October

- Applications are due to the Search Committee Chair by October 15.
- The committee develops questions that will be asked of references, to ensure fairness and consistency in the process.
- Telephone interviews are conducted.

November

- The Search Committee reaches its decision on the candidates to be interviewed by the NDLA Executive Board. Two interviews are recommended. The Chair contacts the NDLA President with that information by November 15.
- The Search Committee Chair and the NDLA President work together to set up the interview schedule with the Executive Board.
- Unsuccessful applicants are sent a note from the Search Committee Chair thanking them for applying.
- The Search Committee Chair contacts the successful candidates with the details of the interview schedule and sends them a packet of information about NDLA.
- The Search Committee prepares sample questions for NDLA Board members to pose during the interviews.

December

- The Search Committee Chair greets the candidates attending the board meeting, introducing them to the NDLA President.
- Thank you letters are sent to unsuccessful candidates from the NDLA President.
- The NDLA President sends a letter to the person selected offering him/her the Executive Secretary position and arranges to sign the contractual agreement between NDLA and the Executive Secretary.
- The Search Committee Chair sends substantive committee records, including

a copy of the dated job description and the contractual agreement to the Archivist/Historian. The Chair also updates the policies handbook.

Approved by the Executive Board September 20, 2000

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

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