

POLICIES HANDBOOK PRESIDENT

SCOPE OF RESPONSIBILITIES

- Oversees and directs the overall business of the association.
- Presides at executive board meetings. Makes certain there is a quorum of voting members present if any action is to be decided by a vote of the Board.
- Presides over executive board listserv motions, discussions and voting.
- Acts as the official voice of the NDLA membership on national, state and local library issues.
- Presides over the annual conference general sessions.
- Handles official correspondence of the association.
- Takes no position on social issues that do not directly impact libraries.
- Is a voting member of the NDLA finance committee
- Is a voting member of the North Dakota Library Coordinating Council
- Works closely with and supervises the NDLA Executive Secretary.
- Appoints committee chairs for the Finance Committee, Legislative Committee, Publicity Committee, Intellectual Freedom Committee, Constitution and Bylaws Committee, Membership Committee, Nominations and Elections Committee, Professional Development Committee, Archivist/Historian position, and The Good Stuff Editorial Committee.
- President has the option to give out a President's Award at the annual conference awards ceremony.
- Is a voting member on the NDEA/LMA Librarian of the Year Award Committee.

MEMBERSHIP

The President is elected for a one-year term by the NDLA membership. The President must be an NDLA member in good standing.

REPORTS

At each of the December, March and June Executive Board meeting the President provides a quarterly update on the activities of the office. At the pre-conference board meeting the President provides an annual report to the Executive Board and to the Association membership at the first General Session.

BUDGET

Travel monies are included as part of the President's budget. As such the President shall communicate to the NDLA finance committee anticipated travel costs. The President's conference hotel room is paid for by the conference budget.

PROCEDURES

- Reports may be delivered orally, however, a written copy of the report is to be forwarded to the Association secretary and published in the official association newsletter THE GOOD STUFF.
- Communication with Executive Board members is done through e-mail, Executive Board listserv and telephone.
- Executive Board meetings time and place will be scheduled by the president.

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

During Annual Conference

- Assume the office of NDLA President at the end of the last general session of the annual conference.
- Preside at the Executive Board meeting immediately following the annual conference. Work with outgoing president to create the agenda for the Executive Board meeting. Allow for general introductions of all the outgoing and incoming board members take place. President announces cabinet members or committee chairs for the following year. Executive Board photograph is taken for publication in the December issue of The Good Stuff. Schedule the date, time and place of the December Executive Board Meeting.

October or November

- Attend the budget planning meeting of the Finance Committee.
- Attend scheduled Library Coordinating Council Meeting in Bismarck.
- Visit with President-Elect about the theme to be chosen for the next annual conference.
- Set date and negotiate conference site/hotel contract for the annual conference at least three years ahead of time. This will depend upon what city is scheduled to host the conference for that particular year.

December Executive Board meeting

- Create agenda for the meeting. See past board meetings agenda for general format. Committees, Sections and Roundtables are encouraged to give a report at the meeting.
- Conduct discussion and approval of the budget proposed by the Finance committee.
- Discuss budget for the upcoming conference after the President-Elect submits proposal and announces conference theme. Determine date by which program proposals have to be in to the conference planner.
- Discuss plans for promoting libraries to the ND Legislature even when it is not a legislative year.
- Finish up old business matters and take on new business matters proposed by the President, Executive Board members or the NDLA membership.
- Set the date, time and place of the next board meeting which generally takes place sometime in March.

January/February

- Testify before the ND Legislature in support of the State Library Budget and any other matters affecting libraries and librarianship in North Dakota. Legislature meets on odd-numbered years.
- Attend a Library Coordinating Council meeting.
- Remind members on the e-mail list serve that they need to propose conference sessions and events and give the deadline.

March Executive Board Meeting

- Create agenda for the meeting. See past board meetings agenda for general format. Committees, Sections and Roundtables are encouraged to give an report to go with their written report at the meeting.
- Hold discussion on plans for the annual conference.
- Finish up old business matters and take on new business matters proposed by the President, Executive Board members or the NDLA membership.
- Set the date, time and place of the next board meeting which generally takes place sometime in June. Often the June meeting is held at the site of the upcoming conference.

June Executive Board Meeting

- Preside at the June Executive Board meeting is dedicated primarily to the upcoming conference.
- When planning the agenda the president should keep in mind that written reports from the Sections and Round Tables are not required at this meeting. Board members may wish to give an oral report.
- Old and new business may be conducted but time may be limited because of the conference activity.

July/August

- Remind members on the e-mail list serv to begin thinking about and formulating resolutions to be considered by the membership at the conference general sessions.
- Remind or delegate someone to remind people of the deadline for registration for the conference.

Pre-conference Executive Board Meeting

- Pre-conference Executive Board meeting is held at the conference site before the conference begins. The time and place for this meeting is worked out with the

conference planner who has the schedule of events. This needs to be decided when conference schedule is being worked out. Post-conference meeting is scheduled likewise.

- President and President-Elect share the overview of the conference plan.
- Reports are submitted in writing and may be given orally as well.
- President attends to any leftover old business that can be finished up before the change of Board members at next the meeting. Old members are encouraged to come at least long enough to hand over materials to their successor and answer questions.

General Sessions at Conference

- President creates agenda for the scheduled general conferences. The schedule includes time for welcome speeches, State Librarian Report, MPLA Representative Report, ALA Councilor Report, Library Coordinating Council Report, Treasurer Report. Other Board members may want to report as well and should be asked at the June Board meeting to let the President know if they will need to speak to the membership.
- Remind members of deadline to submit finished resolutions from their sections and round tables.
- Propose a resolution regarding conference appreciation.
- Time must be given for the membership to read and consider the resolutions brought before the members at conference.
- At all General Sessions where there is voting the President must determine that there is a quorum of members present to do the voting. President calls for seconds, discussion and vote on proposed resolutions.
- President turns over the gavel to the President-Elect and heaves a huge sigh of relief!

Approved by Executive Board December 3, 2003

Reimbursement statement revised by Executive Board 12/03/04

Reimbursement statement and Responsibilities revised by Executive Board 3/14/08

Reimbursement statement revised by Executive Board 5/30/08

Revised by Executive Board 12/12/08