

## **POLICIES HANDBOOK: PRESIDENT-ELECT**

### **SCOPE OF RESPONSIBILITIES**

The President-Elect assumes the duties of the President when that officer is absent or is unable to act. When acting in the place of the President, the President-Elect has all the powers, duties, responsibilities, and privileges of the President. The President-Elect sits as a voting member of the North Dakota Library Association's Executive Board. At the request of the President and/or the NDLA Executive Board the President-Elect undertakes specific assignments.

Under the direction of the President, the President-Elect acts as the Association's official spokesperson. After completing one year of service, the President-Elect moves into the position of NDLA President at the close of the Third General Session of the annual Conference.

The President-Elect serves as Exhibits Chair for the annual Conference.

The President-Elect 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 the Executive Board for an annual award known as the Major Benefactor Award.

### **REPORTS**

The President-Elect shall submit an annual written report to the president prior to the annual meeting and written reports at meetings of the Executive Board.

### **BUDGET**

Travel monies are included as part of the Executive Board budget. As such, the President-Elect 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.

The President-Elect sits as a member of the Finance Committee during the development of the Association's annual operating budget. The President-Elect sits as a member of the Legislative Committee during a legislative year.

## 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>

## AWARDS

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

(as approved by the NDLA Executive Board, March 20, 1998 and updated 7/2008)

1. The committee is chaired by the President-Elect
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 March issue, should determine an application deadline of May 31<sup>st</sup>, 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, the Conference Chair, and the Executive Secretary 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. The President-Elect will give the speech that awards the Librarian of the Year at the Conference Banquet.

### **Major Benefactor Guidelines**

(as approved by the NDLA Executive Board, September 22, 1999 and updated 7/2008 and 6/2008)

1. The committee is chaired by the President-Elect.
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 is 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 March issue, should determine an application deadline of May 31<sup>st</sup>, should receive the nomination packets, 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 endorsement for NDLA Executive Board approval.

5. Upon approval by the board, the NDLA President notifies the conference Chair and the Executive Secretary 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.

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

### Fall conference\*

Upon receiving the gavel from the outgoing President at the Third General Session, conducts the final NDLA membership meeting with brief reflection on the direction of the Association in the past year and on its future and acknowledges the immediate past President with thanks and presentation of traditional plaque.

At the NDLA Executive Board meeting immediately following the Third General Session conducts the meeting of the incoming and outgoing officers.

Sends documents of historical value to the NDLA Archivist, and turns over files and manuals to the new President-Elect.

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

### At end of Conference or soon thereafter

As soon as possible at or after conference, the President-Elect receives files in person from his or her predecessor and arranges for a personal and private conversation with the 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 finance committee. Review President-Elect files; if questions occur or materials are unclear, contact previous president for clarification. Contact the NDLA President and offer him or her support. Draft committee list of previous NDLA presidents for Librarian of the Year and Major Benefactor Award Committee remembering broad geographic representation is important.

### November

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

### December

Communicate to all relevant 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.

Draft list of prospective exhibitors for fall conference complete with contact information; prepare exhibitor's invitation letter for distribution. Gather input from other NDLA members regarding exhibitors that they would like to see at the conference.

### January

Submit new articles and/or advertisements for soliciting nominations for Librarian of the Year and Major Benefactor to be included in the March issue of *The Good Stuff*.

Deadline for award applications is May 31<sup>st</sup>.

If it is a legislative year, assist with public testimony at the legislature as needed.

Send out invitation letters to prospective conference exhibitors; monitor responses. Collect information required by North Dakota HB1074 from each vendor. Record this information on the *Special Event Vendor Listing* downloadable as an Excel file from the North Dakota Tax Department's website <http://www.nd.gov/tax/salesanduse/specialevents/organizer.html>. Forward payments as received to the treasurer.

### February

Continue collecting vendor name ideas and if more are identified, then send out invitation letters and continue to monitor responses. Forward payments as received to the treasurer.

### March

Communicate to all relevant 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.

Distribute information or prepare information for others to distribute about the NDLA conference to prospective exhibitors through other conferences such as the Public Library Association, and the Association of College and Research Libraries.

### 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 31<sup>st</sup>. Answer any questions regarding the procedure for the awards or research the question if the answer is not immediately known.

### May

Follow up with confirmed exhibitors and continue to contact prospective vendors through other forms of communication.

### June

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

Continue to work on exhibitor follow-up.

## July

### August

Arrange with Executive Secretary for the ordering of 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.

Answer any questions of vendors; begin space planning for exhibit area.

Contact the Conference Chair and/or the Local Arrangements Committee to ensure arrangements for a vendor hospitality room.

### September

The NDLA President will give the speech that awards the Major Benefactor and the President-Elect will give the speech that awards the Librarian of the Year at the Conference banquet. After the conference, arrange with the Membership Chair for the free one-year membership for recipient. Communicate with the Librarian of the Year recipient and arrange to get pictures and an article for the December issue of *The Good Stuff*. Notify the Web Master so the Librarian of the Year can be added to the list on the web page.

Finalize information on the *Special Event Vendor Listing* and submit it to the Treasurer by the end of the conference.

Work with the local arrangements committee to welcome and assist vendors at the conference; ensure that the vendor hospitality room is stocked with refreshments.

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

\*See Conference Chair Policies Handbook

Approved by Executive Board 3/30/01

Reimbursement statement added by Executive Board 3/22/02

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