



Pennsylvania School Librarians Association

Administrative Policies

ADMINISTRATIVE ASSISTANTS

- I. **Authorization.** The Board of PSLA hereby authorizes the President of the Association to organize the administrative operations of the Association through the appointment of Association members as administrative assistants to perform designated tasks associated with the offices of President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past-President.
- II. **Purpose.** The utilization of members in providing assistance to the officers of the Association is aimed at increasing operational efficiency, expediting services and programs to the membership, and allowing the officers additional time and opportunity to provide leadership to achieve the objectives of the Association.
- III. **Structure.** The President of the Association shall appoint upon recommendation of the requesting officer and with the approval of the Board, for a one year period, an Administrative Assistant for the President, President-Elect, Vice-President, Secretary, Treasurer and Immediate Past President. In the case of filling a vacancy among the administrative assistants, the term of service shall be to the end of the President's term. It is the President's responsibility to ascertain whether the administrative assistant being recommended has the appropriate qualifications to perform the task and is willing to assume the tasks. Within one month of assuming the presidency, the President shall submit Administrative Assistant nominees to the Board for approval. The utilization of an administrative assistant by an officer is optional. Each officer is responsible for the accomplishment of tasks related to the office with or without an administrative assistant.
- IV. **Task Descriptions.** Prior to the appointment of members to serve as administrative assistants and within one month after assuming the Presidency the President of the Association shall submit to the Board a statement of the general and specific tasks each administrative assistant shall be expected to perform. This statement shall be developed jointly by the Association's officers. No task shall be of leadership nature or contrary to the obligations of the officers as stipulated in the Constitution and Bylaws of the Association.
- V. **Restrictions.** Each administrative assistant must be a member of the Association and readily accessible to the officer to whom assistance is being provided. These positions exist to provide administrative assistance to the duly elected officers of the Association. The position carries no leadership responsibilities or automatic rights to appointment to the elected office if a vacancy occurs, or automatic nomination for candidacy to office during the next election. No administrative assistant shall make any official statements on behalf of the Association or enter into any kind of agreement in the name of the Association. Members serving as officers, directors, and chairpersons of the Association may not serve concurrently as Administrative Assistants. However, each Administrative Assistant may be a participating member of an Association committee. No Administrative Assistant shall be reimbursed monetarily for time spent in the performance of duties or in attendance at routine meetings or functions of the Association for which no officer or Association member is reimbursed. Expenses

incurred in the Association's operation shall be handled through established channels and in keeping with the approved budget.

- VI. **Responsibilities.** Each Administrative Assistant is responsible to the officer to whom the Assistant has been assigned. Ultimately, each Administrative Assistant is responsible to the Board through the office of the President. The Administrative Assistant to the President may also serve other Association officers. These duties shall be outlined in the task descriptions approved by the Board.

(Adopted, Board of Directors Meeting, June 3, 1978)

(Amended, Board of Directors Meeting, January 27, 1990)

(Amended, Board of Directors Meeting, April 1, 1997)

(Amended, Board of Directors Meeting, October 11, 2014)