Handbook of Roles and Responsibilities: Table Officers, Standing Committee Chairs and Volunteer Positions

# TABLE OFFICERS

## 1.0 The President

1.1 Acts as the official representative of the Association

1.2 Serves as an ex-officio member of all committees

1.3 Creates Board and Liaison contact lists

1.4 Determines with the Past President and President Elect the objectives for the year

1.5 Creates and confirms Board meeting dates and locations

1.6 Prepares, in consultation with other Board members, a slogan for Manitoba School Library Day (third Monday of October). Writes a letter to the Minister of Education regarding Manitoba School Library Day and sends this to the director of Manitoba Library Resources Centre. Shares provincial proclamation with members once its been received from government

1.7 Creates Board meeting Agendas

1.8 Prepares a report for Board meetings

1.9 Presides at Board meetings or delegates this responsibility to the president-elect if

unable to attend

1.10 Reviews Board meeting Minutes before distribution to Board members and Liaisons

1.11 Contributes to each issue of the Journal

1.12 Provides input for the yearly budget

1.13 Collects and distributes AGM resolutions to membership

1.14 Prepares a report for the AGM

1.15 Collects annual reports from Board members for AGM booklet

1.16 Prepares AGM booklet

1.17 Books venue for the AGM

1.18 Chairs AGM

## 2.0 The President Elect

2.1 Assumes the duties of the President if the President is absent

2.2 Succeeds automatically to the office of President upon expiration of the term of the office of President, or upon a vacancy occurring in that office

2.3 Represents the Association at Manitoba Teachers’ Society SAGE council meetings three times a year

2.4 Meets with President to plan objectives for the year

2.5 Prepares a report and attends monthly Board meetings

2.6 Attends monthly Board meetings

2.7 Provides input for the yearly budget

2.8 Prepares a report for the AGM

2.9 Performs other duties as assigned by the President

## 3.0 The Past President

3.1 Meets with President to plan objectives for the year

3.2 Prepares a report and attends monthly Board meetings

3.3 Provides input for the yearly budget

3.4 Oversees the use of the MSLA banner

3.5 Serves as the chairperson for Awards Committee. Creates an awards committee consisting of the Past President and President elect. Via the President, sends Award information to members. Selects award recipients with input from Awards Committee. Notifies award recipients. Orders award plaques. Notifies publicity chair of details of awards and winners for distribution to the media. Prepares write-ups of award recipients for AGM, Journal and Website. Arranges for nominators to introduce recipients at the AGM. Presents awards at AGM

3.6 Serves as the chairperson of the Nominating Committee. Collects intentions of the present Board members pertaining to the coming year. Presents the slate of officers at the AGM for the coming year.

3.7 Prepares a report for the AGM

3.8 Serves as the Chief Returning Officer at the AGM

3.9 Performs other duties as assigned by the President

## 4.0 The Secretary

4.1 Gives due notice of all meetings of the Board and collects items for Agendas

4.2 Attends monthly Board meetings

4.3 Monitors attendance at Board meetings

4.4 Keeps Minutes at Board meetings and sends them to the President for distribution

4.5 Collects all essential information from all Board members and sends a hard copy to the Archivist. In the event that the MSLA Archivist position becomes vacant, the MSLA Secretary shall assume all duties of the Archivist until such time the position is filled

4.6 Monitors attendance at the AGM and when a quorum has been achieved, declares this prior to the commencement of the meeting

4.7 Takes Minutes at the AGM and sends them to the President for distribution

## 5.0 The Treasurer

5.1 Selects a program for keeping track of Association financial records

5.2 Maintains bank account(s) in the name of the Association

5.3 Develops a preliminary budget as a framework on which to plan the financial transactions of the Association

5.4 Keeps full and accurate records of receipts and disbursements

5.5 Receives all funds paid to the Association and deposits same to the account of the Association within ten days

5.6 Dispenses and collects expense vouchers with receipts attached

5.7 Ensures that outgoing cheques have two signatures

5.8 Informs Membership Chair when cheques for Membership have been received by mail

5.9 Ensures that Membership cheques are recorded at MTS SAGE Membership offices

5.10 Writes cheques for SAGE Conference presenters

5.11 Arranges, as determined by the Board, for the financial records to be either audited by a certified accountant or a financial review to be completed at the end of the fiscal year (August 30)

5.12 Pays yearly business fees when sent by the government

5.13 Attends Board meetings

5.14 Creates and prints a financial statement for all Board meetings

5.15 Presents financial records of the Association at the AGM

5.16 Files yearly tax returns using T2 short form

5.17 Sends a report of the audit or financial review to MTS by October of each year

# 6.0 Member-at-Large (2)

6.1 Attends monthly Board meetings

6.2 Provides input for the yearly budget

6.3 Performs other duties as assigned by the President

# Standing Committee Chairs

## 7. 0 Membership

7.1 Maintains, in consultation with Treasurer and MTS, an up-to-date record of membership

7.2 Encourages membership with the MSLA as determined by the Board

7.3 Contacts previous members whose membership has lapsed to encourage them to renew their membership

7.4 Prepares a report and attends monthly Board meetings

7.5 Provides input for the yearly budget

7.6 Prepares a report for the AGM

### 8.0 Publications

8.1 Creates two Journal publications per year in November and June

8.2 Arranges for contributions to the Journal including President’s message

8.3 Composes the editor’s note for the Journal

8.4 Submits all contributions to MTS for publication of the Journal

8.5 Ensures that MTS sends out the Journal as requested

8.6 Arranges for copies to be sent to life members who are not on MTS’s listings

8.7 Arranges for copies of the Journal to be sent to contributors and award recipients who

are not members

8.8 Prepares a report and attends monthly Board meetings

8.9 Provides input for the yearly budget

8.10 Prepares a report for the AGM

### 9.0 Webmaster

9.1 Maintains the website as determined by the Board and Standing Committee Chairs

9.2 Looks for opportunities to add fresh content

9.3 Informs Treasurer when .ca and .com domains need to be paid

9.4 Informs the Treasurer when website fees need to be paid

9.5 Monitors various Google forms attached to the website and provides information for the

Treasurer (grants to outside organizations), Membership (Membership applications) and

Advocacy Chair (Drop Everything and Read Challenge participants)

9.6 Prepares a report and attends monthly Board meetings

9.7 Provides input for the yearly budget

9.8 Prepares a report for the AGM

### 10.0 Professional Learning

10.1 Assists with the planning of the annual SAGE Conference as needed

10.2 Makes arrangements and hosts a L.I.T. Forum (Literacy, Information, Technology) in

March including advertising, location, speaker(s), honorarium, fees, refreshments

10.3 Distributes information about Professional learning opportunities to Publications Chair,

Webmaster and the Board

10.4 Develops a survey to assess professional learning needs of members as requested by

the Board

10.5 Prepares a report and attends monthly Board meetings

10.6 Provides input for the yearly budget

10.7 Prepares a report for the AGM

### 11.0 Advocacy & Publicity

11.1 Looks for ways to advance the cause of school libraries

11.2 Prepares a memo to be sent to members via the President about the Drop Everything and Read Challenge for Manitoba School Library Day. Prepares advertising of the event for Webmaster and social networking sites. Ensures that the Google Form used to record who participates is updated with correct dates (Google Form is attached to the website).

11.3 Prepares a memo to be sent to members via the President about the Kevin Mowat Seed Grants and the I Love to Read Grants. Ensures that Webmaster updates due dates. Collects applications and selects recipients. Maintains a list of yearly recipients. Notifies recipients and works with the Treasurer to pay out the grants.

11.4 Maintains and provides content for the Association’s social media accounts

11.5 Writes articles promoting the work of the Association as requested

11.6 Maintains liaisons with various post-secondary faculties

11.7 Maintains a current list of media contacts

11.8 Prepares a report and attends monthly Board meetings

11.9 Provides input for the yearly budget

11.10 Prepares a report for the AGM

### 12.0 Special Area Group of Educators Conference

12.1 Decides with Board the conference focus

12.2 Strikes a committee to help with arrangements for MTS PD Day, SAGE fall conference

12.3 Prepares a budget

12.4 Books a conference venue

12.5 Contacts potential presenters and makes arrangements for accommodation, travel,

parking, pick-up

12.6 Prepares a program for MTS to publish

12.7 Orders chairs, table cloths, cutlery, etc.

12.8 Arranges for tech equipment and/or support at venue including wi-fi needs

12.9 Makes arrangements for refreshments at breaks and lunch

12.10 Contacts publishers and determines their display needs

12.11 Acquires draw items from publishers

12.12 Arranges for publicity of event

12.13 Prepares registration packages and arranges for volunteers at registration desk

12.14 Prepares maps, signs, parking for presenters and attendees

12.15 Arranges for student volunteers as necessary

12.16 Determines presenter needs for presentations

12.17 Sets up venue

12.18 Arranges for payment along with the Treasurer for all costs e.g. venue, presenters, food

using MSLA reimbursement form

12.19 Writes a report including budget summary for AGM and Journal

**Volunteer Position (No voting rights)**

### 13.0 Archivist

13.1 Receives Minutes, reports, electronic mailings, correspondence or other related documents of the Association and prepares these materials for binding and placement with the Provincial Archives of Manitoba

13.2 Retains copies of publications, correspondence, and documents for organizations and associations with which MSLA maintains a membership or liaison and that are relevant to Manitoba school library development. Prepares these materials for binding and placement with the Provincial Archives of Manitoba

13.3 Obtains one copy of each issue of the MSLA Journal, creates an index, and prepares them for binding and placement with the Provincial Archives of Manitoba

13.4 Receives newspaper clippings or any other information pertinent to school libraries in Manitoba and integrates them with the Minutes where possible

13.5 Locates documents in the Archives when requested by any member of the board as they pertain to the current operation of the Association

13.6 Prepares a report and attends Board meetings as requested by the President

13.7 Prepares a report for the AGM

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