



LIBRARY PARAPROFESSIONAL ASSOCIATION

ADVANCING LIBRARY SUPPORT STAFF INTERESTS

NORTH CAROLINA LIBRARY ASSOCIATION

(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 write and submit biennium report to NCLA Archives Chair and to NCLA Executive Board.

- 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.
- To attend any meeting of NCLA in the absence of the Chair, or upon the request of the Chair; and
- Perform the duties of the Chair in the event of absence, death, disability or resignation of Chair.

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
COMMUNICATIONS
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 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.

