

POLICIES HANDBOOK: WEB EDITOR

SCOPE OF RESPONSIBILITIES

The NDLA Web Editor is responsible for maintaining the organization's web site, but is not responsible for providing the content for the web site. The Web Editor receives official documents and information from Executive Board members as intended to appear on the web site, converts that content into web ready format and posts it to the web. The Web Editor posts library job openings and library related announcements at the request of any NDLA member providing the content adheres to policies set forth in the NDLA web site policy statement.

MEMBERSHIP

The Web Editor is appointed by the President of the Association and serves a term concurrent with that of the President. The Web Editor may succeed him or herself. The Web Editor is a nonvoting member of the NDLA Executive Board.

REPORTS

The Web Editor submits a written report at each Executive Board meeting and an annual report at the conference.

BUDGET

- A budget request is solicited by the Finance Committee prior to the first Executive Board meeting
- Operating expenses are approved by the Executive Board of NDLA
- Following Executive Board approval, the Finance Committee will distribute the operating budget
- The operating budget for the Web Editor includes travel to Executive board meetings, annual payment for a commercial web service, charges for maintaining the Associations domain name, and any necessary software

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

- Attend Executive Board meeting(s) at the annual conference.
- Post meeting minutes to the web site as received from the NDLA Secretary.

- Post meeting reports to the web site as received from section, roundtable, and committee chairs.
- Post approved Policies Handbooks to the web site as received from the Chair of the Constitution and Bylaws Committee.
- Create a backup of the web site.

October – November

- Prepare a budget request for the Finance Committee.
- Create a web page for the next annual conference.
- Update the web site with information on the new President

December

- Attend Executive Board meeting as scheduled and prepare written report for the meeting.
- Post meeting minutes to the web site as received from the NDLA Secretary.
- Post meeting reports to the web site as received from section, roundtable, and committee chairs.
- Post approved Policies Handbooks to the web site as received from the Chair of the Constitution and Bylaws Committee.
- Post the December issue of *The Good Stuff* to the web site as received from the Chair of *The Good Stuff* Editorial Committee.
- Create a backup of the web site.

March

- Attend Executive Board meeting as scheduled and prepare written report for the meeting.
- Post meeting minutes to the web site as received from the NDLA Secretary.
- Post meeting reports to the web site as received from section, roundtable, and committee chairs.
- Post approved Policies Handbooks to the web site as received from the Chair of the Constitution and Bylaws Committee.
- Post the March issue of *The Good Stuff* to the web site as received from the Chair of *The Good Stuff* Editorial Committee.
- Create a backup of the web site.

April-May

- Post the list of Flicker Tale Award winners and new nominees to the web site as received from the Chair of the Flicker Tale Committee.
- Post the ballots for the Flicker Tale Awards as received from the Chair of the Flicker Tale Committee.

June

- Attend Executive Board meeting as scheduled and prepare written report for the meeting.
- Post meeting minutes to the web site as received from the NDLA Secretary.
- Post meeting reports to the web site as received from section, roundtable, and committee chairs.
- Post approved Policies Handbooks to the web site as received from the Chair of the Constitution and Bylaws Committee.
- Post the June issue of *The Good Stuff* to the web site as received from the Chair of *The Good Stuff* Editorial Committee.
- Create a backup of the web site.

August

- Post the August issue of *The Good Stuff* to the web site as received from the Chair of *The Good Stuff* Editorial Committee.
- Post the order form for the Flicker Tale Award nominees as received from the Chair of the Flicker Tale Committee

Ongoing

- Post conference information to the web site as received from the President Elect.
- Update award, legislative, and professional development information as received from section, roundtable, and committee chairs.
- Post position openings and announcements to the web site as received from the NDLA membership.

Revised and Approved by Executive Board 3/14/08