

## **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 Finance Committee and the Legislative Committee. The Past-President assembles a committee of past presidents, from geographical locations across ND, to review applications and select a Librarian of the Year.

This same committee of past presidents also nominates recipient(s) to Executive Board for an annual award known as the Major Benefactor Award. The Past-President also reviews "financial" donor files and communicates how monies are being spent and/or types of grants administered as well as asking for new donations.

### **REPORTS**

Past-President activities are reported at each Executive Board meeting and a short report given to the NDLA Secretary when appropriate.

### **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. The Librarian of the Year and Major Benefactor plaques are charged within the Awards Committee costs in the Conference budget. The one-year free membership for Librarian of the Year does not have an associated cost and is awarded by contacting the Membership Committee Chair and communicating with the NDLA President and Treasurer.

### **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:

Non-conference board meetings:

- NDLA will cover hotel cost when a board member must travel the night before a meeting
- NDLA will cover mileage cost
- No meals will be reimbursed.

Conference board meetings:

- If a scheduled board meeting requires a board member to travel the night before the board meeting starts or stay the night after the post conference board meeting is over, NDLA will cover the cost of the hotel
- No mileage will be paid
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their employees.

Payments made to individuals and businesses who 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.

## AWARDS

### **Librarian of the Year Committee Guidelines**

(as approved by the NDLA Executive Board, March 20, 1998)

1. The committee is chaired by the immediate Past-President or one appointed by the NDLA President;
2. Committee members are the past presidents in good standing with NDLA (minimum: 3; maximum: 5) representing a diversity of library types and geographical areas as great as possible;
3. The appropriate time for the award presentation is the Annual Conference banquet; however, another time may be agreed upon by the committee;
4. The chair of the committee should submit the call for nominees to *The Good Stuff* editorial committee so that it can be published in the December and March issues, should determine an application deadline of May 31<sup>st</sup>/no later than the July board meeting, should receive the nomination packets, verify the membership standing of the nominees and should distribute copies to the other members of the committee. Upon the decision of the committee, the chair should notify the President and the conference Chair so that the award plaque can be prepared;
5. The Librarian of the Year announcement, the biography, picture and other significant information should be included in the post-conference issue of *The Good Stuff*. This information should also be provided to the chair of the Public Relations committee for press release purposes. The committee chair should submit this information and should verify the award (free one-year membership) with the membership chair.

## Major Benefactor Guidelines

(as approved by the NDLA Executive Board, September 22, 1999)

1. The committee is chaired by the immediate Past-President or one appointed by the NDLA President;
2. Committee members are the past presidents in good standing with NDLA (minimum: 3; maximum: 5) representing a diversity of library types and geographical areas as great as possible.  
Note: This committee may be comprised of the same members as the Librarian of the Year committee;
3. The appropriate time for the award presentation is the Annual Conference banquet; however, another time may be agreed upon by the Executive Board;
4. The chair of the committee should submit the call for nominees to *The Good Stuff* editorial committee so that it can be published in the December and March issues, should determine an application deadline of May 31st/no later than the July board meeting, should receive the nomination packets, verify the membership standing of the nominees and should distribute copies to the other members of the committee. Upon the decision of the committee, the chair should notify the President of the committee's recommendation(s);
5. The NDLA President notifies the conference Chair so that the award plaque can be prepared.  
Note: The NDLA President will also arrange for the Major Benefactor plaque, pictures and *The Good Stuff* article. The NDLA President will give the speech that awards the Major Benefactor at the Conference banquet;
6. The Major Benefactor announcement, the biography, picture and other significant information should be included in the post-conference issue of *The Good Stuff*. This information should also be provided to the chair of the Public Relations committee for press release purposes.

## CHRONOLOGICAL GUIDELINES

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

### At end of Conference or soon thereafter

Take a deserved rest!! As soon as possible at or after conference, the Past-President receives files from his or her predecessor and arranges for a personal and private conversation with the immediate Past-President for insight and tips.

### October

Still recovering and resting!! Communicate anticipated travel costs to the NDLA President. Communicate to Finance Committee Chair and Legislative Committee Chair that serving on their committee as a "member" is the best thing since "chicken soup." Contact the NDLA President and offer him or her your support and offer to answer questions as they occur. Start to think about which NDLA past presidents to contact and coax to serve on the Librarian of the Year and Major Benefactor Award Committee remembering broad geographic representation are important.

### November

The stress is finally going away!! Locate old articles or advertisements that have appeared in *The Good Stuff* about nominating candidates for Librarian of the Year and candidates for Major Benefactor and update the information. Think about catchy phrases. Send to the editor of *The Good Stuff* for inclusion in the December issue. Deadline is May 31<sup>st</sup>.

### December

Ensure that your articles or advertisements for Librarian of the Year and Major Benefactor were included in the 1st issue of *The Good Stuff*. Communicate to the NDLIB-L and ODINFO electronic lists about the opportunity to nominate for both Librarian of the Year and Major Benefactor. Also ask the ND State Library to communicate this information via their electronic lists.

### January

Assemble new articles and/or advertisements for soliciting nominations for Librarian of the Year and Major Benefactor.

Send to the editor of *The Good Stuff* for inclusion in the March issue. Deadline is May 31<sup>st</sup>.

### February

This is "donors" month. When monies are needed most. Personally communicate to those persons included in the "donors" section of your "Past-President Manual" that the opportunity to contribute to NDLA has once again arrived. They may even join the Association so remember to send a NDLA Membership Brochure. Do some research on how past monies received from donors have been spent such as "professional development" grants or "enhancing bookmobile efforts." If possible, find one new donor

and include this new name in the "donor" section of your "Past-President Manual."  
By now you should have your committee of past presidents assembled so communicate this to the current NDLA President and remember to include this as "updated" information for the next Executive Board meeting.

### March

Ensure that your articles or advertisements for Librarian of the Year and Major Benefactor were included in the March issue of *The Good Stuff*. Communicate to the NDLIB-L and ODINFO electronic lists about the opportunity to nominate for both Librarian of the Year and Major Benefactor. Also ask the ND State Library to communicate this information via their electronic lists.

### April

Communicate to your committee that all communications were sent and send committee members a copy of the NDLA Librarian of the Year and Major Benefactor committee guidelines. Indicate that their help will be expected in June since the deadline for nominations is May 31st. Continue to watch your mail for nomination packets. "Scream" loudly when one is received!

### May

Rest, Rest, and Rest

### June

Copy nomination packet information and send to committee members. Arrange for a face-to-face meeting and/or conference call. The committee determines recipient of Librarian of Year and the Major Benefactor Award or rejects all nominations. Communicate results to NDLA President and urge all to maintain secrecy.

### July

Go to the lake!

### August

Arrange with Conference Awards Committee Chair, the Librarian of the Year plaque. The NDLA President will arrange for the Major Benefactor plaque, pictures and *The Good Stuff* article. Begin planning speech for giving the Librarian of the Year award at the Conference banquet. The NDLA President will give the speech that awards the Major Benefactor at the conference banquet.

### September

The NDLA President will give the speech that awards the Major Benefactor and the Past President will give the speech that awards the Librarian of the Year at the Conference banquet. After conference, arrange with Membership Chair, the free one-year membership for recipient. Communicate with Librarian of the Year recipient and arrange

to get pictures and an article for the 4th issue of *The Good Stuff* and the NDLA web page.  
Send all files to incoming Past-President.

***YOU'VE NOW COMPLETED THE NDLA PRESIDENTIAL CYCLE!  
CONGRATULATIONS ON A JOB WELL DONE! PAT YOURSELF ON THE BACK  
AND KNOW THAT THE ASSOCIATION HAS APPRECIATED YOUR LOYALTY,  
SERVICE AND FUTURISTIC THINKING!!***

Executive Board approved 9/22/99

Reimbursement statement added by Executive Board 3/22/02

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Award committee language revised by Executive Board 10/8/07