

POLICIES HANDBOOK: NEW MEMBERS ROUNDTABLE

SCOPE OF RESPONSIBILITIES

The New Members Roundtable, also known as NMRT, serves to promote and encourage participation in professional activities, particularly at the state level. The NMRT also promotes a sense of responsibility for the development of library service and librarianship. NMRT serves to orient new members to North Dakota and to the library profession. NMRT is responsible for the presentation of the Friendly Booth award at the NDLA Annual Conference. NMRT holds its fall business and membership meeting at the NDLA Annual Conference. Special meetings may be held at the request of the Executive Committee.

MEMBERSHIP

Membership is open to any member of the North Dakota Library Association for the first five years of membership.

REPORTS

The Chair or the designated representative will attend each Executive Board meeting and the Annual Conference. The Chair will prepare a written report for each board meeting and an annual report for the annual conference.

BUDGET

The Chair will prepare a budget request for the Finance Committee at their request. The budget request should include expenses for the Grassroots Grant and the Friendly Booth award plaque, and may include expenses for travel to Executive Board meetings, copying, postage, and other supplies.

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>

LISTSERV MAINTENANCE

The NMRT Chair is responsible for the NMRT Listserv. The listserv Home Page is located at <http://listserv.nodak.edu/> . Click on List Owner Management to login, after which the list may be managed. There is a welcome message available to all new members of the list. To send an email to all members currently subscribed, the address is NDLA-NMRT@listserv.nodak.edu

NDLA ANNUAL CONFERENCE

The Chair or designee is responsible for appointing a committee of NMRT members to evaluate exhibitors and determine which exhibitor will receive the Friendly Booth Award.

AWARDS

NMRT awards the following at the annual fall conference: Friendly Booth Award. Exhibitors and their booths are evaluated based on four criteria: friendliness, helpfulness, knowledge of the product or service offered, and attractiveness of display. As quickly as possible at the annual conference a committee should be designated to select an exhibitor. The NMRT Chair announces the award and the exhibitor is invited to the evening banquet where a plaque is presented.

Sample text:

North Dakota Library Association

New Members Roundtable

(YEAR)

FRIENDLY BOOTH AWARD

(Name of Winner(s))

(Company Name)

GRANTS

The North Dakota Library Association (NDLA) provides librarians with training opportunities, leadership, and support. Through its annual conference, NDLA facilitates the gathering and training of librarians throughout the region. The New Members Round Table (NMRT) Grassroots Grant Committee would like to extend the experiences of the annual conference through a Grassroots Grant. NMRT awards this grant to help finance attendance of up to two members to the annual conference. One award will be given to a student currently enrolled in an ALA accredited MLS program; the second award will be given to a librarian with less than 6 years of experience who is attending an NDLA conference for the first time. Both recipients must be current members of NDLA. The NMRT will waive the full registration (including meals) for each recipient. The grant does not cover the cost of travel, lodging, or any other expenses. Applications for the Grassroots Grant are available on the NDLA web site in the "Awards Section." The selection of grant recipients rests solely with the NMRT Grassroots Grant Committee, composed of NMRT members.

A committee of 2 or more members should be appointed in the fall, preferably at conference, to advertise, solicit applications, and select award recipient(s) according to policy. Advertising should consist of flyers for each library in the state, promotion in *The*

Good Stuff, and posting to appropriate listservs. The last date to apply shall be August 15. Applications will be judged the last week of August and the winner(s) and the conference registration chair will be notified on or before August 31.

Upon selection of recipient(s), said person should be notified by email and the recipient(s) name(s) should be forwarded to conference registration. The Grassroots Grant Agreement form, available under “forms”, on the NDLA web site must be signed by the recipient and the NMRT Chair. The recipients must agree to attend the full conference (agreement does not cover the pre-conference) and submit an article to *The Good Stuff* about their conference experience.

CHRONOLOGICAL GUIDELINES

September

- Chair forms committee to select and award the “Friendly Booth Award.”
- Chair attends Pre-Conference Executive Board Meeting.
- Chair conducts NMRT Annual Business Meeting, and invites NDLA officers, especially the President, to attend this meeting.
- Chair and Incoming Chair attend the Executive Board meeting at the conclusion of the Annual Conference.
- Chair submits budget request to the Finance Committee.
- Chair forms committee for the Grassroots grant award.
- Chair arranges for the winner of the Friendly Booth Award to receive the plaque.

November-December

- Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

January-March

- Begin planning and solicit ideas for the Annual Conference program.
- Form nomination committee to nominate candidates for the next year
- Forward the list of candidates to the Nominations and Elections Committee.
- Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

April-May

- Complete conference program planning.
- Grassroots Grant committee begins advertising for Grassroots grant award.

June-July

- Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

August

- Prepare the written Annual Report for distribution at the Annual Conference.
- Complete Conference programming arrangements.
- Grassroots grant committee selects recipients for the Grassroots grant award. Committee notifies recipients and conference registration.

Corrected and approved by the Executive Board: 3/11/05

Reimbursement statement revised by Executive Board 5/30/08