

## **POLICIES HANDBOOK: EXECUTIVE SECRETARY**

### **SCOPE OF RESPONSIBILITIES**

The Executive Secretary is an ex-officio, non-voting member of the NDLA Executive Board. The Executive Secretary serves under the direction of the NDLA Executive Board, attends all Executive Board meetings and the annual conference, and performs the tasks outlined in this Policies Handbook, in the Executive Secretary job description, and as otherwise directed by the Executive Board. The Executive Secretary must be a member of NDLA.

### **TERM OF CONTRACT**

By signed agreement, the executive secretary serves under the direction of the NDLA Executive Board. The term of service runs for two years, commencing January 1 and ending December 31 of the second year, and is renewable at the end of the second year.

The Executive Board will make a decision (in executive session) about the renewal of the contractual agreement at the fall/winter meeting of the year the existing contract is due to expire.

The contractual arrangement can be terminated without cause by either the NDLA or the executive secretary with at least 30 days' written notice. In any event, the agreement terminates on December 31 of the second year of service, unless renewed.

Both NDLA and the Executive Secretary understand the Executive Secretary is not an employee of the NDLA.

### **CONTRACT PAYMENT**

By signed agreement between the Executive Board, under the president's signature, and the Executive Secretary, the position requires a two-year commitment of approximately 200 hours of work per year at a contract fee to be negotiated by the Executive Board and the Executive Secretary, payable in equal installments on or before the last working day of each month with the exact date to be determined by NDLA. The NDLA funds the Executive Secretary position for 12 months per year.

### **EVALUATION**

The NDLA Executive Board will evaluate the Executive Secretary's performance at its annual pre-conference meeting (in executive session with written evaluations provided to the NDLA President by September 1). The evaluation will determine if the tasks and association goals of the Executive Secretary position are being met.

The written evaluations are to be completed by each voting member of the Executive Board and used for discussion in the evaluation process. Results of the evaluation will be confidential and summarized by the Immediate Past President for review by the Executive Committee prior to renewal of the contract with the Executive Secretary.

### **BUDGET**

The Executive Secretary is expected to prepare a budget for the year. An example of the budget for the Executive Secretary position follows, totaling \$350.00:

- \$100.00 per year for office supplies and expenses (paper, printer cartridge, postage, etc.)
- \$250.00 for meeting expenses (including the state reimbursement rate for mileage and per diem, excluding those meals that are part of the conference registration).

### **MEETINGS AND REPORTS**

At every Executive Board meeting, the Executive Secretary will present a written report, with an annual written report submitted at the pre-conference Executive Board meeting.

### **DUTIES AND RESPONSIBILITIES**

The Executive Secretary position was created to handle support functions and strengthen the NDLA by providing long-term continuity. The position should ensure consistency in organizational operation, especially in conference assistance. Centralized administrative functions conducted by the Executive Secretary will avoid duplication and fragmentation of the Association's business.

Responsibilities of the position include, but are not limited to, the following:

#### **General administration:**

- Maintain a central business address for the association, distributing mail and other communications as appropriate. Check the NDLA post office box on a regular basis.
- Serve as the primary contact for local, regional and national library groups.
- Respond promptly to inquiries.
- Prepare updated manuals for the Executive Board members immediately following the annual elections, paying special attention to NDLA constitutional changes. The manuals must include a table of contents and colored divider sheets/tabs to separate the sections.
- Keep updated on policies and procedures for all offices, committees, sections and roundtables.
- Maintain sufficient supply of NDLA stationery and serves as the central distribution point for NDLA stationery.
- Perform photography services at meetings and conferences. See that films are developed and photographs organized after the meetings so that they are ready for use in *The Good Stuff* and for archival purposes.

- Work with the NDLA Webmaster and others as designated to keep the Association's website updated and usable.
- Keep a calendar of association, North Dakota State Library and other organizations' events (i.e., ALA, MPLA, etc.) that are directly relevant to the library community and submit for publication in each issue of *The Good Stuff*.
- Assist with promotion and public relations efforts by drafting press releases and articles for approval by the Public Relations Committee, contacting the media, publicizing Executive Board meetings and annual conference, and other appropriate public relations functions as requested.
- Prepare, duplicate and/or arrange for copying of NDLA documents.
- Produces invoices for NDLA services.

#### **Mailings:**

- Work with the Nominations and Elections Committee, *The Good Stuff* Editorial Committee, the Membership Committee and other NDLA groups to distribute information and forms.
- Prepare, duplicate or arrange for copying and distributing NDLA documents as directed by members of the Executive Board.

#### **Executive Board meetings:**

- Attend NDLA Executive Board meetings at the NDLA's expense. Submit a written report of activities at each Executive Board meeting and an annual written report to the pre-conference board meeting.
- Make meeting room and meal arrangements for NDLA Executive Board or other NDLA-sponsored meetings as requested.
- Contact incoming officers and Board members regarding attendance at the pre-conference and post-conference Executive Board meetings; inform them of their responsibilities; and inform them of whom to contact for a manual and other officer, committee, roundtable or section information.
- Publicize Executive Board meetings, annual conferences, etc.
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#### **Annual conference meetings:**

- Conference expenses include full registration cost, room, meals and mileage at the current state reimbursement rate. This provision also includes one full pre-conference day of room and meals at the current state reimbursement rate. Work with the Annual Conference Chair and the NDLA President with conference planning/preparations, such as room signs, meal tickets, registration, exhibits, photocopying, preparation and distribution of copies of the resolutions, and other conference-related details prior to, during and immediately following the annual conference.
- Prepare annual conference-related mailings as requested (i.e., to prospective exhibitors, to members, etc.).
- Assist in preparation of the annual conference program book.
- Coordinate the ordering of awards, plaques and certificates to be presented at the annual conference.

- Help direct activities at the conference.

## **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**

### September

- Check NDLA mailbox on a regular basis.
- Prepare and print Executive Secretary report for September Executive Board meeting; email to NDLA Secretary.
- Print Board member reports as requested for September Executive Board meeting.
- Assist with final arrangements for the annual conference.
- Attend the annual conference and assist there as necessary.
- Attend the Executive Board meetings held during the Annual Conference.
- Prepare and submit expense and vendor reports for reimbursement and send to NDLA Treasurer.

### October

- Check NDLA mailbox on a regular basis.
- Prepare press release on new officers and Board members; send to President and Public Relations Chair for review; finalize and send it to media outlets.
- Prepare press release on award recipients; send to President and Public Relations Chair for review; finalize and send it to media outlets.
- Work on action items from September Executive Board meetings.

### November

- Check NDLA mailbox on a regular basis.
- Prepare Executive Secretary budget for year.
- Make room and meal arrangements for December Executive Board meeting.
- Prepare name cards for Executive Board meetings.
- Send reminder email to Executive Board members about December meeting and ask for attendance response.

### December

- Check NDLA mailbox on a regular basis.
- Prepare and print Executive Secretary report for December Executive Board meeting; email to NDLA Secretary.
- Print Board member reports as requested for Executive Board meeting.
- Attend Executive Board meeting.
- Review and work on action items from December Executive Board meeting.

### January

- Check NDLA mailbox on a regular basis.
- Work on action items from December Executive Board meeting.
- In state Legislative years, arrange for exhibit date in the Capitol Building's Great Hall and for materials for exhibit.
- Review Executive Secretary job description and contract and recommend updates as necessary.

- Review and update Executive Secretary's Policies Handbook, and submit any changes to the Constitution, Bylaws and Policies Committee for review.
- Prepare materials for mailing to potential Annual Conference exhibitors; send to Conference Chair, President and Past President for review.
- Prepare and send mailing for Nominations and Elections Committee.

#### February

- Check NDLA mailbox on a regular basis.
- In state Legislative years, prepare for and participate in exhibit at the Capitol Building.
- Finalize and send mailing to potential Annual Conference exhibitors.
- Make room and meal arrangements for March Executive Board meeting.
- Send reminder email to Executive Board members about March meeting and ask for attendance response.

#### March

- Check NDLA mailbox on a regular basis.
- Mail Annual Conference information to additional potential exhibitors.
- Print Board member reports as requested for March Executive Board meeting.
- Prepare and print Executive Secretary report for March Executive Board meeting; email to NDLA Secretary.
- Attend March Executive Board meeting.
- Review and work on action items from March Executive Board meeting.

#### April

- Check NDLA mailbox on a regular basis.
- Mail Annual Conference information to additional potential exhibitors.
- Work on action items from March Executive Board meeting.

#### May

- Check NDLA mailbox on a regular basis.
- Assist with Annual Conference preparations.
- Make room and meal arrangements for June Executive Board meeting.
- Send reminder email to Executive Board members about June meeting and ask for attendance response.

#### June

- Check NDLA mailbox on a regular basis.
- Print Board member reports for June Executive Board meeting.
- Prepare and print Executive Secretary report for June Executive Board meeting; email to NDLA Secretary.
- Attend the June Executive Board meeting.
- Review and work on action items from June Executive Board meeting.
- Assist Nominations and Elections Committee with mailing.

## July

- Check NDLA mailbox on a regular basis.
- Work on action items from March Executive Board meeting. Assist with Annual Conference preparations.
- Contact Board members regarding potential awards to be presented at Annual Conference.
- Contact local printers for quotes on conference program printing and relay to conference chair.
- Prepare press release for North Dakota daily newspapers on the conference registration and program; send to Public Relations Chair, Conference Chair, President and Past President for review; finalize and send to media outlets.
- Provide input to Conference Chair on conference program book content and design.
- Arrange for awards plaques with local awards vendor.

## August

- Check NDLA mailbox on a regular basis.
- Contact Board members regarding potential awards to be presented at Annual Conference.
- Contact Board members for final awards information. Order awards plaques.
- Make final arrangements for printing conference program book.
- Make room and meal arrangements for September Executive Board meetings.
- Send reminder email to Executive Board members about September meetings and ask for attendance response.
- Contact incoming officers and Board members regarding attendance at the pre-conference and post-conference Executive Board meetings; inform them of their responsibilities; and inform them of whom to contact for a manual and other officer, committee, roundtable or section information.
- Assist with final preparations for Annual Conference as necessary.

Approved by the Executive Board: 3/29/04

Reimbursement statement revised by Executive Board 12/03/04

Reimbursement statement revised by Executive Board 5/30/08

Revised by the Executive Board 5/19/09