

# ADMINISTRATION

Revised June 2013

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## ADMINISTRATION

### A. Executive Committee

#### Members

- The President, Vice President/President-Elect, Recording Secretary, the immediate Past President, 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 Editors of the two publications, Webmaster, Conference Webmaster, Listowner and fix honoraria when recommended by the Publications Advisory Board.
- Report to the Association the business transacted by the Executive Committee.
- 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 Board of Directors for Section or Roundtable status in the Association.
- Approve the policies and procedures recommended by the Board of Directors for proper administration of the business of the Association.
- Present proposed changes in the *Bylaws* for adoption after review by the Board of Directors.
- 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 annual budget upon recommendation of the Board of Directors, and allocate funds for the year.
- Approve requests for additional funds (in excess of budgeted allocation) as submitted by Sections, Roundtables, Standing Committees, and Special Committees.

#### Meetings

- The Executive Committee shall meet quarterly, usually following each meeting of the Board of Directors.
  - Executive Committee will meet quarterly, even if the Board of Directors meets only 3 times during a year. The fourth meeting has been electronic 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 Committee, with written notice to every member at least one month in advance of the meeting.
- A majority of the voting members of the Executive Committee shall constitute a quorum for a meeting of the Executive Committee (See *Bylaws* Article VIII, Section 4)
- A vote of the Executive Committee, 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 Committee meetings.
- The Recording Secretary shall record the minutes of all Executive Committee meetings.

#### Resignations

- Resignation from the Executive Committee shall be made in writing to the President.
- Members to fill vacancies on the Executive Committee shall be appointed in accordance with *Bylaws* Article V, Section 4. Appointees shall serve for the remainder of the unexpired term.
- The Executive Committee 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. Board of Directors

#### Members

- The Executive Committee (including the most recent Past President still residing in Tennessee), the Chair(s) of each Section, Roundtable, and Standing Committee of the Association, the Editors of the official publications, the ALA/APA Councilor and the Representative to the SELA Executive Board, the Executive Officers of the Chapters (Affiliates) of the Association, the Representative of the Tennessee State Library and Archives, and the Association's Executive Director (advisory capacity only)
- Any TLA member or other persons who have business with the Board may be invited by the President to attend Board of Directors meetings.

#### Duties

- Act in an advisory capacity to the Association through the Executive Committee.
- 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 Section or Roundtable status in the Association.
- Recommend place and date of the Annual Conference to the Executive Committee.
- Review proposed amendments to the *TLA Bylaws* to be presented to the Executive Committee.
- Advise the ALA/APA Councilor and SELA Representative of measures of concern to the Association.
- Receive from the Finance Committee and review the proposed annual operating budget for the Association. Recommend the budget to the Executive Committee for approval.

#### Meetings

- The Board of Directors shall meet a minimum of 3 times per year, as scheduled by the President and/or the Executive Committee in consultation with the Executive Director.
- Additional meetings may be called by the President with the approval of the Executive Committee.
- A meeting may be called in writing by at least five members of the Board of Directors, with such notice to each member of the Board at least one month in advance of the meeting, stating the time, place, and purpose of the meeting.
- An electronic meeting may be called when appropriate internet connections are available, and as approved by the President and/or the Executive Committee.
- 20% of the voting members of the Board of Directors shall constitute a quorum.
- A vote of the Board of Directors, 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 Board of Directors' meetings.
- The Recording Secretary shall record the minutes of all meetings of the Board of Directors.

#### Resignations

- Resignation from the Board of Directors shall be made in writing to the President.
  - Members to fill vacancies on the Board of Directors shall be appointed or elected in accordance with appropriate *Bylaws* (See Article V, Section 4)
- The Board of Directors has the power to request the resignation of any Board member who repeatedly fails to attend meetings of the Board.

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### C. Officers

#### General Duties

- To attend all regular and called meetings of the Association, Executive Committee, and Board of Directors.
- To maintain all records required of an office.
- To prepare all reports, submitting one copy via e-mail to the Executive Committee.
- 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 VII, 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 committee and on the Board of Directors 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 Committee and Board of Directors.
  - 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, Sections, 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 Committee.
  - To schedule, in consultation with the Executive Director, regular and called meetings of Executive Committee and Board of Directors.
  - 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 VII, Section 2)
  - To serve as a member of the Executive Committee and Board of Directors.
  - 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, and AV/Media Co-Chair, 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 Committee.

### **Recording Secretary**

- Term
  - Serves one year, assumes office on July 1, following election.
- Duties (see *Bylaws*, Article VII, Section 3)
  - To serve as a member of the Executive Committee and the Board of Directors.
  - To record minutes of all meetings of the Executive Committee, Board of Directors and General Membership meetings.
  - To distribute minutes of all meetings of the Executive Committee, Board of Directors and General Membership meetings via TLA website and listservs (tlaboard 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 Committee and the Board of Directors.
  - 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 XIII)

#### Appointment

- Appointed by the Executive Committee; 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 Committee 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 Committee
  - 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 Committee 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 Committee
    - Executive Committee meets with the Executive Director following the Executive Committee meeting held during the third quarter of the fiscal year (i.e. usually the meeting held in conjunction with the Annual Conference)
    - Executive Committee 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 from the budget of the Executive office with the approval of the Executive Committee.
- Travel budget will be established each fiscal year to 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 Board of Directors and TLA Executive Committee 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 budgeted.
  - Prepare and present Quarterly Financial Report to TLA Board of Directors and TLA Executive Committee.
- Serve as Annual Conference Business Manager
  - Prepare a suggested budget for each Annual Conference – provide to Conference Co-Chairs shortly after previous Annual Conference financial report is complete.
  - Receive and disburse funds in a timely manner as request by Annual Conference Committee Chairs
  - Prepare appropriate financial reports for Annual Conference Co-Chairs
- 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 at each Board meeting
  - Collaborate with Membership Committee in the preparation of membership brochure and renewal notices
  - Provide membership lists / email lists to Section/Roundtables/Committee 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
  - Quarterly meetings of TLA Board of Directors and TLA Executive Committee
  - 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 Committee

### **Resignation**

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