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**Louisiana
Association of
School
Librarians**

Handbook

The mission of LASL shall be to promote and to maintain high standards of school librarianship, to serve as a medium for the exchange of ideas, and to encourage a continuing and critical evaluation of school library service.

REVISED
March 2016

Purpose of the LASL Handbook

This handbook has been prepared to acquaint Louisiana Association of School Librarians (LASL) Executive Board members with the duties and responsibilities of the Louisiana Association of School Librarians' officers and with LASL's committees and their functions.

History of the Louisiana Association of School Librarians

The Louisiana Association of School Librarians as it functions today is the product of a merger between two school library groups during the 1940s. During the 1948-49 school year, a study disclosed that the Louisiana Library Association and the Louisiana Teachers' Association were duplicating membership, dues, interests, and purpose. The officers of both groups met and unanimously agreed that a combination of the two organizations should be effected since the aims of the two groups were the same. At the first meeting of the two groups after the merger was approved, officers were elected from those presently serving.

**CONSTITUTION AND BYLAWS
OF THE
LOUISIANA ASSOCIATION OF SCHOOL LIBRARIANS
Revised March 2016**

A.CONSTITUTION

Article I – Name

The name of the organization shall be the Louisiana Association of School Librarians.

Article II – Mission

The mission of this organization shall be to promote and to maintain high standards of school librarianship, to serve as a medium for the exchange of ideas, and to encourage a continuing and critical evaluation of school library service.

Article III – Membership

Any person holding membership in the Louisiana Library Association shall be eligible for membership.

Article IV – Officers

Section 1 – Names of Officers

The elected officers of the organization shall be a President, a First Vice-President/President-Elect, a Second Vice-President, and a Secretary. A Parliamentarian shall be appointed by the President.

Section 2 – Eligibility of Officers

All officers must be members of the Louisiana Library Association and the Louisiana Association of School Librarians. All nominees shall have been members of the Louisiana Association of School Librarians for one year prior to nomination.

Section 3 – Election of Officers

Officers shall be elected by mail and electronic mail ballot through the Louisiana Library Association office.

Section 4 – Vacancies

Should a vacancy occur, the President, with the approval of the Executive Board, shall appoint a new officer to serve in the capacity of the office for the remainder of the year. The position will be placed on the ballot during the next regular election that follows.

Article V – Executive Board

Section 1 – Membership of the Board

The Executive Board shall be composed of the President, First Vice-President, Second Vice-President, Secretary, Parliamentarian, Immediate Past President, all committee members, the librarian sponsor of the President of the Louisiana Teenage Librarians Association, and the Ex-Officio member as approved by the Executive Board.

Section 2 – Duties and Powers of the Executive Board

The Executive Board shall be vested with administrative responsibility and authority, including adoption of a budget.

Article VI – Meetings

Section 1

There shall be one meeting of the general membership annually during the conference of the Louisiana Library Association.

Section 2

The Executive Board shall meet at least three times each calendar year. These meetings and any other deemed necessary shall be called by the President.

Article VII – Quorum

The assembled members at a regularly scheduled meeting shall constitute a quorum for the transaction of business.

Article VIII – Amendments

This Constitution may be amended by a two-thirds vote of the members present at a regularly scheduled general membership meeting, provided that the membership has been notified in writing or by electronic mail of the proposed change at least thirty days prior to the meeting. The Bylaws and Official Policies may be amended by a majority vote of the members present at the general meeting held during the annual conference.

B. BYLAWS

Article I – Duties of Officers

Section 1 – President

The duties of the President shall be to preside at general meetings of the association and at Executive Board meetings, to appoint committees, and to serve as a member of the Louisiana Library Association Conference Program Committee in order to coordinate all activities for the annual conference. The President shall serve as an ex-officio member of all committees of the organization (with the exception of the nominating committee) and serve on other reciprocating Executive Boards as approved by the LASL Executive Board.

Section 2 – First Vice-President

The duties of the First Vice-President shall be to act for the President in the event of absence or inability to preside, to undertake any special tasks assigned by the President, and to initiate and coordinate the major function sponsored by LASL at the annual conference.

Section 3 – Second Vice-President

The duties of the Second Vice-President shall be to assist the President by initiating and planning the programs sponsored by LASL during the annual LLA Conference, to chair the Continuing Education Committee, to become aware of all policies of the organization, to observe the activities of the President, to attend all Executive Board meetings, and to automatically move up in the line of officers from Second Vice-President to first Vice-President.

Section 4 – Secretary

The duties of the Secretary shall be to record minutes of all official meetings, annual and Executive, and to be responsible for such correspondence as the President requests. A copy of all minutes shall be sent to the LLA office for inclusion in the official records of the Association. Minutes of all official meetings shall be transferred to the members of the Executive Board electronically.

Section 5 – Parliamentarian

The duties of the Parliamentarian shall be to be familiar with the constitution, official policies and bylaws of the organization and to advise the presiding officer at all general meetings and Executive Board meetings on questions of procedure in transacting the business of the organization. The Parliamentarian shall serve as an ex-officio member of the Constitution, Bylaws, and Official Policies Committee.

Article II – Committees

Section 1 – Standing Committees

A. NOMINATING COMMITTEE

Shall select and present to the LASL Executive Board at the fall meeting a list of all candidates. After the presentation to the LASL Executive Board, the list of candidates shall be presented to the Louisiana Library Association's Nominating Committee for the mail and electronic mail ballot election.

B. STUDENT RELATIONS COMMITTEE

Shall be responsible for the Louisiana Teenage Librarians Association.

C. CONSTITUTION, BYLAWS AND OFFICIAL POLICY COMMITTEE

Shall receive or initiate recommendations in regard to revision of the Constitution, Bylaws, and Official Policy, submitting such recommendations to the Executive Board for further action. The committee chair shall maintain a compilation of official policies currently in effect.

D. STANDARDS COMMITTEE

Shall study all official standards which affect the school library media programs and make recommendations to the Board for further action.

E. PROJECTS COMMITTEE

Shall receive or initiate recommendations for projects for the Association, presenting such recommendations to the Executive Board for further action.

F. MEMBERSHIP COMMITTEE

Shall suggest and sponsor activities to increase membership in the Louisiana Association of School Librarians, be responsible for the registration of those attending the general meeting, and record and maintain useful data on the membership of the organization.

G. SUE HEFLEY EDUCATOR AWARD COMMITTEE

Shall disseminate information about the Sue Hefley Educator Award, distribute applications, and determine the winner. Applications are due in the LLA office by January 16th of the award year.

H. LEGISLATIVE COMMITTEE

Shall be responsible for developing resolutions and recommendations to LLA concerning legislation to school library programs. The chairman of the committee shall serve on the LLA Legislative Committee.

I. CONTINUING EDUCATION COMMITTEE

Shall coordinate and plan classes and workshops sponsored by LASL for librarians and other teaching personnel.

J. PUBLICITY COMMITTEE

Shall publicize the activities of the Association, its meetings, and its programs.

K. SCHOOL LIBRARY MEDIA SPECIALIST AWARD COMMITTEE

Shall disseminate information about the School Library Media Specialist Award, distribute applications, and determine the winner. Applications are due in the LLA office by January 16th of the award year.

L. LALAMP COMMITTEE

Shall coordinate the statewide meetings for the Louisiana Association of Library and Media Professionals in alternate years from the Fall Summit.

M. FALL SUMMIT COMMITTEE

Shall coordinate a one-day statewide meeting in alternate years from LALAMP.

Section 2 – Reports

Each standing committee chairperson shall present written reports to the President, Secretary, and Newsletter editor in addition to the verbal reports given at each Executive Board meeting. An annual summary report shall be submitted to the President and Secretary prior to June 30th each year.

OFFICIAL POLICIES

1. The retiring President shall inform incoming officers of their duties prior to July 1st.
2. The LLA office shall serve as the depository for all Louisiana Association of School Librarians official records.
3. The Student Relations Committee shall send a record of the officers and the activities of the Louisiana Teenage Librarians Association to the depository each year.
4. The past chair of the Student Relations Committee shall remain on the committee for an extra year in an advisory capacity.
5. The Louisiana Association of School Librarians shall send a representative to the American Library Association Annual Conference. The representative must attend the AASL Affiliate Assembly. Order of priority shall be: First Vice-President, Second Vice-President, Secretary. Said representative or representatives may be reimbursed at the discretion of the Board. The President shall appoint a representative if none of these officers can attend. A second representative may be chosen by the President with consideration given to persons currently on AASL committees or those expressing an interest in attending.
6. Standing Committees shall be composed of three members with staggered three-year terms. The senior member shall normally serve a one-year term as chair. The original appointment of members of a committee shall be made by the President in consultation with the Second Vice-President. Committee members may be removed by the President for non-attendance at fifty percent (50%) of regular meetings within a year. The President will appoint new committee members when vacancies occur.
7. A member of the Modisette Award Committee for School Libraries may be invited to attend the Executive Board meetings.
8. A two-member committee from the site city of the annual LLA Conference shall work with the LLA Local Arrangements Committee to coordinate major LASL events at the conference.
9. A member of the Guidelines for Library Media Programs in Louisiana Schools Committee shall be appointed to serve as an ex-officio member of the LASL Standards Committee to lend continuity to LASL involvement in ongoing standards revision.

PRESIDENT

“The duties of the President shall be to preside at general meetings of the association and at executive board meetings, to appoint committees, and serve as a member of the Louisiana Library Association Conference Program Committee in order to coordinate all activities for the annual conference. The President shall serve as an ex-officio member of all committees of the organization (with the exception of the nominating committee) and serve on other reciprocating Executive Boards as approved by the LASL Executive Board.”

General Duties

July

Assume office.

Be prepared to serve upon various state library committees and to provide LASL information upon request.

August

Schedule September Board meeting.

Send notices to all Executive Board members as well as the LLA President and the LLA office manager.

Set agenda and make copies for all in attendance. Allow time for committees to meet prior to the Board meeting.

Compile Executive Board Directory and make copies for members.

Confer with newsletter editors regarding number of issues and publication dates.

Prepare yearly budget report.

September

Preside at the Executive Board meeting.

Follow up on incomplete business from the meeting.

Mail Executive Board Directory to those members who were absent.

Prepare LLA Section report for LLA Board meeting.

October to December

Attend LLA Board meeting and present Section report.

Plan for LLA conference. Submit all forms required by the conference committee.

Schedule January Board meeting.

Prepare LASL Section report for winter LLA Board meeting.

January

Attend LLA Board meeting and present Section report.

Preside at LASL Executive Board meeting.

Follow up on unfinished business.

Try to attend ALA Mid-Winter meeting.

February/March

Attend LTLA Convention to extend greeting from LASL.

Attend LLA Conference. Preside at Executive Board meeting, author luncheon, and general meeting.

Follow up on unfinished business.

April/May

Notify AASL Affiliate Assembly appointees. Authorize the LLA office manager to pay the LASL Delegate \$475.00 if the budget allows.

Mail incoming officer roster to AASL.

Attend Louisiana Library Appreciation Day if there is one.

Schedule final Executive Board meeting. Request that any board members who will be unable to complete their terms notify you prior to the board meeting.

June

Attend final LLA Board meeting and give Section report.

Preside at final Executive Board meeting. See that materials from outgoing committee chairmen are passed on to their replacements.

Turn over all files to First Vice-President.

Assist the incoming President as requested.

Contact the incoming LLA President and request that the LASL Legislative Chairman be appointed to the LLA Legislative Committee.

Conference Duties include:

1. Complete and return all forms and requests from the Conference Committee.
2. Attend LLA Executive Board and General Sessions and be prepared to present the LASL Section report.
3. Become familiar with the Conference schedule and site as members will assume you know all and will direct their questions to you.
4. Work closely with the Second Vice-President at Conference.

Author Luncheon Duties include:

1. Preside at the luncheon.
2. Be sure that autograph session is scheduled for author.
3. Budget for tickets for special luncheon guests.
4. Request a check for the author's honorarium from the LLA office manager two weeks prior to Conference.

FIRST VICE-PRESIDENT

“The duties of the First Vice-President shall be to act for the President in the event of absence or inability to preside, to undertake any special tasks assigned by the President, and to initiate and coordinate the major function sponsored by LASL at the annual LLA conference.”

NOTE: "The LASL shall send a representative to the ALA Convention. The representative must also attend the AASL Affiliate Assembly. Order of priority shall be: First Vice-President (President-Elect), Second Vice-President, Secretary."

Author Luncheon Duties include:

1. Select an author for the LASL luncheon. Check with the President for budget and travel expense limits.
2. Request contract from LLA office manager. Forward to the author along with a request for biographical information, pictures, etc.
3. Book flight after receiving signed contract. Be certain that ticket is mailed to author. Send travel agency invoice to LASL President to authorize payment. Also, send copies of signed contract to author and LASL President.
4. Write publicity article and biographical summary. Send to LASL President, LASL and LLA Publicity Chairmen, and the LASL Newsletter.
5. Work with LLA Conference Committee to secure copies of the author's books.
6. Advise the LLA office manager that a guest packet is needed for the author. Specify what tickets are needed.
7. Secure the author's hotel room.
8. Provide transportation to and from the airport.
9. Be certain that the LASL President requests a check for the author's honorarium from the LLA office manager two weeks prior to the conference.
10. Prepare seating arrangement for the head table.
11. Invite incoming LTLA President to bring greetings. Notify LTLA that LASL will provide a complimentary ticket for the incoming president.
12. Confirm the author's arrival. Welcome the author on behalf of LASL and escort him/her to all functions.
13. Introduce the author at the luncheon.
14. Write thank you notes to all with whom you worked.

General Duties include:

1. Attend the LASL summer organizational meeting.
2. Attend all LASL Executive Board meetings and present written reports on the author luncheon.
3. Attend all LLA Executive Board meetings (non-voting guest).
4. Begin to fill committee positions for next year's Executive Board at Conference. Request that the President put you on the agenda at the General Business meeting and use this time to solicit volunteers. Get names and addresses of all that express interest. Submit an article to the spring LASL Newsletter asking for volunteers to serve on the upcoming Executive Board.
5. Finalize all committee appointments by mid-August. Send every member of the Executive Board a copy of his/her duties. Send new members of the Board a copy of the LASL Constitution.

SECOND VICE-PRESIDENT

“The duties of the Second Vice-President shall be to assist the President by initiating and planning the programs sponsored by LASL during the annual LLA Conference, to chair the Continuing Education Committee, to become aware of all policies of the organization, to observe the activities of the President, to attend all Executive Board meetings, and to automatically move up in the line of officers from Second Vice-President to First Vice-President.

LLA Conference Program Duties include:

1. Serve as LASL Program Chairman for the annual LLA Conference.
2. Initiate and plan all LLA Conference programs. Contact potential presenters, arrange programs, and complete LLA Conference Program Committee Program Submission forms.
3. Submit all LASL Program information to the LASL President for forwarding to the LLA Conference Committee.
4. Oversee the smooth operation of the planned LASL programs at the LLA Conference.
5. After the Conference, send thank you notes to all involved in making the program a success.
6. When LASL chooses to sponsor a pre-conference, the Second Vice-President, assisted by the Continuing Education Committee shall:
 - a. secure presenters and set conference fee,
 - b. make all arrangements for the conference or workshop including, but not limited to, the following:
 - requesting room(s) and equipment
 - arranging with Publicity Committee to publicize event
 - sending thank you notes to all involved with the event.

General Duties include:

1. Attend the summer organizational meeting.
2. Attend all LASL Executive Board meetings and present a written report on the activities of the Continuing Education Committee at each meeting.
3. Chair the Continuing Education Committee.

SECRETARY

“The duties of the Secretary shall be to record minutes of all official meetings, annual and Executive, and to be responsible for such correspondence as the President requests. A copy of all minutes shall be sent to the LLA office for inclusion in the official records of the Association. Minutes of all official meetings shall be transferred to the members of the Executive Board electronically.”

NOTE: The Secretary serves a two-year term.

General Duties include:

1. Attend and take minutes of all LASL meetings.
2. Collect handbooks from outgoing Executive Board members and distribute handbooks to incoming members at the Fall Executive Board meeting.
3. Mail copies of the minutes to all Executive Board members at each meeting. E-mail will be used when addresses are available.
 - a. The LASL Secretary has 15 working days after the Executive Board meetings to compile the minutes and send them via e-mail to the Board members. Message line will say, "LASL board minutes, draft #1."
 - b. Stipulate in the memo the target dates to respond acknowledging receipt of the e-mail and to submit revisions, taking into account holidays and conferences, with the target date for response being 4 working days, and for revisions being 3 working days after the acknowledgement deadline.
 - c. The individual submitting the revision will send all proposed revisions to all members of the Board/Committee.
 - d. The Secretary has 4 working days to compile the revisions and resolve any conflicts. Revisions of content will be set off with asterisks before and after the revision. Identify the location of content changes in the memo. Correction of grammatical errors and other typos will be changed without comment.
 - e. Send "LASL Board minutes, draft #2" with the memo specifying the new dates for additional revisions, with 3 working days being given.
 - f. If no more revisions are requested, send the following message: "Draft #__ is now to be voted on for approval. You have until (mm/dd/yy) to vote." The date will be 2 working days later.
 - g. Once a majority of votes has been received, the minutes will stand approved.
 - h. If additional revisions are suggested to draft #2, the Secretary has 2 working days to incorporate the changes and to submit draft #3 for a vote using the submission statement shown above.
 - i. After approval, the minutes will be submitted to the LASL Newsletter for dissemination.
 - j. In the case of no e-mail access, accommodations will be made.
4. Distribute copies of the minutes to all Executive Board members at each meeting.
5. Make corrections/revisions, if needed, and mail approved minutes to LLA office manager.
6. Secure the previous year's General Business Meeting minutes, make copies, and have them available to the membership at the General Business Meeting during the LLA Conference.
7. Confer with the Constitution, Bylaws, and Official Policies Committee chairman at the January meeting to secure a copy of any constitutional changes/revisions that will be voted on at the General Business Meeting. Make copies of the proposed changes to be available at the meeting. Be certain that proposed changes appear in an LASL Newsletter at least 30 days prior to the LASL

general meeting at the LLA Conference.

8. Keep one copy of the committee reports submitted and distribute the remaining two copies to the President and the Newsletter editor.
9. Forward all records to the incoming secretary by June 30, including the minutes from the conference Executive Board and General Business meetings.

PARLIAMENTARIAN

“The duties of the Parliamentarian shall be to be familiar with the constitution, official policies and bylaws of the organization and to advise the presiding officer at all general meetings and Executive Board meetings on questions of procedure in transacting the business of the organization. The Parliamentarian shall serve as an ex-officio member of the Constitution, Bylaws, and Official Policies Committee.”

Duties include:

1. Attend all LASL Executive Board meetings.
2. Advise the President/Executive Board on proper parliamentary procedure as needed.
3. Serve as an ex-officio member of the Constitution, Bylaws, and Official Policies Committee.

NOMINATING COMMITTEE

“Shall select and present to the LASL Executive Board at the Fall meeting a list of all candidates. After the presentation to the LASL Executive Board, the list of candidates shall be presented to the Louisiana Library Association’s Nominating committee for the mail ballot election.”

Officers: President, First Vice-President (President-Elect), Second Vice-President (First Vice-President Elect), and Secretary (two-year term)

Eligibility: All officers must be members of LLA/LASL and must have been a member at least one year prior to the nomination.

Nominee Considerations: At least two candidates per office

Rotate geographic location

Second Vice-Presidential nominee should have Executive Board experience.

Duties include:

1. Meet at conference, or shortly thereafter, to select nominees for the upcoming year.
2. Contact nominees and fully explain requirements and responsibilities of the office.
3. Submit a list of nominees to the LASL Executive Board at the fall meeting for

approval.

4. Mail nominees the LLA candidate biographical data sheet (copy is in President's LLA Executive Board Handbook).
5. Mail names of nominees and completed biographical data sheet to the LLA office manager, the LLA President, the Louisiana Libraries editor, and the LASL President prior to the LLA deadline (as listed in the President LLA Executive Board timeline).
6. Notify winners and express congratulations; notify losers and express appreciation.

STUDENT RELATIONS COMMITTEE

“Shall be responsible for the Louisiana Teenage Librarians Association.”

Duties include:

1. Act as the liaison between the Executive Board of the Louisiana Teenage Librarians Association and the parent organization, the Louisiana Association of School Librarians.
2. Attend all LTLA Executive Board meetings and the LTLA convention.
3. Poll at the first LTLA Executive Board meeting to decide the location of the LTLA convention.
4. Work closely with the LTLA president and vice-president and their sponsors in planning for the year's LTLA convention.
5. Check with all new LTLA officers to see that they have received copies of their duties from the previous officers and that there are no gaps in the flow of information.
6. Submit reports in person or by mail to all meetings of the Louisiana Association of School Librarians. The first report is to be made at the LLA Conference immediately following the LTLA convention. That report should give LTLA convention information: the number of schools attending, the type of programs, as well as the names of the new officers.
7. Remind the president to have an agenda for each LTLA Executive Board meeting.
8. Remind the reporter to put rules in the October LTLA Newsletter.
9. Approve, with the rest of the committee, all LTLA nominations before the sample ballots are mailed. Remember the policy: the president, vice-president, and treasurer should be juniors and seniors when they serve.
10. Purchase the prize or prizes for the LTLA give-away drawing. The drawing is done according to the numbers of the backs of the name tags.
11. Write and send a letter to all LTLA clubs in January stating the rules and expectations at convention.
12. Invite the president of LASL to attend the LTLA Convention and bring greetings from LASL.
13. Distribute LTLA sponsors' evaluation sheets and students' evaluation sheets to

be returned after the convention to the new Student Relations Committee chairman. (The out-going chairman makes and distributes these; the in-coming chairman receives and tallies them.)

14. Conduct the sponsors' meeting at the LTLA convention. Request the in-coming chairman to record the minutes of the meeting.
15. Remind the reporter to distribute publicity forms to be completed by the newly elected LTLA officers at the Saturday LTLA Executive Board meeting. These forms are given to the new reporter for publicity purposes.
16. Remind the LTLA president to purchase all plaques and ribbons for the contests as well as the in-coming president's gavel.
17. Two weeks before the LTLA convention, check on the progress of each committee and officer.
18. Help tally votes at the LTLA convention. Only the Nominations Committee chairman and sponsor and the Student Relations committee chairman should be present.
19. Make arrangements with the LTLA Convention Hotel liaison for a room for the first LTLA Executive Board meeting on Saturday of the convention. Be sure to remind the old and new officers and sponsors that they must attend. The photographer and parliamentarian should attend.
20. At the Saturday LTLA Executive Board meeting, suggest possible meeting dates for the Spring LTLA Executive Board meeting.

CONSTITUTION, BYLAWS, AND OFFICIAL POLICIES COMMITTEE

“Shall receive or initiate recommendations in regard to revision of the Constitution, Bylaws, and Official Policy, submitting such recommendations to the Executive Board for further action. The committee chair shall maintain a compilation of official policies currently in effect.”

Changes: Proposed changes/revisions must be submitted to the membership in writing or by electronic mail at least 30 days prior to the annual meeting at conference. (See Article VIII – Amendments.)

NOTE: The Parliamentarian serves as an ex-officio member of the Constitution, Bylaws, and Official Policy Committee.

Duties include:

1. Be familiar with the constitution, bylaws, and official policies and be able to prompt the Executive Board at meeting if necessary.
2. Review the constitution, bylaws, and official policies for any inconsistencies with current policy.
3. Refer any recommendations to the Executive Board at the fall meeting.
4. Request changes/revisions desired by the Executive Board at the fall meeting.
5. Meet with the committee prior to the January Executive Board meeting to make any changes/revisions.

6. Submit changes/revisions to the Executive Board at the January meeting for discussion and approval.
7. Submit changes/revisions to the LASL Newsletter for publication within two weeks of the January meeting.
8. Type a new copy with all changes/revisions after it is approved at conference and send a copy to all officers.

STANDARDS COMMITTEE

“Shall study all official standards which affect the school library media programs and make recommendations to the Board for further action.”

NOTE: At any time there is a revision of the Guidelines for Library Media Programs in Louisiana Schools, a member of the revision committee shall serve as an ad hoc member of this committee.

Duties include:

1. Work on the revision of state standards upon Executive Board request.
2. Procure and maintain a file of other state standards (particularly SELA members) and Southern Association of Colleges and Schools standards for study and referral.
3. Compare the requirement of the other states’ standards for school libraries with the standards currently affecting Louisiana school library programs. Any recommendations for revisions and additions should be presented to the Executive Board for further action.
4. Study *Standards for the 21st-Century Learner* with the objective of making it applicable to Louisiana school libraries and disseminate pertinent information to school librarians.
5. Keep LASL membership aware of committee work through the LASL Newsletter.
6. Promote the implementation of standards through continuing education and in-service programs.

PROJECTS COMMITTEE

“Shall receive or initiate recommendations for projects for the Association, presenting such recommendations to the Executive Board for further action.”

NOTE: The Projects Committee is unique. As the project may change from year to year, it is difficult to write specific duties for the committee; therefore, the chairman should work closely with the Executive Board to obtain direction and guidance.

Duties include:

1. Contact the President and/or the out-going chairman to determine if the previous year's project was completed or if it will be carried over to the current year.
2. Request all files and a current status report from the out-going chairman if last year's project was not completed.
3. At the fall meeting, report on the current status of the project and the committee's plans to continue/complete the project.
4. Request a new project from the President/Executive Board if last year's project was completed. Specific duties will be assigned once the new project is determined.
5. Report on the purpose and goal of the new project at the fall meeting.
6. Keep detailed records of all committee activities.

MEMBERSHIP COMMITTEE

“Shall suggest and sponsor activities to increase membership in the Louisiana Association of School Librarians, be responsible for the registration of those attending the general meeting, and record and maintain useful data on the membership of the organization.”

NOTE: The Membership Committee is sometimes utilized by the Executive Board to obtain information from or about the membership. The chairman will be notified and given specific duties by the Executive Board if the need arises.

Duties include:

1. Request a list of non-renewing members from the LLA office manager.
2. Assist in designing a flyer/letter urging membership renewal and submit it to the Executive Board at the fall meeting.
3. Mail or e-mail the approved flyer/letter to non-renewing members urging them to rejoin. The flyer/letter may also be sent or e-mailed to the parish library supervisor or contact person in each school system with a request for distribution to school librarians who are not members of LLA/LASL.
4. Design a pre-conference highlight sheet that includes a membership form and submit it to the Executive Board at the winter meeting. After approval, mail or e-mail the highlight sheet to all librarians in the conference region in early February.
5. Obtain an up-to-date membership count from the LLA office manager and present it with the committee report to the Executive Board at each meeting.

SUE HEFLEY EDUCATOR AWARD COMMITTEE

“Shall disseminate information about the Sue Hefley Educator Award, distribute applications, and determine the winner. Applications are due in the LLA office by

January 16th of the award year.”

NOTE: The committee membership consists of the three most recent past presidents of LASL. The immediate past president serves as the chairman. Should any of the three most recent past presidents be unable to serve, any past president may be appointed to serve. A detailed description of the Sue Hefley Educator Award is given in the LLA Manual.

Duties include:

1. Coordinate all activities with the LLA Awards Committee.
2. Request nomination forms from the LLA office manager.
3. Submit an article to the LASL Newsletter describing and promoting the award. Mail a copy of the nominations and guideline forms to each school superintendent in the state. Request mailing to be duplicated and distributed to appropriate personnel.
4. Meet as a committee to review copies of the completed applications and the evaluation form. Follow evaluation instructions and select a winner within established deadlines.
5. Notify winner. Express congratulations and issue an invitation for the winner to attend the LLA Awards Ceremony at the LLA Annual Conference as a guest of the organization. Note that acceptance speeches must be limited to three minutes.
6. Notify the nominator of the winner. Express congratulations and issue an invitation for nominator to attend the Awards Ceremony. Note that speeches must be limited to three minutes.
7. Notify losers and their nominators. Express LASL’s appreciation for their participation in the award process.
8. Mail copies of the winner’s application, biographical data sheet, and picture to appropriate conference committee personnel as requested by the LLA Conference Committee. Also, mail copies to the LASL President and the LASL Newsletter editor.
9. Check with LASL President regarding budget allowances for the award plaque. Purchase the plaque and have it at the Awards Ceremony for presentation. Submit receipt to LASL President so that request for reimbursement can be forwarded to the LLA office.
10. Arrange for the award to be presented by the LASL President or the committee chair.

LEGISLATIVE COMMITTEE

“Shall be responsible for developing resolutions and recommendations to LLA concerning legislation to school library programs. The chairman of the committee shall serve on the LLA Legislative Committee.”

Duties include:

1. Formulate and present LASL's legislative goals for the year to the Executive Board at the fall meeting for discussion and approval.
2. Attend all LLA Legislative Committee meetings and present the legislative goals of LASL.
3. Contact members of BESE Board, the State Superintendent of Education, and the State Library contact person after the year's legislative goals have been determined. Submit all correspondence to the LASL President for approval before mailing.
4. Draft resolutions upon Executive Board request. After completion of approval, mail to the appropriate recipient and to the LASL President and Secretary.

CONTINUING EDUCATION COMMITTEE

“Shall coordinate and plan classes and workshops sponsored by LASL for librarians and other teaching personnel.”

NOTE: The Second Vice-President serves as chairman of the Continuing Education Committee. In recent years, LASL classes and workshops have been limited to presentations at the LLA Annual Conference. The Continuing Education Committee has served as a staff to assist the Second Vice-President in carrying out conference duties. It is recommended that the Continuing Education committee consist of five members rather than the usual three members. The additional two members are appointed from the annual LLA Conference site city to serve a one year term. These members will assist the LLA Local Arrangements Committee in coordinating major LASL events at the conference.

Should LASL at any time in the future begin offering Continuing Education workshops, the following guidelines should be considered:

1. The Continuing Education chairman shall set the time, date, and site of the workshop(s).
2. The workshop topic shall be selected according to its value to school librarians.
3. Members of LASL shall be given first consideration as presenters.
4. Presenters shall not be compensated for their services but may submit a request for reimbursement for expenses incurred up to a maximum of \$25.00.
5. The Continuing Education Committee chairman with the approval of the President shall set registration fees.

PUBLICITY COMMITTEE

“Shall publicize the activities of the association, its meetings, and its programs.”

Duties include:

1. Keep abreast of all committee activities and work with the chairmen to generate articles concerning the committees' activities.
2. Write articles promoting LASL and submit to local and state newspapers as requested by the Executive Board.
3. Contact the LLA Conference Publicity Sub-committee chairman. Inform him/her of how to contact you and the committee members and of your willingness to cooperate with his/her committee in order to generate interest in the conference.
4. Target the conference region during the entire year. Make every effort to get LASL's name before the public.
5. Work with the Conference Update Committee during the LLA Conference. Assign a member of LASL to cover each LASL activity and submit an article on each to the Update Committee.

SCHOOL LIBRARY MEDIA SPECIALIST AWARD COMMITTEE

“Shall disseminate information about the School Library Media Specialist Award, distribute applications, and determine the winner. Applications are due in the LLA Office by January 16th of the award year.”

Duties include:

1. Coordinate all activities with the LLA Awards Committee.
2. Request nomination forms from the LLA office manager.
3. Submit an article in the LASL Newsletter describing and promoting the award.
4. Mail a copy of the nomination and guideline forms to each school superintendent in the state. Request mailing to be duplicated and distributed to appropriate personnel.
5. Meet as a committee or review copies of the completed applications and evaluation form. Follow evaluation instructions and select a winner within established deadlines.
6. Notify winner. Express congratulations and issue an invitation for the winner to attend the LLA Awards Ceremony at the LLA Annual Conference as a guest of the organization. Note that acceptance speeches must be limited to three minutes.
7. Notify the nominator of the winner. Express congratulations and issue an invitation for nominator to attend the Awards Ceremony.
8. Notify losers and their nominators. Express LASL's appreciation for their participation in the award process.
9. Mail copies of the winner's application, biographical data sheet, and picture to the appropriate conference committee personnel as requested by the LLA Conference Committee. Also, mail copies to the LASL President and the LASL Newsletter editor.
10. Check with LASL President regarding budget allowances for the award plaque. Purchase the plaque and have it at the Awards Ceremony for presentation.

Submit receipt to LASL President so that request for reimbursement can be forwarded to the LLA office.

11. Arrange for the award to be presented by the LASL President or the committee chair.

LALAMP COMMITTEE

“Shall coordinate the statewide meetings for the Louisiana Association of Library and Media Professionals in alternate years from the Fall Summit.”

LLA Conference Duties include:

1. Coordinate LALAMP meeting.
2. Provide sign-in sheet to get names, locations, and email addresses of those attending.
3. Determine that there is a coordinator for each LALAMP location. If not, appoint someone.
4. Discuss obtaining a keynote speaker. Decide who will contact the person.

LALAMP Duties include:

1. Send out letter (updated each year) to site coordinators.
2. Update the agenda, sign-in sheets, evaluations, and certificate of attendance during the summer. E-mail those to site coordinators.
3. Assume that each site coordinator will do his/her job. Each location operates a little differently, but all do the main activities.
4. Obtain a copy of the sign-in sheets from each location because the e-mail addresses are used for contact information.
5. Obtain copies of the evaluations from each site for the LALAMP committee and the president of LASL. Sometimes the actual copies are obtained, and other times the site coordinator sends an e-mail with an overview of the evaluations. Feedback from each site assists in future planning.
6. The vendor contact person will notify this committee when the LALAMP web site is updated. Contact site coordinators (via e-mail) to ask them send the afternoon program information to the vendor contact person so it may be included on the web site.
7. After LALAMP, report attendance at each site to LASL members. This could be in the LASL Newsletter.
8. Submit a program (business meeting) application to the LLA conference program chair to get a time and place for the conference meeting.
9. Send out an e-mail before LLA to remind everyone about the meeting at conference, and ask for suggestions for the keynote speaker.

FALL SUMMIT COMMITTEE

“Shall coordinate a one-day statewide meeting in alternate years from LALAMP.”

Duties include:

1. Secure a site and choose a date for the summit with the approval of the LASL board.
2. Plan the program and invite speakers.
3. Make arrangements for lunch for participants.
4. Contact a local hotel concerning possible accommodations for participants.
5. Publicize the summit.
6. Invite vendors to come to the summit.

