

POLICIES HANDBOOK: OFFICE OF SECRETARY

SCOPE OF RESPONSIBILITIES

The Secretary prepares and distributes accurate minutes of the meetings of the Executive Board and of each of the General Sessions held at the annual Conference. The Secretary also prepares and distributes accurate minutes of electronic business conducted by the Executive Board and by the general membership.

TERM OF OFFICE

The Secretary holds an elected position and takes office at the Executive Board meeting following the Third General Session at the annual Conference. The Secretary is a voting member of the Executive Board.

BUDGET

The Finance Committee will solicit a budget request prior to the December* Executive Board meeting. The Secretary prepares a budget request, which includes monies for photocopying, mailing expenses, and supplies. Provision may also be made for travel to Executive Board meetings.

EQUIPMENT/SUPPLIES

NDLA provides approved recording equipment and supplies for the use of the Secretary. A laptop computer is a personal option, but is highly recommended.

PROCEDURES

Minutes

- Distribute an attendance sheet at each Executive Board meeting
- Get the correct name spelling, mailing address, phone/FAX, and e-mail address for each Board member at the post-conference Executive Board meeting
- Take notes at each meeting and also record the meeting on a digital voice recorder or on VHS tape for IVN sessions, reminding attendees to speak loudly and clearly
- Include all pertinent points of discussion in the minutes so that the issues/positions involved are clear if and when they are referred to in the future
- Be specific in making corrections to minutes or reports
- Be prepared to read the text of a motion in order to be sure that the wording is clear before voting
- Compile minutes of electronic business conducted by the Board and by the general membership

- Minutes shall be distributed to the list electronically and to the Web Editor for uploading to the web site.
- Distribute copies of the minutes and written reports to the Board via e-mail and to the membership via the NDLA web site as soon as possible following each meeting

Resolutions

- Prior to the Conference, prepare a blank resolution form, post the form on the web site, and send a copy, via e-mail or regular mail, to each member of the Board
- Be prepared for the first reading of resolutions at the Second General Session and voting at the Third
- If two or more Sections or Roundtables have identical or very similar resolutions, ask them if they would care to co-sponsor a joint resolution
- Make certain that resolutions are signed by the Chair(s) of the sponsoring body(ies)
- Resolutions should be prepared using the official form either in paper or electronic format.

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

- Arrange for the Executive Secretary to receive and print copies of the resolutions at conference
- Prior to the conference, distribute the minutes of electronic business conducted by the general membership since the previous Annual Conference, utilizing the NDLA web site as means of distribution. Provide the minutes of electronic business to the Web Editor for uploading to the NDLA web site.

October*

- Distribute the minutes of the post-Conference Executive Board meeting via e-mail to former and current Board members, and to the Web Editor for uploading to the NDLA web site
- Prepare the resolutions for publication in *The Good Stuff* and to the Web Editor for uploading to the NDLA web site
- E-mail the minutes of the pre-and-post Conference Board meetings and the three General Sessions to the Editorial Committee Chair for publication in *The Good Stuff*
- Review the files and transfer dated information to the Archivist/Historian for retention decisions. It is suggested that the Secretary keep at least four years of back files on hand.

December*

- Distribute electronic copies of the minutes of the post-conference Board meeting prior to the Board meeting
- Take notes, record, and prepare minutes for the December Executive Board meeting
- Distribute minutes to Executive Board via e-mail and to the web editor to post on the NDLA web site.

May*

- Distribute electronic copies of the minutes of the December Board meeting prior to the Board meeting
- Take notes, record, and prepare minutes for the May Executive Board meeting
- Distribute minutes to Executive Board via e-mail and to the web editor to post on the NDLA web site.

July-August

- Prior to the Conference, prepare a blank resolution form, post the form on the web site, and send a copy, via e-mail or regular mail, to each member of the Board.

*Note: Dates will vary with dates of Executive Board meetings.

Approved by the Executive Board 9/28/01

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

Revised and approved by Executive Board 3/14/08

Revised and approved by Executive Board 9/16/11