

**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 chairs a committee to prepare and distribute the resolutions made at the Conference. I recommend we delete this statement as the Executive Secretary makes copies to distribute, a committee is not necessary.**

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 such as manila folders and blank audiocassette tapes. Provision may also be made for travel to Executive Board meetings.

EQUIPMENT/SUPPLIES

NDLA provides a tape recorder and extension cord for the use of the Secretary. A laptop computer is a personal option, but is highly recommended. **The Secretary ensures that there is ample paper for making copies of minutes and resolutions at the annual Conference. Other supplies needed include blank audiocassette tapes, manila folders, markers, pens and pencils, scissors, and tape. I recommend we delete these two highlighted sentences and insert a semi-colon after the first sentence and add the following “audio cassette tapes may need to be purchased from time to time.”**

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 audiocassette, 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
- **Prepare paper copies of the minutes for each Executive Board meeting I recommend this be changed to read, “Minutes shall be distributed to the list electronically and to the Web Master 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
- Collect and save copies of all written reports presented at the Executive Board meetings
I recommend this be deleted as copies are available on the web and paper should be available at the State Historical Society

Resolutions

- Make sure that the NDLA President appoints at least two members to the Resolutions Committee
I recommend this be deleted as the Executive Secretary has been handling the distribution.
- 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)
- Prepare as many copies of resolutions as there are registrants for the Conference
I recommend this be deleted as the Executive Secretary has been handling this task.
- Resolutions should be prepared using the official form
I recommend we add the wording "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:

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.~~

CHRONOLOGICAL GUIDELINES

September

- Distribute paper copies of the minutes of the May* Board meeting at the pre-Conference Board meeting. I recommend this be deleted as we have been distributing these electronically and expecting those who wish paper to print their own. If it is felt this should be left in then I recommend changing it to reflect sending it to the Executive Secretary to copy and distribute.
- Prepare minutes of the pre-and-post Conference Executive Board meetings and the three General Sessions, make copies, and distribute. I recommend this be deleted as we have been distributing these electronically and expecting those who wish paper to print their own. If it is felt this should be left in then I recommend changing it to reflect sending it to the Executive Secretary to copy and distribute.
- Prepare resolutions at Conference. I recommend this be changed to “Arrange for the Executive Secretary to receive and print copies of the resolutions at conference.”

October*

- Distribute the minutes of the post-Conference Executive Board meeting via e-mail to former and current Board members, and also post them on the NDLA web site
- Prepare the resolutions for publication in *The Good Stuff*
- 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 paper copies of the minutes of the post-conference Board meeting at the Board meeting. I recommend we change “paper copies” to “electronic” and “at” to “prior to”.
- Take notes, record, and prepare minutes for the December Executive Board meeting
- Distribute minutes to Executive Board via e-mail and also post them on the NDLA web site. I recommend we change “also post them” to “to the web master to post”

May*

- Distribute paper copies of the minutes of the December Board meeting at the Board meeting. I recommend we change “paper copies” to “electronic” and “at” to “prior to”.
- Take notes, record, and prepare minutes for the May Executive Board meeting

- Distribute minutes to Executive Board via e-mail and **also post them** on the NDLA web site
I recommend we change “also post them” to “to the web master to post”

July-August

- **Brief the members of the Resolutions Committee on their responsibilities** I recommend we delete as it has not been done for some years. The Executive Secretary has been handling the distribution and copying of the resolutions, with the direction of the Secretary.
- **Prepare the resolution form for Conference** I recommend this be deleted and it be uploaded to the web and emailed to the Board Members as described under: “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”

*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