



(A Roundtable of the North Carolina Library Association)

A MANUAL FOR OFFICERS AND COMMITTEES

OFFICERS

CHAIR

Elected as Chair-Elect the preceding biennium. Takes office as Chair at the close of the biennial conference. Remains as member of the Executive Board the following biennium.

Duties:

- To preside at all meetings of the Association and the Executive Board;
- To appoint, with the advice of the Executive Board, all Committee Chairs; suggest other members; and outline duties of all committees;
- To inform Committee Chairs of their appointments;
- To appoint with advice of the Executive Board, Ad Hoc Committee Chairs to serve until the duties assigned to the committee are completed;
- To hold quarterly meetings of the Executive Board during the biennium; to prepare the agenda and send out notices regarding these meetings; to invite committee members and others who need or wish to attend Executive Board meetings;
- To serve as ex-officio member of all committees except Nominating Committee;
- To approve all disbursements of monies by the treasurer and to approve for payment all bills in accordance with the budget;
- To answer, or to have answered, all correspondence addressed to the Association;
- To attend regional workshops; and
- To turn over the gavel of office to the incoming Chair at the end of the biennium and to give all records to the Archives Committee.

CHAIR-ELECT

Elected to serve as Chair-Elect for the first biennium following election, as Chair the second biennium.

Duties:

- To preside at any meeting of the Association or the Executive Board in the absence of the Chair, or upon the request of the Chair;
- To serve as Chair of the Conference Committee;
- To perform other duties prescribed by the Chair or the Executive Board;
- To write and submit to the Publications Committee, at least two (2) months prior to the next biennial conference, a summary of accomplishments of the Association; and
- To attend regional workshops;
- To serve on the Scholarship Committee.

SECRETARY

Duties:

- To record the minutes of the Executive Board and to distribute copies to members;
- To record the minutes of the Association's biennial business meetings;
- To record the minutes of any special meetings of the Association Executive Board.
- To prepare and/or distribute Association correspondence as directed by the Chair and the Executive Board;
- To deposit copies of correspondence, reports, minutes, other records with the Archives Committee, within 60 days following the biennial conference;
- To maintain the official minutes and mentor the incoming Secretary within sixty (60) days following and biennial conference, and
- To attend all Association meetings.

TREASURER

Duties:

- To keep records of the Association's finances;
- To handle all monies collected and to provide receipts of all transactions;
- To prepare regular financial reports for the Executive Board;

- To transfer all monies to **NCLA Treasurer** within thirty (30) days of receipt;
- To keep records of membership dues;
- To serve on Program Committee; and
- To attend regional workshops;
- To transfer records and to mentor incoming Treasurer.

REGIONAL DIRECTOR

Duties:

- To establish and maintain contact with the libraries in their Regions and serve as resource/liaison contact between NCLPA committees and the membership at large;
- To serve on the Program Committee and on the Scholarship Committee and as ex-officio member of the Membership Committee;
- To attend Executive Board meetings;
- To attend regional workshops;
- To transfer records and to mentor incoming Regional Director.

COMMITTEES

The following committees are regarded as essential to the operation of the Association, and are defined in the By-laws as standing committees:

ARCHIVES
CONFERENCE
MEMBERSHIP
NOMINATING

PROGRAM
PUBLICATIONS
SCHOLARSHIP

Definitions:

- All standing committees are appointed for a two (2) year term;
- Standing committees take office at the beginning of the calendar year following the biennial conference;
- Other committees may be appointed on a continuing or ad hoc basis at the direction of the Chair. The Chair provides a charge to the committee;
- Funds for committee expenses may be provided in the Association budget and may be available on request; and

Duties:

- To convene meetings as needed to meet the charge of the Executive Board;
- To attend meetings of the Executive Board as a non-voting member, and to attend regional workshops;
- To submit quarterly reports to the Executive Board;
- To submit a written biennial report to the NCLPA Chair; and
- To turn over committee files to succeeding standing committee's Chair and/or Archives Committee.

ARCHIVES COMMITTEE

Personnel: Chair, plus one (1) or more members, and the Chair of the Association ex officio. Membership shall be based on knowledge of or an interest in archival theory.

Duties:

- To solicit official records, publications, and memorabilia of NCLPA;
- To make two (2) hard and electronic copies of all official records, publications, and memorabilia twice a year during June and December.

CONFERENCE COMMITTEE

Personnel: Co-Chairs to include Chair-Elect of the Association and immediate Past Chair plus one (1) or more members to be appointed by the Conference Committee Co-Chair and Chair of the Association ex officio.

Duties:

- To plan the biennial conference for the next biennium;
- To report regularly to the Executive Board on the conference plans, making recommendations to the Executive Board regarding conference budget and conference programming;
- To invite speakers for conference, and make all necessary arrangements.

MEMBERSHIP COMMITTEE

Personnel: Chair, Regional Directors, and Association Chair ex officio.

Duties:

- To promote individual membership in NCLA and NCLPA;

- To recruit members and encourage non-renewing members to renew their membership;
- To coordinate with the NCLA Membership Chair and all other sections and roundtables to promote NCLPA awareness.

PUBLICATIONS COMMITTEE

Personnel: Chair, Webmaster, and plus two (2) or more members.

Duties:

Print – Chair

- To coordinate and review all promotional/membership materials to be published formally in print and/or online by the Association;
- To edit *Visions*, the Association online newsletter;
- To develop and recommend to the Executive Board policies and guidelines for NCLPA publications;
- To identify publication needs to the Association and make recommendations to the Executive Board as appropriate.

Online – Webmaster

- To maintain the Association web site;
- To coordinate with the Chair prior to posting online promotional/membership materials;
- To post *Visions* to the Association web site;
- To maintain *Paraprose*, the Association web log (blog);
- To manage the Executive Board listserv;
- To manage the NCLPA full membership listserv.

PROGRAM COMMITTEE

Personnel: Chair, Regional Directors, Treasurer, plus four (4) or more members.

Duties:

- To sponsor at least one (1) workshop/program to be held in each of the four regions per biennium;

- To be directly involved in planning program topics, booking facilities, obtaining program speakers, providing publicity, arranging for refreshments for breaks and coordinating registrations; and
- To be willing to travel as needed to plan programs well in advance. At least two (2) members of the Program Committee must attend each program.

NOMINATING COMMITTEE

Personnel: Past Chair of the Association, Nominating Chair, plus at least one (1) member representing each region.

Duties:

- To acquaint themselves with the membership by attending workshops;
- To find the best available candidates for offices; and
- To prepare and submit to the Publications Committee a biographical sketch on each elected officer at least two (2) months prior to the next biennial conference.

SCHOLARSHIP COMMITTEE

Personnel: Co-Chairs to include Chair-Elect of the Association plus one (1) or more members of the Executive Board.

Duties:

- Publish and distribute applications;
- Evaluate and rank applicants;
- Send to board for final selection;
- Notify winner.

Revised: May 2009

