

POLICIES HANDBOOK: MPLA REPRESENTATIVE

SCOPE OF RESPONSIBILITIES

The MPLA Representative is to act as a liaison between the MPLA Board and the NDLA Executive Board, sharing information and concerns of both organizations. The Representative is a voting member of both boards. In order to run for MPLA Representative, a person must be both an NDLA and a MPLA member.

TERM OF OFFICE

The Representative serves for three years or until a successor is chosen and a term of office will begin at the first MPLA Board of Directors meeting following election by the state association. (4.1.Section 1 Association Bylaws, MPLA Manual of Procedure). Three-year term of office adopted by NDLA in 1998.

MEETINGS

- Attend both the board meetings and the annual conferences of MPLA and NDLA. MPLA usually has two board meetings, but in some cases there have been three, in addition to those held at the conference. Board meetings are held in Denver. Normally MPLA meets in late spring or early fall as part of the conference and then usually meets in early fall, the December/January time period OR the December/January and April timeframes. The MPLA Executive Secretary will have additional information regarding the meetings.

DUTIES

- For the annual NDLA conference, the MPLA Representative will book the MPLA display with MPLA, ask for space from the NDLA exhibits chairperson, set up the display, monitor the display and take the display down and return it as per instructions from the Executive Secretary of MPLA.
- Archive materials for future state representatives. Keep materials for six years and then ship MPLA materials to the MPLA Archives, Denver Public Library, Denver, CO. Keep NDLA materials for as long and then send older materials to the NDLA archivist. Pass new materials on (previous two terms) to the newly elected representative.
- Coordinate membership appeals with the membership chairman of MPLA. Appeal personally to past North Dakota MPLA members that have not renewed in a timely manner. (August or as needed)

Joint Conference Responsibilities

- When a joint conference is planned, activities of the conference-related sub-committees, the Local Arrangements Chair and the Conference Program Committee may have to adjust to accommodate their counterparts in the other Association. (MPLA Manual of Procedures – introduction)

- Serve as a conveyor of information between MPLA and NDLA; a committee is set up by NDLA to plan the conference, under the supervision of the Conference Chair. See that section of the Policies Handbook for details.
- Act as a liaison for MPLA/NDLA conferences held in North Dakota. This happens about every 11 years, on average, but because North Dakota and South Dakota usually combine to form a Tri-conference (NDLA/SDLA/MPLA) and so may other states, the schedule varies. As MPLA adds more member states, the schedule changes.

Awards

- It is the current practice of MPLA to give away a free MPLA membership at the NDLA conference. A membership drawing box is set in the exhibit area at the MPLA display. Sign-up forms and information are available from the Executive Secretary of MPLA to be placed at the booth. The drawing should be held during the Awards Banquet at the NDLA Conference. The winner's name and all other entries are sent to the MPLA Executive Secretary. The winner's name is submitted to *The Good Stuff*.

REPORTS

Written reports from each organization to the other are submitted at each board meeting in written form. Be sure to include dates and program of the annual NDLA conference in the MPLA Newsletter a year in advance. Electronically send the report to the current MPLA Newsletter editor and Executive Secretary. Post the North Dakota report to MPLA on the MPLA e-mail list after each MPLA Board meeting.

Submit a written annual report to the NDLA membership at the annual conference (Second General Session). Also, an oral report and membership appeal is made at a General Session as scheduled by the NDLA President. Submit articles to *The Good Stuff* when deemed important and timely.

BUDGET

The following expenses are covered: conference registrations, flight, lodging, transportation to and from the airport, and food. An itemized budget request for all meetings should be submitted to the NDLA Finance Committee when requested using the standard NDLA form. It is expected that people will use every possible means to economize, such as seeking reduced/super saver airline rates and considering rooming with others. The food allowance will follow out of state per diem guidelines. NDLA has traditionally covered the major expenses for conferences, but it is possible that the Representative's library might be willing to underwrite some of the expenses if they have sufficient travel funds. No funding is included for NDLA conference programming. State association representatives are expected to receive funding from their state associations to attend board meetings and conferences. (MPLA Expense Reimbursement Policies 2.3 MPLA Manual of Procedure)

Itemized expenses to attend NDLA Executive Board meetings may also be budgeted.

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

- At the Annual Conference submit a written report of the year's activities to NDLA membership, present an oral report at the second general session, make a membership appeal to the general membership and monitor the MPLA booth in the exhibits area.
- Incoming Representative receives the MPLA files from the outgoing representative at the post-conference NDLA meeting.
- Arrange to have MPLA booth materials shipped to the next site.
- Submit budget for the MPLA Representative.
- Send all membership slips and the MPLA membership winner's name to the MPLA Executive Secretary.
- Submit article to *The Good Stuff*, announcing the membership winner and give information of the next MPLA Conference.
- Attend the MPLA fall board meeting or fall conference.

December

- Attend the NDLA Executive Board meeting

January

- Attend the MPLA Board meeting in Denver.
- Remind the NDLA Vice-President that MPLA has monies to sponsor pre-conference workshops at the NDLA conference.

Spring

- Attend MPLA Conference and/or Board meetings

March

- Send new MPLA information to *The Good Stuff*.

April

- Attend the MPLA Conference or spring board meeting.

May

- Make arrangements to have the MPLA booth sent to the next NDLA conference.
- Attend the NDLA Executive Board meeting

August

- Make a membership appeal to NDLA members to join MPLA in cooperation with the membership chair of MPLA.

Fall

- Attend MPLA Conference and/or Board meetings

Approved by the Executive Board 9/28/01

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