

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. The President-Elect 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.* 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.

REPORTS

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

BUDGET

As Conference Chair, the President-Elect 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.*

The President-Elect sits as a member of the Finance Committee during the development of the Association's 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

September

Receives files and manuals from his or her predecessor. To understand the responsibilities transferred, confers with the immediate past President-Elect.

Fall/winter Board meeting*

Spring/summer Board meeting*

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. 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.

*See Conference Chair Policies Handbook

Approved by Executive Board 3/30/01

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