

**POLICIES HANDBOOK:
THE GOOD STUFF EDITORIAL COMMITTEE**

SCOPE OF RESPONSIBILITIES

The Committee ensures publication of the official NDLA magazine, *The Good Stuff*. As monies permit, *The Good Stuff* is published quarterly (December, March, June, August).

MEMBERSHIP

The Chair of the committee is appointed by the President and serves as the editor of *The Good Stuff* for a two-year term. The Chair is a non-voting member of the NDLA Executive Board. The NDLA Public Relations Chair is automatically a member of this committee. The President appoints other committee members to two-year terms. All committee members, including the Chair, may serve more than one term and may succeed themselves.

REPORTS

The Chair of the committee attends each Executive Board meeting and the annual Conference. The Chair prepares a written report for each Executive Board meeting and an annual report at the Conference.

BUDGET

The Finance Committee will solicit a budget request prior to the first Executive Board meeting. The Chair prepares the budget request, which must include monies to pay a production artist and printing costs as well as bulk mailing expenses. Provision may be made for travel to Executive Board meetings, copying, postage, and supplies for the Committee.

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-October

- Chair reviews files (paper and electronic) and transfers unnecessary, outdated information to NDLA Archivist/Historian for retention decisions
- Chair prepares budget request for Finance Committee
- Chair contacts Committee members and outlines plans for coming year, soliciting feedback and input
- Develop December issue contents
- Solicit advertising
- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than November 1 to ensure December production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist

November-December

- Ensure all articles are submitted to production artist
- Chair gets draft copy of full December issue (suggested date: no later than November 15) for review
- All pages or blocks of pages are sent to Committee members and NDLA President for proofreading; changes are submitted to the Chair, who compiles and reviews them with the production artist
- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than December 1), printed and distributed to membership
- Chair reviews bills for December issue (e.g., production artist, printing costs) and forwards them to NDLA Treasurer to be paid before December 31
- Chair prepares written report and attends Executive Board meeting

January

- Negotiate contract with production artist and obtain necessary signatures
- File contract with NDLA President, NDLA Secretary, and NDLA Treasurer
- Develop March issue contents
- Solicit advertising
- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than February 5 to ensure March production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist

February-March

- Ensure all articles are submitted to production artist
- Chair gets draft copy of full March issue (suggested date: no later than February 19) for review
- All pages or blocks of pages are sent to Committee members and NDLA President for proofreading; changes are submitted to the Chair, who compiles and reviews them with production artist
- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than March 1), printed and

- distributed to membership
- Chair reviews bills for March issue and forwards them to NDLA Treasurer for payment
- Chair prepares written report and attends Executive Board meeting

April

- Develop June issue contents
- Solicit advertising
- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than May 5 to ensure June production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist

May-June

- Ensure all articles are submitted to production artist
- Chair gets draft copy of full June issue (suggested date: no later than May 19) for review
- All pages or blocks of pages are sent to Committee members and NDLA President for proofreading; changes are submitted to the Chair, who compiles and reviews them with production artist
- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than June 1), printed and distributed to membership
- Chair reviews bills for June issue and forwards them to NDLA Treasurer for payment
- Remind NDLA Conference Chair and production artist that the August (pre-conference) issue needs to be in the hands of the membership no later than August 15; extra issues also need to be printed
- Develop pre-conference issue contents; collaborate with Conference Chair
- Solicit advertising
- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than July 1 to ensure August production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist
- Ensure all articles are submitted to production artist
- Chair prepares written report and attends Executive Board meeting

July

- Develop pre-conference issue layout; collaborate with Conference Chair and Nominations and Elections Committee Chair, as needed
- Chair gets draft copy of full August issue (suggested date: no later than July 14) for review
- All pages or blocks of pages are sent to other Committee members, Conference Chair, Nominations and Elections Committee Chair, and President for proofreading; changes are submitted to the Chair, who compiles and reviews them with the production artist
- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than July 24), printed and distributed to membership
- Chair reviews bills for August issue and forwards them to NDLA Treasurer for

payment

August

- Editorial Committee meets (in person, via phone, or electronically) to discuss recommendations for Committee appointments, keeping in mind that continuity and experience are important components
- Verify that potential appointees are willing to serve on the Editorial Committee
- Chair sends recommendations for Committee appointments to NDLA President and President-elect

September

- Chair attends pre-conference Executive Board meeting and prepares written report
- Chair prepares annual report for presentation at Conference
- Chair attends post-conference Executive Board meeting

Approved by the Executive Board 9/28/01

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

Members since *The Good Stuff* Editorial Committee was formed in November 1993:
1993-94 Ellen Kotrba, Chair, UND Chester Fritz Library
Dan Koper, ND State College of Science
Sarah Batesel, Mayville State University
Barb Knight, UND Harley E. French Library of the Health Sciences
1994-95 Dan Koper, Chair, ND State College of Science
Sarah Batesel, Mayville State University
Ellen Kotrba, UND Chester Fritz Library
1995-96 Sarah Batesel, Chair, Mayville State University
Sam Johnson, Devils Lake High School
Kelly Steckler, Mandan Public Library
Charlotte Olson, Prevention Resource Center
1996-97 Kelly Steckler, Chair, Mandan Public Library
Charlotte Olson, Prevention Resource Center
Sam Johnson, Devils Lake High School
Jennifer Jones, Bismarck Public Library
Sarah Batesel, Mayville State University
1997-98 Kelly Steckler, Chair, Mandan Public Library
Charlotte Olson, Prevention Resource Center
Sam Johnson, Devils Lake High School
Jennifer Jones, Bismarck Public Library
Marlene Anderson, Public Relations Chair, Bismarck State College
1998-99 Ellen Kotrba, Interim Chair, ODIN Office
Jennifer Jones, Bismarck Public Library
Karen Anderson, Trinity Medical Center, Minot (filling last year of Sam Johnson's term)
Joan Erickson, UND Chester Fritz Library (filling last year of Charlotte Olson's term)
Kelly Steckler, Mandan Public Library
Marlene Anderson, Public Relations Chair, Bismarck State College
1999-2000 APT, Inc., NDLA Executive Secretary, Chair (December 1999 issue only)
Marlene Anderson, Chair, Bismarck State College
Jennifer Jones, Bismarck Public Library
Karen Anderson, Trinity Medical Center, Minot
Joan Erickson, UND Chester Fritz Library
Diana Kiel, Jamestown College (December 1999 issue only)
Marlene Ripplinger, Public Relations Chair, Harvey Public Library
2000-2001 Marlene Anderson, Chair, Bismarck State College
Karen Anderson, Trinity Medical Center, Minot
Joan Erickson, UND Chester Fritz Library
Kelly Steckler, Mandan Public Library
Marlene Ripplinger, Public Relations Chair, Harvey Public Library