

Wyoming Library Association

Position Handbook

For the purpose of defining roles among board and committee members and, when applicable, offering suggested timelines for tasks and projects.

Executive Board

Duties (WLA Bylaws: Article IV, Section 2)

- Coordinate, review and direct the operation of the Association in accordance with the bylaws.
- Develop the Association's annual budget.
- Supervise all officers, agents, and employees of the Association, and see that their duties are properly performed
- keep a record of all of its acts and all corporate and financial affairs, and present a report at the Association's annual official business meeting.

President

Duties (WLA Bylaws: Article II, Section 2A):

- (i) Shall preside at all meetings of the Association and of the Executive Board.
- (ii) Shall appoint and dissolve standing and ad hoc committees, committee chairs, Advisors, and members as specified in these bylaws and as necessary to carry on the work of the association. The President shall also serve ex officio on all committees except ad hoc committees created by the Nominations and Elections Advisor.
- (iii) Shall either sign all contracts and other legal documents as ordered by either the Association membership or the Executive Board, or authorize the Vice-President/President-Elect to do so.
- (iv) Shall approve all orders or bills handled by the Executive Secretary.
- (v) Shall see that all orders and resolutions of the Executive Board or Association are carried out.
- (vi) Shall serve as the designated representative of the Association except in those instances for which delegate election is provided in these bylaws. The President may appoint a representative to serve in his/her place when necessary. Additionally, if a delegate elected pursuant to these bylaws is unable to attend a meeting of the representative association or group, the President or an appointee of the President would become the official delegate.
- (vii) Shall, after consulting the Executive Board, conduct the annual review of the Executive Secretary.
- (viii) Shall discharge such duties as may be required by a majority vote of the Executive Board.
- (ix) Shall appoint a Secretary to keep minutes of all meetings in whatever meeting format they may occur.

Calendar

Ongoing

- Read and review the bylaws,
- Read and review the website, identify and send needed updates to the webmaster
- Remember that others will do the tasks; you just need to make sure they're being done
- Find time each week to work on the business of the organization
- Find a way to stay in touch with WLA leaders and members
- Provide 10-day notice for meetings
- Find a volunteer to take minutes at each meeting (preferably not a meeting participant)
- Stay mindful of the conference and future/past locations

Beginning of Term (September or October)

- Sign bank signature card
- Get involved in appropriate listservs (ie ALA/WLA message boards)
- Appoint the conference chair, advisors and committees
- Select state representatives to the MPLA Leadership Institute (every two years, working jointly with the MPLA representative and the State Librarian)
- Work with Constitutions & Bylaws Advisor to integrate any changes to the Bylaws and this document

October

- Identify and fill Advisor and Committee vacancies
- Evaluate contract positions (no later than December)

November

- Prepare the budget with the Executive Secretary
- Hold executive board meeting (no later than mid December),

December

- Work with Communications Advisor on the spring newsletter that goes out before the Legislative Reception

May

- Work with the Awards/Grants Committee to advertise the Nora Van Burgh Grants and other conference scholarships

July

- Work with Communications Advisor on the pre-conference newsletter

September

- Prepare for the September Executive Board Meeting

End of Term (September or October)

- Lead the Executive Board and Business meetings at the conference
- Pass the gavel to the Vice President

Vice President

Duties (WLA Bylaws: Article II, Section 2B):

- (ii) Shall assume the duties of the President in the absence of the President.
- (ii) Shall be a member of the Conference Committee.
- (iii) Shall chair the Conference Program Planning Subcommittee.
- (iv) Shall discharge such duties as may be required by a majority vote of the Executive Board.

Calendar

Ongoing

- Read and review the bylaws,
- Read and review the website, identify and send needed updates to the webmaster
- Remember that others will do the tasks; you just need to make sure they're being done
- Think about the projects and goals that you have for your terms in office
- Stay mindful of the conference and future/past locations
- Chair the Conference Program Planning Subcommittee
- Work with the Conference chair to create a fantastic conference

November

- Start planning the upcoming Conference
- Work with the Program Planning Subcommittee to find a keynote speaker
- Work with YA and Youth Services interest Groups on future Children's Author Luncheon speakers

January

- Distribute request for Conference Program Proposal forms
- Work with a vendor to order books for the Children's Author Luncheon

May

- Work with the Awards/Grants Committee to advertise the Nora Van Burgh Grants and other conference scholarships

September

- Prepare for the September Executive Board Meeting

End of Term (September or October)

- Think about committee and advisor appointments

Past-President

Duties (WLA Bylaws Article II, Section 2C):

- coordinate the Association strategic planning process
- assume duties of the President in the absence of the President and Vice President/President-elect
- inform the Nominations and Elections Advisor of the need for a special election per Article II, Sections 4(A) and 4(B) as needed

Calendar

Ongoing

- Regularly talk with the President and Vice President to help keep them on track
- Provide institutional memory on the Executive Board
- Mentor members for leadership roles

ALA Councilor

Duties (WLA Bylaws Article VIII, Section 2)

- A Councilor to represent the WLA in the American Library Association (ALA) shall be elected in accordance with ALA bylaws by all voting members of the WLA. The ALA

Councilor shall serve as the Intellectual Freedom Advisor. The term of office shall be for three (3) years, and shall begin at the conclusion of the ALA Annual Conference that follows the Wyoming Library Association election for the office. If a vacancy occurs, the WLA Executive Board may appoint a qualified person to fill this position until the next Wyoming Library Association general election.

- Also serves as the Intellectual Freedom Advisor

Calendar

Ongoing

- Participate in ALA Counsel meetings, listservs, and other ALA activities
- Report ALA activities to the Executive Board and members as appropriate
- Provide occasional training on intellectual freedom issues
- Send announcements on Intellectual Freedom issues and education events
- Collect and Report all book challenges in Wyoming to ALA

January

- Attend ALA midwinter meeting
- Think about finding or preparing an Intellectual Freedom program for the fall conference

June/July

- Attend ALA Annual meeting

Conference

- Set up the ALA informational display

MPLA Representative

Duties (WLA Bylaws Article VIII, Section 3)

- A representative to MPLA shall be elected in accordance with MPLA by-laws by all voting members of the WLA. The term of office shall be for three (3) years, and shall begin at the conclusion of the WLA meeting that follows the election for this office. If a vacancy occurs the Executive Board may appoint a qualified person to fill this position until the next Wyoming Library Association general election.

Calendar

Ongoing

- Attend the Mountain Plains Library Association conference
- Participate in MPLA meetings
- Report on MPLA activities to the Executive Board and members as appropriate
- Report on WLA activities to the MPLA Board as appropriate
- Contribute to MPLA newsletter
- Prepare to host MPLA President at the WLA conference (once every 3 years)
- Select state representatives to the MPLA Leadership Institute (every two years, working jointly with the MPLA representative and the State Librarian)

Conference

- Set up the MPLA informational display

WLA Interest Group Representative

Duties (WLA Bylaws Article V, Section 2B)

- One (1) Interest Group leader shall be appointed to the Executive Board to represent all Interest Groups. This person shall be selected by leaders from all of the Interest Groups annually. The Executive Secretary and President shall be notified of this appointment by November 10th.

Calendar

Ongoing

- Attend all Executive Board Meetings
- Keep the Interest Groups in mind when making all decisions

Interest Group Liaisons

Duties (WLA Bylaws Article VI, Section 5C.vii)

- The two (2) Interest Group Liaisons serve as Advisors and shall be responsible for growing and grooming the future leaders of the Association. The Leadership Coordinators shall work with the Interest Group Leaders to create successful Interest Groups, work with the Wyoming Library Leadership Institute coordinator(s) to create a successful leadership program, and work with the President and the Nominations & Elections Advisor to find appropriate candidates for Advisor positions, Association offices, and the Interest Group representative to the Executive Board. The Leadership Coordinators shall share one (1) vote on the Executive Board. (Article VI, Section 5(C.vii))

Calendar

Ongoing

- Help the Interest Group Leaders develop their conference and non-conference programs, grow their Interest Group, identify possible Interest Group projects, etc.
- Ensure Interest Groups Leaders are following the bylaws related to Interest Groups
- Contact your Interest Group Leaders at least every other month to offer assistance
- Collect updates, issues, comments, and concerns from all Interest Groups prior to an Executive Board Meeting

Beginning of Term

- Divide the interest groups in half and determine who is working with which groups
- Make initial contact with respective Interest Group Leaders within the first month of appointment

Communications Advisor

Duties (WLA Bylaws Article VI, Section 5 C.ii)

- The Advisor shall serve on the WLA Executive Board (ex officio) and the Conference Committee. The Advisor shall assist the Executive Board and the Conference Committee in disseminating information regarding WLA programs and activities, in developing and releasing library advocacy material, and in establishing an effective public "voice" for the Association. The Advisor shall have responsibility for reviewing and editing all WLA graphical or published materials prior to dissemination to ensure the professional quality of all materials.

Calendar

December

- Work with the President and Executive Secretary on the spring newsletter that goes out before the Legislative Reception

January

- Develop conference logo

May-August

- Coordinate newsletter and conference handbook materials from the Executive Secretary. This could include vendor lists, articles, announcements, advertisements

Conference

- Coordinate press releases for the award recipients

Conference Committee and Chair

Duties (WLA Bylaws Article VI, Section 1)

- (A) The Conference Committee shall be responsible for annual conference planning, including programs offered as pre and post conferences.
- (B) The Chair of the Committee shall be appointed by the President two (2) years prior to the conference. The Committee shall consist of the Conference Chair, Vice-President/President-Elect, the Communications Advisor, the Executive Secretary, a librarian who is responsible for continuing education from the Wyoming State Library (ex officio), and three (3) members at large appointed by the President.
- (C) The Committee members appointed by the President shall serve a two-year term on the committee.
- (D) The Chair shall appoint a Secretary to keep minutes of all Committee meetings in whatever meeting format they may occur. The Chair may appoint individuals from outside the Committee to be responsible for local arrangements, exhibits and any other convention-related activities that conform to the annual convention handbook.

Calendar

Ongoing

- Follow the guidelines laid out in the Conference Handbook

Conference Program Planning Subcommittee and Chair

Duties (WLA Bylaws Article VI, Section 1 E)

- (E) The Conference Program Planning Subcommittee shall be chaired by the Vice-President/President-Elect. The Subcommittee shall consist of the Vice-President/President-Elect, a librarian who is responsible for continuing education from the Wyoming State Library (ex officio), and one (1) member appointed by each Interest Group as called for in these bylaws.

Calendar

November

- Contact the Interest Group Leaders to fill positions on the Subcommittee

January

- Work with the Subcommittee to find and develop programs for the conference. Roughly 45 program submissions are needed to find programs for a successful conference
- Solicit program ideas from all members
- Work with the WLA webmaster to put the program submission form online

March-May

- Select programs for the conference
- Develop the program schedule
- Work with the Executive Secretary to contract with the professional and volunteer speakers

June

- Give the room set-up requirements and speaker biographies to the Conference Chair
- Give the schedule and any promotional material to the Communications Advisor

Legislative Committee and Chair

Duties (WLA Bylaws Article VI, Section 2)

- The Chair serves on the Executive Board (ex-officio) (Article IV, Section 1)
- The Legislative Committee is responsible for initiating and promoting legislation beneficial to Wyoming libraries, disseminating accurate and timely information about state and federal issues affecting Wyoming libraries, and educating the Wyoming library community and its advocates with respect to the legislative process.
- The Legislative Committee shall consist of at least nine (9) members representing the various sections, geographical areas of the State, and types of libraries. The Wyoming Library Association President, the State Librarian (or designee when necessary), and the ALA Councilor shall act as non-voting, ex-officio members. The appointed members of the committee shall serve four-year terms, no term limits. The terms shall be staggered so that at least three (3) members shall be appointed every year.
- The Legislative Committee shall take direction and advice from the Association lobbyist on how to best manage library legislative issues.
- The Legislative Committee shall annually review the Lobbyist's effectiveness in meeting the Association's goals. This evaluation shall be given to the Executive Board for its consideration.
- The Legislative Committee shall advise the Executive Board in making its decisions as to the selection or retention of the Association's lobbyist. However, the Executive Board shall make all final hiring or retention decisions.

Calendar

Ongoing

- Works with and manages the work product of the lobbyist
- Identifies and assigns areas of expertise (local, federal, school, etc.) to committee members
- Holds Legislative Committee Meetings as appropriate
- Notifies all members of the Committee Meetings

December - January

- Assists Legislative Reception Coordinator with Reception planning and activities

March

- Contacts the Legislative Services Office to put the next Legislative Reception on the calendar
- Coordinates the Legislative Luncheon conference speaker
- Proposes several conference program ideas

Conference

- Coordinates the Legislative Luncheon

November

- Reviews the job description and effectiveness of the lobbyist
- Sends a budget request to the President

Legislative Reception Coordinator

This role is best performed by someone local to the Cheyenne area.

Calendar

December – February

- Works with Legislative Committee to finalize a theme for the event
- Designs invitations for legislators to be mailed to their homes one month prior to the session beginning
- Finalizes location, bartender, and rental company for reception, depending on the needs at the reception location
- One week prior to the reception, invitations are delivered to legislators at the chambers. The Coordinator needs to have one senator and one representative to sponsor the invitations in order for them to be admitted to chambers. This information needs to be visible on each item that is delivered. The invitations are also delivered to the five elected positions in the state.
- The day of the event, a special invitation that usually includes a trinket or some food item is delivered to remind the legislators and five electeds of the event that evening. The same rules apply to admitting the item to chambers as mentioned above.
- Once the session is over, contact the Legislative Service Office to have next year's reception put on the social calendar.

Awards/Grants Committee

Duties (WLA Bylaws Article VI, Section 3)

- The Awards/Grants Committee shall provide information on the awards sponsored by the Wyoming Library Association, determine which awards should be presented during a given year, encourage and solicit award applications, select recipients for the awards, and arrange for the formal presentation of awards at the annual convention. This committee shall also encourage and solicit applications for and award the Nora Van Burgh Development Grants, the Debbie Iverson Scholarship, and solicit nominations for MPLA and ALA awards.
- (B) The Awards Committee shall consist of a Chair and at least five (5) members who are representative of the various types of libraries and geographic areas within the state.

The term of office for the members of this committee shall be two (2) years, with at least two (2) new members being appointed each year.

Calendar

Ongoing

- Holds Committee Meetings as appropriate

January

- Reviews Debbie Iverson MPLA Leadership Institute scholarship applications (every two years)

May

- Promotes and reviews Nora Van Burgh grants applications, selects awardees
- Promotes and reviews awards nominations, selects awardees
- Purchases awards
- Plans entertainment for the Awards Banquet

Conference

- Presents Awards

Book Awards Advisor

Duties (WLA Bylaws Article VI, Section 4)

- (A) The Wyoming Library Association and the Wyoming State Reading Council will jointly sponsor three awards: The Buckaroo Book Award for children in grades K-3, the Indian Paintbrush Book Award for children in grades 4-6, and the Soaring Eagle Book Award for youth in grades 7-12.
- (B) The purpose of the Buckaroo, Indian Paintbrush and Soaring Eagle Book Awards will be to provide an opportunity for the youth of Wyoming to read and select favorite books and to honor the authors of those books.
- (C) The Wyoming Library Association shall have a standing committee for each of the three awards.
- (D) All three (3) book award committees shall consist of members who have been appointed according to the following guidelines: The Wyoming State Reading Council shall appoint four (4) members to each committee. The Wyoming Library Association President shall appoint four members to each committee, two (2) from the School Library/Media Personnel Interest Group, and two from the Children's/YA Interest Group. Committee members shall be appointed for three-year terms. Each book award committee shall have co-chairs, one (1) from the Wyoming Library Association and one (1) from the Wyoming Reading Council.
- (E) The committees shall serve in accordance with the guidelines that govern each award.
- (F) The Wyoming Library Association and the Wyoming State Reading Council agree to split the costs for the three awards. The cost for the Wyoming Library Association shall be paid from funds accrued in the Children's Author Funds. If these funds are exhausted, the School Library/Media Personnel Interest Group and the Children's/YA Interest Group will each pay equally from their own budgets the costs of supporting the book award programs. If the School Library/Media Personnel Interest Group and the Children's/YA

Interest Group dissolve, then the Executive Board will use the Association's general fund to support these awards.

- (G) The Book Awards Advisor will oversee the work of these committees.

Calendar

Ongoing

- Read and review the WLA website, identify and send needed updates to the webmaster

January

- Works with the WLA Webmaster and the committees to put the book award ballots online

March

- Committee follows the procedure documents to select awardees
- Creates the book award ballot from previous year's submissions
- Publicizes the book awards through the WLA website and Listserv

September

- Works with the WLA President and the President of Wyoming State Reading Council to find replacement Committee members for all three book award committees

Conference

- Publicizes the Awards
- Works with the Awards Committee to present awards

Constitutions & Bylaws Advisor

Duties (WLA Bylaws Article VI, Section 5C.iii):

- The Advisor shall be responsible for making recommendations for revisions to the Constitution and bylaws.
- Creates ad hoc committees as needed

Calendar

Ongoing

- Review the WLA Constitution and Bylaws as requested by the President or Vice President
- Reviews all proposed Bylaws changes
- Makes recommendations for changes to the Bylaws to the President
- Reviews this document to make sure the Bylaws listed here are correct

Financial Auditing Advisor

Duties (WLA Bylaws Article VI, Section 5C.iv):

- The Advisor shall be responsible for providing an audit of the financial records of the Wyoming Library Association using the Agreed Upon Procedures check list for each fiscal year. The Advisor shall present a final report at the February meeting of the Executive Board. The Advisor shall recommend a professional audit of the financial records of the Wyoming Library Association as needed. A professional audit shall take place at least every five years.
- Creates ad hoc committees as needed

Intellectual Freedom Advisor

- See ALA Councilor

Nominations & Elections Advisor

Duties (WLA Bylaws Article VI, Section 5C.vi):

- The Advisor shall be responsible for forming and chairing an ad hoc committee for finding candidates for Association offices and for conducting elections in accordance with these bylaws.

Calendar

December

- Write an article for the spring newsletter that goes out before the Legislative Reception

April-June

- Form an ad hoc committee to find nominations for open positions. Must find two people for every positions (per bylaws)

August

- Prepare ballots

September

- Work with the WLA webmaster to make ballots available online
- Announce winners at the Executive Board Meeting

WLA Webmaster

Duties

- Manage all aspects of the Wyoming Library Association's web presence

Calendar

Ongoing

- Post website updates
- Post Facebook updates
- Post Executive Board reports
- Manage the email lists

February

- Post ballots for the WLA Book Awards by February 15th

March

- Renew domain name with GoDaddy in March of 2020

April

- Renew website hosting with A Small Orange (cost \$74/year)
- Update Awards/Grants nomination forms
- Create a new conference page and archive the old one
- Post the vendor packet, conference registration, and program materials to the conference page

October

- Post new officers, advisers, etc.

- Update officer email forms
- Post conference handouts
- On the Facebook Page, make the new communication advisor and Vice President administrators and remove those who no longer have the position

Interest Group Leaders

Duties

- Follows the Interest Group Protocols found in the WLA Bylaws Article V, Section 2
- Coordinates all activities of the Interest Group
- Creates ad hoc or standing committees within the interest group as needed
- Connects with their respective Interest Group Liaison as needed
- Coordinates at least one live or online event per year
- Coordinates maintenance of the Interest Group's web presence

Calendar

November

- Helps Interest Group appoint a new leader
- Works with the other Interest Groups to appoint a WLA Interest Group representative to the Executive Board
- Appoints one representative to the Conference Program Planning Subcommittee