

Tennessee Association of School Librarians



Officer and Committee Qualifications and Duties Handbook

Revised July 2019

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PRESIDENT

TERM: One year, beginning Jan. 1, following term as Vice-President/President Elect

Qualifications*:

1. Current member in good standing of TASL
2. Current member of TLA (Tennessee Library Association)
3. Member of ALA (American Library Association)
4. Member of AASL (American Association of School Librarians)
5. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Note: TASL will pay for all memberships except TASL.

Duties:

1. Prepares an agenda and presides at all Executive Board meetings and at all general meetings and business meeting at annual conference.
2. Appoints, with the advice of the Executive Board, such committees as are necessary to carry on the work of the association and notifies committee chairpersons of their appointments and duties. Responsible for written confirmation of Executive Board and committee chair's acceptance.
3. Selects time and place of Executive Board meetings, preferably Nashville area – the center of the state. If necessary, may call an Executive Board meeting. Based on discretion, may hold virtual meetings in order to make decisions in a timely manner based on organizational needs.
4. Plans and coordinates yearly retreat for the Executive Board to decide goals and direction.
5. Acts as spokesperson for the association concerning all established policies.
6. Coordinates the work of all offices, committees, and sections of TASL.
7. Submits an article for each issue of the newsletter.
8. At the close of the term, turns files over to the incoming President, leaving only that which is important to the new President. Responsible for the care of the files of the association. Files may be maintained virtually.
9. Serves as Ex-Officio member of all committees except nominations.
10. Completes the re-affiliation process for AASL, if term falls in a re-affiliation year.
11. Serves as TASL delegate to AASL Affiliate Assembly. Attends ALA annual conference and Mid-Winter meeting. Conference attendance is paid by TASL.
12. Attends AASL national conference, which is paid by TASL.
13. Acts as a mentor for President-Elect/Conference Chair. Introduces President-Elect/Conference Chair to AASL officers, members of state delegations at AASL Affiliate Assembly, and to exhibitors.
14. Assists and supports President-Elect/Conference Chair in the planning and execution of the annual conference.
15. In the event that the President-Elect is unable to fulfill the duties of Conference Chair, the President shall appoint a replacement.

PRESIDENT-ELECT/CONFERENCE CHAIR

TERM: One year, beginning January 1. One year later, assumes the office of President. The President-Elect/Conference Chair will have previously served on the Executive Board or served on a TASL Committee.

Qualifications*:

1. Current member in good standing of TASL
2. Member of TLA (Tennessee Library Association)
3. Member of ALA (American Library Association)
4. Member of AASL (American Association of School Librarians)
5. TLA, ALA and AASL memberships are paid by TASL.
6. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Duties:

1. Chooses theme and plans annual conference.
2. In absence of the President, presides at Executive Board meetings.
3. Works closely with the President in order to understand workings of organization.
4. Selects dates and site for future conferences. Announces date and location for the next conference (at the business meeting) of the annual conference.
5. Attends all meetings of the Executive Board.
6. Serves as TASL delegate to AASL Affiliate Assembly. Attends ALA annual conference and Mid-Winter meeting. Attendance is paid by TASL.
7. Attends AASL national conference. Attendance is paid by TASL.
8. Surveys speakers at national conferences for the purpose of possible invitations to TASL's annual conference.
9. Distributes and collects TEA annual meeting forms at business meeting during annual conference. These forms are forwarded to the TASL/TEA liaison in Nashville.
10. Assumes duties of president, if the president is unable to fulfill duties of office.
11. Responsible for purchasing gift for out-going President. This is a budgeted item and is paid for by the association. The gift is presented at the business meeting of the annual conference.

TREASURER

TERM: Two years beginning January 1.

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Duties:

1. Disperses funds of association after receiving bills or expense voucher and receipt.
2. Collects and deposits funds on a timely basis.
3. Submits to a selected CPA the records for auditing at the end of the year and income tax purposes.
4. Presents a written report at each Executive Board meeting and at the business meeting of the annual conference.
5. Serves on Executive Board.
6. Works with incoming Treasurer in Nov.-Dec. before new Treasurer takes office on Jan 1 every other year.
7. Ensures that Past-President signs the signature card for the bank. In the event that the Treasurer is unable to sign checks, the Past-President may sign for emergency items.
8. Prepares a conference report of income and expenditures at the end of each annual conference.
9. Works closely with the Website Manager to manage financial section of website, conference registrations, and memberships.

SECRETARY

TERM: One year beginning January 1 each year.

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Duties:

1. Records minutes of each Executive Committee meeting. Submits minutes of association meetings to Website Manager for posting to the TASL website.
2. Records minutes of the business meeting at the annual conference.
3. Serves as assistant to the President-Elect/Conference Chair to prepare and distribute contracts for all professional presenters at both annual conference and summer professional development.

PAST PRESIDENT

TERM: One year beginning January 1st of the year following term as President.

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Duties:

1. Serves as advisor for the President and other Executive Board members.
2. Serves as chairperson of the nominating committee.
3. Serves as chairperson of long range planning committee.
4. Serves on Executive Board.
5. Plans an event, such as breakfast or tea, for Past Presidents of association at annual conference.
6. Working with the current President-Elect/Conference Chair of TASL and the current Secretary of TASL plans keynote and professional speakers/presenters for the annual conference during past-presidential term year.
7. Signs bank signature card in order to sign checks for Treasurer in event of an emergency.

COMMITTEE CHAIRPERSON

Term: One year beginning January 1 until Dec. 31. Position is appointed by the President, with the approval of Executive Board.

Qualifications:

1. Current member in good standing of TASL.
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Responsibilities:

1. Recruits committee members from membership database.
2. Plans and conducts committee meetings:
The chairperson is responsible for planning and conducting committee meetings. Advance notice should be sent to all committee members, including the President who serves as ex- officio member of all committees. It is important to involve all committee members in the meetings and activities of the committee. When selecting committee members, the chairperson should check with the membership chairman to confirm that the committee member is a current member of the association. A list of meeting dates for the committee should be established at the beginning of the association year. Goals developed for the committee should be in line with those set forth by the President.
3. Reports to the Executive Board:
Written reports of the activities of each committee are required at each Executive Board meeting. Reports should be submitted electronically before each board meeting. Attendance at each board meeting is requested.
4. Annual Report:
Prepares a written summary of the committee's work is required for the annual report of the association.
5. Reports in newsletter: Upon request, the chairperson writes at least one article of information about the committee's activities for newsletter.
6. Maintains Committee Files:
Each chairperson should keep an electronic file of projects, activities, budgets, committee reports, and correspondence conducted during the term of office. After weeding out duplicates and unnecessary notes, these records should be passed to succeeding chairpersons.

COMMITTEE MEMBER

TERM: One year term beginning Jan. 1. Members may be reappointed. Committee members shall be active members of TASL. An effort should be made to ensure that each committee be composed of three, six, nine, or twelve members representative of elementary, middle and high school levels.

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Duties:

1. Notifies the committee chairperson and association secretary immediately of personal or school address change.
2. Attends committee meetings and assumes a share of the total responsibility assigned to the committee.
3. Answers all correspondence (emails) promptly.
4. Attends annual conference.
5. Notifies chairperson if attendance at any meeting is not possible.
6. Becomes familiar with the work of the committee in its relation to the goals, mission, and programming of TASL.
7. Forwards committee materials to the chairperson at the end of the committee term.

ADVOCACY

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians, retired school librarian, or pre-service librarian.

Membership: This committee will be comprised of the committee chair and members.

Duties:

1. Assists school librarians in advocacy efforts at the school, local, state, and federal levels.
2. Promotes the school librarian's role in student learning and supports efforts to communicate this role to policy makers.
3. Keeps abreast of important policy, legislation, and funding decisions and communicates this information to TASL members.

Activities:

ACTIVITY	PERSON RESPONSIBLE
Collect and disseminate information about current issues and concerns impacting school libraries, e.g. funding, staffing, evaluation/tenure decisions.	Committee Chair(s)
Sponsor programs and workshops to educate school librarians on their role as advocates for their programs and the profession as a whole.	Committee Members
Prepare advocacy materials and services; communicate and promote advocacy efforts to TASL membership.	Committee Members

At Conference:

- Meet at Annual Conference to communicate current issues and promote advocacy activities with membership.
- Sponsor conference programs as appropriate.
- Gather input and advocacy concerns from TASL membership.

After Conference:

- Communicate outcomes of committee activities to TASL membership throughout the year.
- Respond to changes in legislative environment with committee activities as appropriate.
- Respond to membership concerns with programs and services as appropriate.

ANNUAL CONFERENCE COMMITTEE

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Membership:

This committee is chaired by a President-Elect/Conference Chair, unless that person is unable to fulfill the duties. In that event, the person chosen for this position is appointed at the full discretion of the current President. The committee will be comprised of the Conference Chairperson, Secretary, and any other committee members chosen by the Conference Chairperson.

Duties of Chairperson:

1. Working closely with the Executive Board plans the program and agenda for the annual conference.
2. Working with the Secretary, reviews all presenter contracts.
3. Develops the formal program for the conference and arranges printing of the program.
4. Working with the President, informs the membership of the conference agenda and programs.
5. Maintains accurate records of communication with presenters, vendors, and venue management for the conference.
6. Organizes a committee to assist with registration, check-in, technology, hospitality, and any other pertinent committees to facilitate a smooth and well-run conference.
7. Communicates with the President and Executive Board as to contract changes or cancellations of presenters.

Duties of Committee Members:

1. Work closely with Conference Chairperson to establish deadlines and plan agenda for the annual conference.
2. Communicate effectively with Conference Chairperson to insure that all facets of responsibility are managed and delivered for an effective conference.
3. Participate in all planning meetings for annual conference whether held virtually or in-person.
4. Keep and maintain adequate records of actions and expenses for conference organization and planning.
5. At the end of conference, meet with Conference Chairperson to reflect on the success of the conference.

AREA REPRESENTATIVE

Term: Three year beginning January 1 until Dec. 31. Position is appointed by the President, with the approval of Executive Board. Filling an unexpired term shall be considered as a term in office.

Qualifications:

1. Current member in good standing of TASL.
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Duties:

1. Represents membership in one of nine areas across the state.
2. Expected to attend all TASL board meetings.
3. Participates as voting member of the TASL board. May introduce motions and second motions.
4. Recruits a minimum of one TASL contact in each county in area. Maintains contact with area constituency to determine issues and information for TASL attention.
5. Contributes area information to the TASL newsletter when requested.
6. Helps recruit members from area.
7. Each fall, under the direction of the TASL President, Area Reps should establish one contact in each county and/or system to update a state-wide database of schools, librarians, administrators, and superintendents.

AWARDS COMMITTEE

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Membership:

This committee will be comprised of the committee chair and members.

Duties:

1. Establishes written criteria and an application form for each award.
2. Promotes awareness of the award among the membership and general public.
3. Distributes to the membership and school administrators relevant information concerning the awards.

Activities:

ACTIVITY	PERSON RESPONSIBLE
Publish in newsletter the criteria and application for the award.	Awards Chair
Set deadline for submission of application form	Awards Chair
Send copy of applications to committee members for reading and judging.	Awards Chair
Select winners of award.	Committee
Notify President and President-Elect/Conference Chair of award winners.	Awards Chair
Notify winners, invite to conference and specify function at which award will be presented.	Awards Chair

At Conference:

- Responsible for hospitality for award winners.
- Make brief comments concerning each winner at appropriate conference session.

After Conference:

- Prepare information about winners for article in newsletter.
- Write letters of congratulations to winners and their supervisors.
- Prepare annual report.

CERTIFICATION/STANDARDS COMMITTEE

Qualifications:

1. Current member in good standing of TASL.
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Membership:

This committee will be comprised of the committee chair and members.

DUTIES:

1. Keeps the membership informed of new or revised standards and guidelines affecting library media center programs, personnel and facilities at the state and national level.
2. Keeps in contact with personnel at the State Department of Education who are responsible for library media and activities.
3. Informs the Executive Board of issues about standards and certification policies relevant to the profession.
4. Keeps the membership informed of new or revised standards and guidelines affecting library media center programs, personnel and facilities at the state and national level.

Activities:

Throughout the Year:

- Actively become aware of standards and guideline changes.

At Conference:

- Present to membership at the annual business meeting any changes or proposed changes that have taken place during the preceding year in a written (electronic) report.

After Conference:

- Prepare annual report including names, addresses, phone numbers, and email address of contacts at the State Department of Education.

CONSTITUTION/BYLAWS/POLICIES AND PROCEDURES:

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Membership:

This committee is comprised of committee chair and members.

Duties:

1. Facilitates the proper functioning of the association and continuously studies the constitution and bylaws based upon recommendations received from the membership or Executive Board.
2. Presents items that have been approved by the Executive Board to the membership for action. Proposed changes must be published in the newsletter and communicated at the annual business meeting.
3. Keeps a current copy of the constitution, bylaws, and policies and procedures both in hard copy and electronic format.
4. Assures that each officer and all committee members maintain an organizational notebook in electronic format. (Virtual notebook should be maintained on TASL Website).
5. Prepares an annual report AND prepares and updates files for new chairperson(s).

FINANCE:

Qualifications:

1. Current member in good standing of TASL.
2. Current or past treasurer of TASL.

Membership:

This committee is comprised of three members, the current treasurer who shall act as committee chair, a past treasurer, and a member who has experience or interest in finance.

Duties:

1. Present an annual budget to the Executive Board at the final board meeting of the fiscal year for the next fiscal year.
2. Periodically review options for the best location and investment of TASL's money.
3. Review profit and loss annually, provide the board with a summary and make suggestions for sound fiscal management.

INTELLECTUAL FREEDOM COMMITTEE

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Membership:

This committee is comprised of committee chair and members.

Duties:

1. Gather, prepare and make available materials advising school library media specialists of available services and support in formulating Intellectual Freedom policies and for resisting local pressure and community action designed to impair the rights of others.
2. Work with the ALA Intellectual Freedom Office and with the Freedom to Read Foundation in gathering information as requested and responding to issues and concerns.

LONG-RANGE PLANNING COMMITTEE

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Membership:

This committee will be chaired by the immediate Past- President. It will include one area representative from each of the central, east, and western sections of the state and five members with a background in the workings of the organization. The work for this committee can be done virtually.

Duties:

1. Investigates and provides the Executive Board and membership of TASL with data, information, and recommendations for new activities or procedural changes for the association.
2. On the basis of periodic surveys of the interests of the membership and of continuous study of the goals and objectives of the association, makes recommendations to the Executive Board of activities and projects for TASL, and refers information to appropriate committees for study and possible action.
3. Undertakes specific projects at request of the President and/or Executive Board.
4. Reviews and amends the five-year plan for the organization.

At Conference:

- Make any necessary report to membership at business meeting.

After Conference:

- Prepare summary of evaluation responses and present results to the Executive Board.
- Prepare annual report of committee activities.

MEMBERSHIP CHAIR

Qualifications:

1. Current member in good standing of TASL.
2. Practicing school librarian, school library supervisor, educator of school librarians, or retired school librarian.

Duties:

- Coordinate with the president and technology chair in order to facilitate membership renewals and applications.
- Communicate with all members in a timely manner to keep them informed on renewal deadlines.
- Encourage all members to reach out to new potential members.
- Monitor membership applications.
- Field membership questions as necessary.
- Communicate with the president in order to celebrate memberships with prizes and incentives.

NOMINATING COMMITTEE

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Membership:

The committee will be chaired by the immediate Past-President. This committee should be composed of a minimum of three members, but no more than five members.

Duties:

1. Solicits interested members for the positions of President-Elect and Secretary each year.
2. Solicits interested members for the position of Treasurer each two years.
3. Submits the names of the candidates to current Board and Membership following timeline listed below.

Activities:

Led by the Past-President, the following deadlines must be met to prepare slate of officers for the coming year. Committee work may be done virtually, but, if deemed necessary by Past-President, a virtual meeting or in-person meeting may be needed to discuss qualifications and confirm candidates.

APPROXIMATE TIME	ACTIVITY	PERSON RESPONSIBLE
Jan-April	Gathers names of suggested candidates from members	Committee Member
May	Contact selected members and confirm their interest in the candidacy after consensus within the nominating committee has been reached.	Committee Member
July-August	Submit candidate information to current President who will share information with the Board and membership via Website and /or Newsletter according to bylaws.	Committee Member
Annual Conference	Present Slate of Officers to Membership for approval/vote.	Past-President

PROFESSIONAL DEVELOPMENT COMMITTEE

Qualifications:

1. Current member in good standing of TASL.
2. A representative from each area of the state in which professional development events will occur.

Duties:

1. Plan and facilitate any professional development opportunities for TASL membership that take place outside of Conference.
2. Submit complementary dates, locations in east and west TN, and budget for summer Professional Development to TASL board for approval.
3. Work with Membership chair, Treasurer, and Website Manager to publicize summer event and provide for registration by members.
4. Enlist other members as needed to present Summer PD.
5. Plan for and carry out other professional development activities as opportunities or needs are presented for the benefit of TASL members.

TECHNOLOGY COMMITTEE

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarian, retired school librarian, or pre-service librarian.

Membership:

This committee is comprised of a committee chair and members.

Duties:

1. To administer the TASL Facebook page and Twitter account and encourage TASL members to join our social media accounts.
2. To promote best practices in technology through opportunities for ongoing professional learning. The committee will share best practices and resources in technology via the Facebook and Twitter accounts to help members make TASL part of their personal learning network (PLN) and to encourage discussion of best practices.

VOLUNTEER STATE BOOK AWARD (VSBA) CHAIR

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Duties:

The Volunteer State Book Award is sponsored by TASL and TLA. Therefore, both organizations nominate a co-chair to share the responsibilities related to this award. A list of those responsibilities can be found below:

1. Assist the four nominating committees (primary, intermediate, middle grades, and high school) by maintaining and interpreting the bylaws and regulations for the award. This responsibility includes but is not limited to helping to find committee members, determining the eligibility of certain titles, and answering questions regarding policy and procedures. The three nominating committees also have chairs. The chairs of those nominating committees are charged with supervising their members and arriving at lists of twenty nominated titles.
2. Assist in counting ballots. In previous years, as many as 25,000 Tennessee students have participated in for their favorite books. The TLA co-chair has traditionally counted the ballots.
3. Promote the award, its nominated titles, and participate in marketing through emails, the web site, and professional development. This task also includes establishing and maintaining contacts with publishers.
4. Notify the winners of the awards. One of the highlights of the annual TASL award banquet is the recognition of the winning authors and illustrators. The TASL co-chair has the responsibility of contacting the authors and arranging for their attendance at the conference. In the case where an author cannot attend the awards banquet, the co-chair asks that an acceptance letter be written by the winning author. This responsibility also includes procuring the plaques and finding librarians to introduce the winners at the banquet.
5. Send labels to interested librarians. Librarians may order book labels for winning and nominated titles.

VOLUNTEER STATE (VSBA) BOOK AWARD COMMITTEE

Qualifications:

1. Current member in good standing of TASL
2. Practicing school librarian, school library supervisor, educator of school librarians or retired school librarian.

Duties:

1. Assist the chair when needed in preparing and organizing information related to the Volunteer State Book Awards.
2. Divided into segments, based on a particular reading level, members recommend and read books for that particular reading level as stipulated by the chairperson.
3. After reading and recommending book titles, members of the committee gather and make a final list of qualifying books for the VSBA list for a particular year.
4. Assist the chairperson in contacting authors to present at the VSBA Banquet during the annual conference.

Addendum: Travel Reimbursement Policy

Members of the Executive Board and other members of TASL may need to travel for business purposes for the organization. Travel expenses are funded under similar guidelines developed by the American Library Association. The following guidelines are listed below:

Documentation

When requesting reimbursements for more than \$25.00, original documentation, such as ticket stubs, receipts, or bills must be submitted within thirty days of completion of travel.

Travel

The most cost effective and efficient means of transportation should be chosen. When traveling by car, members will be reimbursed at the current IRS mileage rate. TASL will reimburse members only for the length of stay required to complete business except in those cases where early arrival or extended stay will be more cost effective.

Lodging

Lodging must be in reasonably priced hotels for the length of stay needed to complete TASL business. The organization will be responsible for reimbursement of one room for the President and President- elect. If the President and President-elect choose to not share a room they will be reimbursed for one- half the regular room rate. TASL officers of different genders will be provided separate rooms at full reimbursement.*(M-NOV2016)

Ground Transportation

TASL recommends use of mass transit, shuttle transportation, or shared taxi rides between destinations.

Meals

Members will be reimbursed for meals based upon receipts submitted.

Overall Expenses

Expenses submitted for reimbursement require a receipt.

ALA/AASL Travel

TASL will provide financial support to those members attending ALA/AASL functions in elected leadership positions at a reimbursement rate up to \$500.00 per person for attendance in one calendar year (*M-AUG2010).