



## Pennsylvania School Librarians Association

### Administrative Policies

---

#### OFFICERS

#### **OFFICERS: CRITERIA AND RESPONSIBILITIES FOR HOLDING AN ELECTED OFFICE BEYOND THOSE IN THE CONSTITUTION AND BYLAWS**

---

Persons seeking office in the Association must be concerned for, and familiar with, the programs of the Association and should be able to make decisions falling under the scope of the officer's delegated responsibilities. A candidate for office must be a certified school librarian. A candidate for office must be an active member of the Association and have been actively involved in committee work. The Nominating Task Group Coordinator(s), with the approval of the Board, has formulated criteria and responsibilities to be used as guidelines when recommending persons for office in PSLA.

- I. VICE PRESIDENT
  - A. At the time of nomination be serving or be willing to serve as a member of the Conference Committee, in addition to maintaining, if possible, other Association positions and/or responsibilities.
  - B. Must be able to work diligently for PSLA carrying out the responsibilities of the office
  - C. Must have demonstrated leadership qualities and should have previously served as an officer, a board member, as chair of a committee, or with similar PSLA experience
  
- II. SECRETARY
  - A. Must be actively involved in PSLA committee work
  - B. Must be able to work diligently for PSLA carrying out the responsibilities of the office
  
- III. TREASURER
  - A. Must be actively involved in the work of the Budget and Finance Task Group
  - B. Must be able to work diligently for PSLA carrying out the responsibilities of the office
  
- IV. BOARD OF DIRECTORS
  - A. Must be actively involved in PSLA committee work
  - B. Must be able to work diligently for PSLA carrying out the responsibilities of the office

*(Amended, Board of Directors, October 11, 2003; July 12, 2018)*

#### **OFFICERS: RESPONSIBILITIES OF ELECTED OFFICERS BEYOND THOSE IN THE CONSTITUTION AND BYLAWS**

---

- I. PRESIDENT
  - A. Develop goals to be achieved during a one-year period
  - B. Attend various conferences of other professional associations. (PAECT, PaLA, etc.).
  - C. Confer with officials of PDE, PaLA, PSEA, and others
  - D. Maintain personal membership in ALA/AASL in order to attend national meetings (annual conferences and midwinter conference)
  - E. Attend national ALA/AASL meetings (annual conferences and midwinter conference)

- F. Attend PSLA committee meetings, as necessary
  - G. Serve on various PDE committees as PSLA representative
  - H. Serve as the spokesperson of the Association
  - I. Issue and/or oversee legislative alerts
  - J. Plan the PSLA Summit
  - K. Oversee the Annual PSLA Conference
  - L. Oversee the communication of the Association
  - M. Develop and implement a program as relevant and necessary to the Association
  - N. May designate a member to officially represent the Association
- II. PRESIDENT-ELECT
- A. Confer with officials of PDE, PaLA, PSEA, and others
  - B. Maintain personal membership in ALA/AASL in order to attend national meetings (annual conferences)
  - C. Attend national ALA/AASL meetings (annual conferences)
  - D. Serve on various PDE committees as PSLA representative
  - E. Assist with the planning of the Annual PSLA Conference
  - F. May represent the Association at functions in absence or request of the President
  - G. Monitor and share ALA/AASL communications through appropriate channels
- III. VICE PRESIDENT
- A. Maintain personal membership in ALA/AASL in order to attend national meetings (annual conferences)
  - B. Serve as the alternate representative to national ALA/AASL regional or national meetings
- III. SECRETARY
- A. Attend all Board meetings, and record and distribute the minutes of those meetings
  - B. Attend all Advisory Council meetings, and record and distribute the minutes of those meetings
  - C. Attend the annual conference of PSLA, and record and distribute the minutes of those meetings
- III. TREASURER
- A. Keep an accurate set of financial records which continue the bookkeeping system which has been established for the Association
  - B. Work closely with an Association attorney approved by the Board in matters dealing with state and federal tax laws
  - C. Chair Budget and Finance Task Group
  - D. Oversee audit
  - E. Obtain necessary W-9 forms
  - F. Prepare IRS worksheet for the accountant who will file the annual IRS forms and reports
- IV. IMMEDIATE PAST PRESIDENT
- A. Oversee grants with which the Association is affiliated
  - B. MemberClicks (Membership and Website Software) Administrator

*(Adopted, Board of Directors Meeting, April 2, 1977)*

*(Amended, Board of Directors Meeting, April 10-11, 1980; January 27, 1990; January 27, 1990; February 5, 2000; June 9, 2012; April 30, 2015; January 14, 2017; July 13, 2017; July 12, 2018; October 6, 2018)*