

POLICIES HANDBOOK: PAST-PRESIDENT

SCOPE OF RESPONSIBILITIES

As established by NDLA's Constitution, the Past-President is a voting member of the Executive Board. This position completes the succession of President-Elect to President to Past-President. The Past-President serves as a member of the Finance Committee.

The Past-President, as Conference Chair, coordinates program planning for the organization's annual conference and maintains contact with the President and with the Executive Secretary during Conference planning.*

REPORTS

At each Executive Board meeting the Past-President as Conference Chair provides an update on the planning process. Refer to the Conference Chair Policy Handbook for details. An annual report to the NDLA membership at Conference time summarizes conference attendance, budget, and programming.

BUDGET

Travel monies are included as part of the Executive Board budget. As such, the Past-President shall communicate to the NDLA President anticipated travel costs.

As Conference Chair, the Past-President develops, recommends and submits a budget to the Executive Board for its approval at the fall/winter meeting. This budget is separate from the NDLA annual operating budget.*

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

Attend and participate in Finance and Legislative Committee meetings as they are called.

At end of the Conference or soon thereafter

As soon as possible at or after the conference, the Past-President receives files in person from his or her predecessor and arranges for a personal and private conversation with the immediate Past-President for insight and tips. Prepare any personal correspondence and thank you notes for special speakers, exhibitors, etc.

October

Submit budget requests, if any, to the finance committee. Review the Past-President files; if questions occur or materials are unclear, contact the previous Past-President for clarification. Contact the NDLA President and offer him or her support and offer to answer questions as they occur.

Determine the theme for the next conference and develop a logo. Present these for approval at the next Executive Board meeting.

November

Contact the web editor regarding annual updates to web pages that involve the Past-President, including information for the upcoming conference.

Work with the Continuing Education Committee to ensure programming suitable for CE credit and to identify presenters for the pre- and post-conference workshops.

Identify an appropriate keynote speaker and an additional pre-conference workshop speaker.

December

Work on contracts for all speakers. Remind the section and roundtable chairs to submit session programs.

January

Continue to develop the conference program.

February

Continue to develop the conference program. Contact the Local Arrangements Committee to arrange/contract for IT support, to include equipment for the speakers and sessions for the entire conference. If Local Arrangements chooses to contract this with a vendor the contract must be approved by the Executive Board.

Notify ALA Chapter Relations Office of the dates and theme of the conference.

March

Present to the Executive Board information about the speakers, workshops, session programs, and budget. Write a Good Stuff article to begin promoting the conference.

April

Continue to develop the conference program. Work with the Continuing Education Committee to publicize the CE credits to the School Library Media Specialists before the end of the school year.

May

Continue to develop the conference program. Forward to the Executive Secretary all the information about the program which is available so far.

June

Continue to develop the conference program.

July

Compile descriptions of each workshop and session, along with speaker biographies and photos, for the Executive Secretary.

August

September

Physically hand over all files to the incoming Past-President.

[*See Conference Chair Policies Handbook](#)

Executive Board approved 9/22/99

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