

# ADMINISTRATION

Revised July 2018

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## **ADMINISTRATION**

### **A. Executive Board**

#### **Members**

- The President, Vice President/President-Elect, Recording Secretary, the immediate Past President, the At-Large Representatives, and the Executive Director (advisory capacity only).

#### **Duties**

- Administer the business of the Association, and act for the Association between meetings.
- Insure that the Executive Director and other appropriate persons are sufficiently bonded.
- Create Special Committees when necessary to carry out a specified task which does not fall within the responsibility of any Standing Committee.
- Ratify Standing Committee, Special Committee, and other appointments where approval is required.
- Appoint the Executive Director of the Association and fix compensation.
- Appoint the Editor and Associate Editor of *TL: Tennessee Libraries*, Editor of *TLA Newsletter*, Webmaster and Assistant Webmaster, Conference Webmaster, Listowner, Social Media Managers, Conference Coordinator, Legislation Monitor and fix honoraria when recommended by the appropriate Committee.
- Report to the Association the business transacted by the Executive Board.
- Authorize an annual preparation of IRS report for the Association by a Certified Public Accountant.
- Approve the petition of any group, which has been presented by the Executive Board for Roundtable status in the Association.
- Approve the policies and procedures recommended by the Executive Board for proper administration of the business of the Association.
- Present proposed changes in the *Bylaws* for adoption after review by the Advisory Council and the Executive Board.
- Approve the place and date of the Annual Conference.
- Make appointment for unexpired term of Vice President (See *Bylaws* Article V, Section 4a)
- Approve appointment by the President to fill the unexpired term of the Recording Secretary (See *Bylaws* Article V, Section 4b).
- Approve the quarterly financial statements upon recommendation of the Executive Board.
- Approve requests for funds as submitted by Roundtables, Standing Committees, and Special Committees.

#### **Meetings**

- The Executive Board shall meet 3-4 times per year.
  - Meetings may be held electronically when necessary.
  - Additional meetings may be held on call by the President or by written petition of at least three (3) members of the Executive Board, with written notice to every member at least one month in advance of the meeting.
- A majority of the voting members of the Executive Board shall constitute a quorum for a meeting of the Executive Board.
- A vote of the Executive Board, taken by mail or email at the written request of the President, shall have the force and effect of a vote taken at a meeting.

#### **Officers**

- The President (or if absent, the Vice President/President-Elect) presides at Executive Board meetings.
- The Recording Secretary shall record the minutes of all Executive Board meetings.

#### **Resignations**

- Resignation from the Executive Board shall be made in writing to the President.
- Members to fill vacancies on the Executive Board shall be appointed in accordance with *Bylaws* Article V, Section 4. Appointees shall serve for the remainder of the unexpired term.
- The Executive Board has the power to request the resignation of any officer who repeatedly fails to attend meetings of the Executive Committee.

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### B. Advisory Council

#### Members

- As stated in *Bylaws* Article X, Section 1 and Section 2
- Any TLA member or other persons who have business with the Advisory Council may be invited by the President to attend Advisory Council meetings.

#### Duties

- Act in an advisory capacity to the Association through the Executive Board.
- Make recommendations concerning committee appointments.
- Make recommendations concerning policies and procedures for the proper administration of the business of the Association.
- Study the petition of any group, which has been properly presented for Roundtable status in the Association.
- Recommend place and date of the Annual Conference to the Executive Board.
- Review proposed amendments to the *TLA Bylaws* to be presented to the Executive Board.
- Advise the ALA Chapter Councilor and SELA Representative of measures of concern to the Association.
- Receive from the Finance Committee and review the quarterly financial statement for the Association.

#### Meetings

- As stated in *Bylaws* Article X, Section 5.
- 20% of the voting members of the Advisory Council shall constitute a quorum.
- A vote of the Advisory Council, taken by mail or e-mail at the request of the President, shall have the force and effect of a vote taken at a meeting.

#### Officers

- The President (or if absent, the Vice President/President-Elect) presides at the Advisory Council meetings.
- The Recording Secretary shall record the minutes of all meetings of the Advisory Council.

#### Resignations

- Resignation from the Advisory Council shall be made in writing to the President.
  - Members to fill vacancies on the Advisory Council shall be appointed in the same manner as stipulated for offices in the *Bylaws* (See Article V, Section 4).
- The Executive Board has the power to request the resignation of any Advisory Council member who repeatedly fails to attend meetings of the Advisory Council.

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### C. Officers

#### General Duties

- To attend all regular and called meetings of the Association, Executive Board, and the Advisory Council
- To maintain all records required of an office.
- To prepare all reports, submitting one copy via e-mail to the Executive Board.
- To transmit to the newly elected officers all records at the close of the term of office.

#### President:

- Powers and duties – To perform such duties as are implied by the title (See *Bylaws* Article VI, Section 1).
- Term
  - Serves one year, assumes office on July 1, and normally will have served the previous year as Vice President/President-Elect.
  - Continues to serve on the Executive Board and on the Advisory Council as the immediate Past president for one year thereafter.
  - May serve an additional term as Vice-President/President-elect, President, and Past President once five years has elapsed since original service as Past President.
- General Duties
  - To preside at meetings of the Association, and to preside at scheduled meetings of the Executive Board and the Advisory Council.
  - To direct the entire program of the Association:
    - Represent the Association in all capacities.
    - Act as spokesperson for the Association on all established policies.
    - Act as Liaison Officer between the Association and other official bodies.
    - Coordinate the work of all officers, Roundtables, and Committees.
  - To assign and/or approve the disbursement of monies by the Executive Director.
  - To appoint Special Committees, as needed, to serve during his/her term of office. Appointments are subject to review by the Executive Board.
  - To schedule, in consultation with the Executive Director, regular and called meetings of Executive Board and the Advisory Council.
  - To serve as ex-officio member of all Committees except Nominating Committee.
  - To work closely with the Annual Conference Planning Committee Chair(s) in planning the Annual Conference to be held during his/her Presidential year.
  - To prepare an annual report and/or such other reports as are necessary for publication in the *TLA Newsletter*.

#### Vice President/President-Elect

- Term
  - Serves one year, assumes office on July 1, following election.
- Duties (see *Bylaws* Article VI, Section 2)
  - To serve as a member of the Executive Board and the Advisory Council.
  - To preside in the absence of the President, or upon request when President is present.
  - To assume the office of President if that office becomes vacant. (See *Bylaws* Article V, Section 4).
  - To serve as liaison between members and the governing bodies of the Association and as liaison with regional library organizations.
  - To serve as ex-officio member of the Finance and Membership Committees.
  - Committee appointments made immediately after election and prior to actually assuming office:
    - To appoint the Conference Co-Chair, by June 1 of the year he/she is elected Vice- President / President- Elect. The appointee will serve for a two year term beginning July 1, after the appointment is made.
    - In consultation with the just appointed Conference Co-Chair, appoint, by June 15 of the year the Vice-President / President-Elect is elected, a

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### (Vice-President/President-elect continued)

Program Co-Chair, a Local Arrangements Co-Chair, an Exhibits Co-Chair, an AV/Media Co-Chair, a Sponsorship Co-Chair, and a Registration Co-Chair. These appointees will serve a two year term beginning July 1, after the appointment is made.

- To serve in such capacities as may be assigned by the President.
- To assume office as vice President/President-Elect on July 1 following election, and to assume the office of President on the following July 1.
- To appoint all Standing Committees, including Chairs, prior to June 1<sup>st</sup> before he/she assumes office as President. Appointments begin on July 1 and are subject to review by the Executive Board.

### Recording Secretary

- Term
  - Serves two years, assumes office on July 1, following election.
- Duties (see *Bylaws*, Article VI, Section 3)
  - To serve as a member of the Executive Board and the Advisory Council.
  - To record minutes of all meetings of the Executive Board, Advisory Council and General Membership meetings.
  - To distribute minutes of all meetings of the Executive Board, Advisory Council, and General Membership meetings via TLA website and listservs (tlaboard; tlaadvco, and tla-1) within 30 days of said meeting.
  - To maintain official copies of the minutes of all meetings during term of office and to ascertain that copies have been maintained on the TLA website by the TLA Webmaster.
  - To serve as Co-Chair of the Strategic Planning Committee during the year immediately following service as Recording Secretary.

### Past President

- Term
  - Serves one year, assumes office on July 1, upon completion of service as President.
- Duties
  - To serve as a member of the Executive Board and the Advisory Council.
  - To serve as an advisor to the current President.
  - To serve as Co-Chair of the Strategic Planning Committee during the year immediately following service as President.

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### D. Executive Director (see *Bylaws*, Article XVI)

#### Appointment

- Appointed by the Executive Board; annual (renewable) contract.
- Salaried professional employee (monthly), who works a minimum of 10 hours per week with compensation fixed by the Executive Committee.
  - Association pays ½ Social Security tax and Medicare, with other taxes withheld as required.
- Serves at the pleasure of the Executive Board until appointment is terminated by either party with at least 15 days notice.
- Sick/annual leave, with or without pay, shall be negotiated between the President of the Association and the Executive Director at the time of need and/or request.
  - The Executive Office is closed on all recognized national and state holidays and the minimum work week is adjusted for each day the office closed.
  - Annual leave with pay shall be granted at the rate of 10 days (2 weeks) per year
- Annual performance evaluation will be performed by the Executive Board.
  - Executive Director completes a self-evaluation form (based upon the established duties listed below) in January of each year. Information on the form covers the previous calendar year's activities.
    - Self-evaluation form should have three parts:
      - List of duties with boxes for "completed" and "not completed"
      - Free-form response section for answering questions such as "What accomplishments related to your specific duties have been achieved during the past year?" and "How would you restructure your position to be more effective?"
      - Executive Board comments section which addresses ability to:
        - Establish goals
        - Formulate effective plans
        - Make sound and objective decisions
        - Execute the duties and plans of the office
        - Participate and contribute in meetings
        - Listen, write reports
        - Act independently when appropriate
        - Attitude
        - Relationship with TLA officers and members
        - Dependability and responsibility
    - Self-evaluation form is reviewed by the Executive Board.
    - Executive Board meets with the Executive Director following the Executive Board meeting held during the third quarter of the fiscal year (i.e. usually the meeting held in conjunction with the Annual Conference).
    - Executive Board recommends an appropriate salary adjustment to the Finance Committee.
      - Salary adjustment, if any should begin on July 1 of each year.
  - Hourly wage clerical assistance may be retained by the Executive Director and paid with the approval of the Executive Board.
  - Travel budget for each fiscal year will cover all expenses related to the discharge of the official duties of the position. Reimbursement will be in accordance with the TLA Travel Policy.
    - Membership in the International Council of Library Association Executives will be paid by the Association and travel to meetings of this group (coincides with Annual and Mid-Winter meetings of the American Library Association) will be supported within the travel budget.

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### (Executive Director continued)

#### Duties

- Provide oversight for the work of the Association.
  - Assist President and Vice President/President-Elect in maintaining assigned responsibilities.
  - Assist all TLA Standing Committees to ensure that the work of the Association is completed in an appropriate manner.
  - Schedule and host the quarterly TLA Executive Board and TLA Advisory Council meetings
    - Provide refreshments for onsite meetings.
- Ascertain that the files of the Association are complete and up-to-date.
  - Maintain a current edition of the *Manual of Procedures* on the TLA website.
- Maintain Associational finances
  - Receive income, via mail and/or online.
  - Deposit funds at appropriate financial institution.
  - Pay invoices as approved by President or self.
  - Prepare and file:
    - Quarterly State Unemployment Tax Return
    - Employer's Quarterly Federal Tax Return
    - Annual Reports to the Tennessee Secretary of State (Corporate Non Profit and Solicitation reports)
    - Annual Federal Tax Return
      - Collaborate with chosen CPA in the performance of the annual audit and preparation of Federal Tax Return.
  - Maintain appropriate liability insurance for Association.
  - Serve as Co-Chair of the Finance Committee and collaborate with Finance Committee members to ascertain funds are appropriately invested and expended.
  - Prepare and present Quarterly Financial Report to TLA Executive Board and TLA Advisory Council.
- Serve as Annual Conference Business Manager.
  - Prepare a suggested budget for each Annual Conference – provide to Conference Coordinator shortly after previous Annual Conference financial report is complete.
  - Receive and disburse funds in a timely manner as requested by Conference Coordinator.
  - Prepare appropriate financial reports for Conference Coordinator.
- Serve as Legislative Day Registrar
  - Receive and disburse funds in a timely manner as requested by the TLA Legislative Committee.
  - Prepare appropriate financial reports for TLA Legislative Committee.
- Maintain Membership Records
  - Maintain membership record in website member database.
    - Make corrections to membership information as required.
  - Provide membership reports to the Membership Committee as requested.
  - Collaborate with Membership Committee in the preparation of membership brochure and renewal notices.
  - Provide membership lists / email lists to Roundtables and Committees upon request and offer bulk email service via website.
- Maintain Association mailing / printing procedures
  - Post Office Box to receive incoming mail.
  - Maintain contract with chosen mailing service (using the service's postal permit, if needed).
  - Maintain contract with chosen printing facility to insure collaboration between that facility and mailing service as needed.
  - Maintain appropriate stock of letterhead stationary and envelopes.

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### **(Executive Director continued)**

- Maintain TLA office and equipment.
  - Equipment includes: desk, laptop, fax/copier, laser printer, calculator, cellular telephone, coffee-pot, refreshment supplies, and other items as purchase/inventoried.
- Attend:
  - All meetings of the TLA Executive Board and TLA Advisory Council
  - TLA Annual Conference
  - ALA Annual and Mid-Winter Conferences
    - Chapter Relations meetings / events
    - International Council of Library Association Executives
  - Other meetings as requested by TLA Executive Board

### **Resignation**

- Executive Director's letter of resignation should be addressed to the President of the Association.