

**TENNESSEE LIBRARY ASSOCIATION'S
REPRESENTATIVE TO THE
SOUTHEASTERN LIBRARY ASSOCIATION**

The Tennessee Library Association (TLA) maintains a position of Tennessee State Representative with the Southeastern Library Association (SELA).

The Tennessee State Representative to SELA is:

- A member of TLA, for the full term of service
- A member of SELA, for the full term of service
- Elected by the TLA membership for a 4-year term of service
 - Term of service begins July 1st after election and ends on June 30th in the fourth year of service
 - Limit of two (4 years each) terms of elected service or a maximum of 8 years total in this position.
- Member of the TLA Advisory Committee

The duties/responsibilities of the Tennessee State Representative to SELA are:

- Keep SELA in the minds of TLA and vice/versa
- Review SELA State Representative Description on SELA website
- Reports SELA actions/discussions to the TLA membership on a regular basis via written report, email report, or on TLA listserv
- Attend all SELA Board meetings and conferences
 - At second year of service, must attend state representative training workshop conducted at wherever the conference may be or in the odd numbered years a SELA Leadership Summer Workshop is held generally in the location/state of wherever the current president resides.
- Represent the Tennessee Library Association as a member of the SELA Board
 - Submitting a quarterly board report of TLA actions/discussions at the SELA board meetings either at conference or if meeting is online
- Participate in SELA Board activities/assignments and preferably as a working member on your choice one of the many committees/sections/roundtables available as chair or an active member giving suggestions/ideas/points of view representative of TN.
- Represent the Southeastern Library Association
 - Promote membership in SELA to TLA members – also give total number of members from TN to TLA, which this information is mentioned at the quarterly board meetings for SELA. Also to promote the importance or significance of having membership in a regional professional library organization.
 - Present a SELA program and/or exhibit booth at the TLA Annual Conference

- Work with the TLA Conference Planning Committee to reserve a table/booth and/or conference program slot
 - Publicize TLA Chapter members activities/recognitions with SELA
 - If TLA agrees to host a joint conference with SELA this position would act as a liaison to help with arrangements, programming, or whatever is needed between both groups to have a successful annual meeting.

TLA will subsidize travel for the Tennessee State Representative to SELA, however, it is expected that the Representative's home library will also help cover the cost:

- TLA uses the CONUS travel rates as established by the U. S. General Services Administration (<http://www.gsa.gov>)
 - If lodging is in a "conference hotel," TLA will pay the full lodging amount. If lodging is in any other hotel, TLA will pay only the lodging amount indicated in CONUS. Lodging receipts are required.
 - TLA pays the CONUS per diem rate which is 75% of the full day rate on the day of departure and the day of return and the full daily rate on the days in between. No receipts are required for these expenditures which cover food and incidentals.
 - TLA will pay full cost of ground transportation. Receipts are required.
 - Commercial travel receipts are required.
- TLA understands the rising cost of conference attendance and will up-front 80% of the projected reimbursable charges, should a request be made. All receipts listed above will still be required after the completion of the trip and the remaining balance will be reimbursed by TLA.
- TLA does NOT cover the individual's registration costs for SELA conferences/meetings.