

Position: President Elect

Voting member of Executive Board.

Term of Service: One year, to be followed by one year as president, and then one year as past president.

Requirements: Active member of UELMA. E-mail communications.

Responsibilities:

Vice-President Responsibilities shall include but are not limited to the following:

Section I

- A. The President Elect, in the absence of the President, shall execute all of the powers of the President.
- B. Automatically assume the office of president the following year without further election.
- C. Attend committee meetings as necessary as an ex-officio member.
- D. Provide a written list of all committee member names to the secretary by January meeting to verify that all committee members are members of UELMA.
- E. Works with the President to see that all committees and officers fulfill goals and objectives as described in the LTELMA handbook.
- F. Perform duties as the President may assign.
- G. Assist the President in promoting continuing education activities, which reflect the goals UELMA.
- H. Assist the President and the board in determining the needs and desires of the membership and assist in actively seeking ways to meet those needs.
 - 1. Participate in the "Legislative Phone tree" and is responsible for disseminating information from this contact to the UELMA board. This information may be used to determine legislative action and/or creating a platform of issues.
- J. Shall chair the Elections and Nominations committee and shall complete the duties as described in the handbook.
- K. Serves as a member of the Conferences Committee.
- L. Attends, in the event the President cannot attend and at the Association's expense and as the budget permits, conferences of national affiliates and other professional meetings where continuity of representation is desirable.
- M. Transfers to the incoming Vice-President all files and records of the office.

Contact Information:

Policy References: (Links to related policy sections.)

Constitution / By-laws References: (The electronic version may link directly to referenced By-laws omitting the text.)

Section I A.

Position: President

Voting member of Executive Board.

Term of Service: One year, following one year as president elect, and to be followed by one year as past president.

Requirements: Active member of UELMA. E-mail communications.

Responsibilities:

A. Prepares an agenda and presides at all meetings of the Association and of the Executive Board.

B. Represents the Association in all official capacities.

C. Acts as spokesperson for the Association on all established policies.

D. In association with the executive secretary coordinates the work of all officers, divisions, and committees.

E. As incoming President, guides the Executive Board in setting a new strategic plan. As outgoing President, reviews with the Executive Board the strategic plan, summarizes accomplishments, and removes appropriate items.

F. Reviews and approves the Secretary's minutes of all meetings before they are submitted for Executive Board approval.

G. Makes committee appointments.

1. Appoints chairpersons of all standing committees, and serves as ex-officio member of all committees.
 - a. Assures that outgoing chairpersons and liaisons pass on applicable handbooks.
 - b. The President arranges to have the Executive Director distribute the Manual of Procedures, or portions thereof, to officers and appointed personnel.
 - c. The President arranges to have the Executive Director distribute the Conference Planning Manual to those planning the annual conference.

2. Suggests members to serve on committees and subcommittees.

3. Appoints special committees, and activates ad hoc committees as needed.

4. Gives vision to the objectives each committee is expected to attain during its period of service, indicating the direction that the work should take and the goals that each committee should strive to reach within the year.

H. Represents the Association, at the Association's expense as the budget permits, at the annual conferences of national affiliates and any other professionally related meetings where such representation is desirable.

1. In cooperation with the executive secretary sends names of new officers as soon as possible after the annual conference to AASL and other local, state and national liaison organizations.

2. The president attends AASL yearly affiliate meeting.

I. Participates in conference planning, when so called upon by the conference chair and the conference committee.

1. The president conducts the general session of the annual conference.

2. The president prepares a "State of the Association" report to be presented orally at a general session of the annual conference.

J. The President keeps the membership informed during the year through articles in the UELMA

Newsletter and listserv contributions.

K. The President in cooperation with all other liaisons and committee chairs forwards association materials of historical value to the executive secretary for addition to the archives.

L. The President recommends revisions to the Manual of Procedure and the Conference Planning Manual to the Executive Committee and the Board of Directors, as needed. Works with the immediate Past President, Vice President and Director of Services to perform the yearly review and update of the UELMA Procedural Manual as is necessary.

Contact Information:

Policy References: (Links to related policy sections.)

Constitution / By-laws References: (The electronic version may link directly to referenced By-laws omitting the text.)

Article IV Governing Authority

Section 1 The governing authority of the Association shall be vested in the Executive Board which shall consist of elected officers and appointments.

Section 2 Officers

A. Elected officers shall be:

1. President Section 3

A. Elected and appointed officers must be members in good standing.

B. Elected officers shall be elected at the annual UELMA Conference.

1. The President-elect shall be elected for a three year term and become President after one year, and Past President after two years.

Article V Duties of Officers

Section I Elected Positions

A. President:

1. The President shall preside at all general and board meetings.

2. The President, in conjunction with the Executive Director, shall prepare and agenda at least two (2) weeks prior to each meeting.

3. The President, with the approval of the Executive Board, shall appoint standing committees and ad hoc committees as needed.

4. The President shall perform the duties outlined with the advice and consent of the board.

5. The President shall assist with the annual UELMA Conference.

Article VI

Section 3 The President and Executive Director shall be ex officio members of all committees.

Article VIU

Section 3 Executive Board

A. The Executive Board will meet Quarterly. Board members will receive notification within 10 days of said meetings.

Position: **Past President**

Voting member of Executive Board.

Term of Service: One year.

Requirements: Active member of UELMA. E-mail communications.

Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **Secretary**

Non-voting member of Executive Board.

Term of Service: Appointed. One year.

Requirements: Active member of UELMA. E-mail communications.

Responsibilities:

1. Takes minutes and distributes draft for review within 14? days of meeting.
2. Makes corrections to agenda and forwards electronic version to the Web Master.
3. Mails agenda packet and handout to members absent at quarterly board meetings

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **Executive Director**

Non-voting member of Executive Board. Paid position.

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References:

Positions: **At-large Board Members**

Voting member of Executive Board.

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **USOE Representative**

Term of Service:

Requirements: Active member of UELMA. E-mail communications. USOE Library Media Supervisor.

Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **Vendor Representative**

Voting member of Executive Board.

Term of Service:

Requirements: Active member of UELMA. E-mail communications. Participating vendor at conferences.

Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **Library Organization Liaison**

Non-Voting member of Executive Board.

Constitution / By-laws References:

Term of Service: 3 years

Requirements: Active member of UELMA. E-mail communications. Active member of ULA and/or AASL.

Goals and Responsibilities:

1. Attend 4 yearly ULA Board meetings - bring items of interest from UELMA to ULA's attention and vice versa.
2. Get info of UELMA's conference to ULA webmaster for advertising. If they are putting out a hard copy newsletter, make sure it gets in there, too.
3. Get info about ULA's conference to UELMA newsletter and website - spotlight school library media items of interest.
4. Liaise with the School Library section head of ULA. Discuss their goals. Bring this information to the UELMA Board. Contact Information: ULA - www.ula.org Board Meeting info, School Section Info is on the website.

Contact Information:

Policy References:

Constitution / By-laws References: (None)

Position: Educational Technology Liaison

Non-Voting member of Executive Board.

Term of Service:

Requirements: Active member of UELMA. E-mail communications. Active member of UCET, UEN and/or AECT.

Goals and Responsibilities:

As UELMA's liaison to UCET the duties are:

- Attend both UELMA and UCET board meetings, retreats, and conferences.
- Fulfill assignments given, usually they relate to the planning, organizing, and carrying out of the annual conference.

UELMA's meeting schedule Summer Retreat - July 28 Board Meeting - September 17 Regional Conferences - September 22(Price) & 23(Cedar City) Board Meeting - November 19 Board Meeting -January 21 UELMA Conference - March 3 Board Meeting - April 15

UCET Board Meeting Schedule: Meet the 3rd Fridays of each month starting in October, 4:00-5:30 meeting time. First meeting is Oct 15th at the Nebo learning center. Next meeting would be November 19th. December meeting will be cancelled. January 21 st. The board needs to visit Riverton HS in January prior to the 21 st. February I Sth at Riverton HS Conference on March 4-5.

UCET 2006 Conference March 4-6, 2006 Keynote: Bernajean Porter - Digital Storytelling Riverton High School - 12476 South 2700 West, Riverton, UT Conference Strands: Hands-on,

Novice, Leadership, Innovative Science and Technology , Language Arts, Social Studies, Math.
Assignments for the 2005 conference

- Purchase and wrap the thank you gifts for the keynote speaker, the session presenters, and the teachers of the rooms we use.
- Help prepare the conference packets for the attendees.
- Help with the registration at the conference.
- Assist where ever needed during the conference,
- Assist with the clean up of the registration area.

Contact Information:

Policy References:

Constitution / By-laws References:

From the UELMA Constitution:

Article 11

The Purpose of UELMA is:

- A. To assess and respond to needs of school library media personnel.
- B. To facilitate communication and collaboration among UELMA members and the public.
- C. To enable professional growth in a dynamic and changing environment.
- D. To interact with local, state, and national organizations on issues related to school library media programs.
- E. To develop and support performance standards for school library media personnel.
- F. To publicize the components and dimensions of school library media programs.

Article V E. Liaisons:

1. All liaison shall be appointed for three year terms by the President of UELMA.
2. A liaison shall be a member in good standing of both UELMA and the organization the have been chosen to represent.
3. A Liaison shall collaborate with and report on the activities of the allied organization.

From the UCET constitution:

Article 11:

Purpose and Limits of UCET

Section I

Purpose of UCET

The purpose of UCET shall be to improve education by:

- promoting the cooperative development and effective use of information technology in Utah's educational institutions;
- providing a forum for the exchange of information on technology by holding conferences, meetings, and workshops, and publishing a newsletter;
- bringing together any and all parties interested in the use of technology in education for the purpose of representing their varied interests to each other and to the public; and, doing all other lawful acts appropriate to its mission.

Article V: Board of Directors

Section 3 -- Appointment & Duties of Appointed Directors

The nomination of appointed Directors will be made by the President and ratified by a majority of the elected Directors. Appointed Directors may include a Treasurer, a Secretary, a Newsletter Editor, or other Appointed

Directors as ratified and deemed necessary by the board to carry out its mission. Appointed Directors will serve for a one-year term or may be released from their appointment by a majority of the elected Directors. The USOE Representative Director is an appointed member of the board of directors who is appointed by the State Superintendent of Public Instruction of the State of Utah to serve as a liaison between UCET and the Utah State Board of Education. This representative may, with the approval of the Board, serve simultaneously in more than one capacity on the Board but may not be an Executive Officer and does not have voting privileges.

Position: **Reading Association Liaison**

Non-Voting member of Executive Board.

Term of Service:

Requirements: Active member of UELMA. E-mail communications. Active member of CLAU and/or IRA.

Goals and Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **Education Association Liaison**

Non-Voting member of Executive Board.

Constitution / By-laws References:

Requirements: Active member of UELMA. E-mail communications. Active member of PTA/PTSA and/or UEA or other teacher union.

Term of Service:

Goals and Responsibilities:

Contact Information:

Policy References:

Position: **Elections Committee**

Chairman: At-large board member.

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Purposes and Responsibilities:

The goal of the Election Committee is to encourage and provide the association with new and

sustainable leadership.

Section I A. The Elections Committee chaired by the President Elect shall solicit nominations for candidates.

B. The Election Committee shall contact nominees in order to obtain his/her acceptance and the assurance that, if elected, he/she will fulfill the obligations of his commitment.

C. Verifies the membership status of candidates under consideration of office.

D. Compiles a biographical sketch of each candidate and a picture of the candidate to be included with the ballot. Names and biographical information of the nominees and voting protocol will be distributed to members at least 30 days prior to the Annual Conference.

E. The Election Committee shall maintain a list of members who have served as committee members, committee chairs, regional directors, officers, or who have run for office, including a list of potential candidates for consideration in future years. This is to encourage representation from various regions around the state. Section 2 A. Voting shall be by secret ballot during the Annual Conference.

B. UELMA members not attending the conference, may request a ballot from the President elect at least two (2) weeks prior to the UELMA Conference and must return the ballot by mail the week prior to the conference if the ballot is to be counted.

C. The Election Committee shall count the ballots and report the results to the conference. In the event of a tie, a coin shall be tossed to determine the winner. Election results and introduction of new officers will be announced by the President Elect.

D. Newly elected 'officers will assume duties immediately following the UELMA conference.

(Points to consider: -should the president elect be selected from board members? -should the president serve more than one year?)

Contact Information:

Policy References:

Constitution / By-laws References:

Section I A.

Position: **Finance Committee**

Chairman: Executive Secretary.

Board Members:

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Purposes and Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **Conference Committee**

Chairman: Main Conference: Past President.

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Purposes and Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **Communications Committee**

Chairman: At-large board member.

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Purposes and Responsibilities:

Chairman:

1. Appoint committee of sufficient size to maintain "new blood" flow
2. Add approved policy statements to handbooks as needed and inform web master of updates.
3. Combine Newsletter and Website committee into Publication Committee
4. Include Public Relations committee

Committee committee/e-rnail list and UELMA database

1. To communicate
 - a. use MS Meeting board (it's a free download)
2. To have a ready contact
3. Have a collection of member's information to share
4. Update data base through conference registration forms and email
5. To keep everyone informed
6. Appoint a representative from each district or region to help gather information
7. Use UELMA data base, our web site, list serve?
8. Use a committee
9. Have district supervisors submit the information each Aug. Newsletter 1.

Web Site

Web Master is a paid position.

Newsletter

Editor is a paid position.

1. Purpose:

- a. to keep members of UELMA informed
 - b. to build a feeling of community across the state
 - c. reduce feelings of isolation
 - d. promote the organization
 - e. Motivate members
 - f. Increase professionalism
2. New sections
 - a. Address the newest library issues and research
 - b. Library core teaching tips
 - c. Conference updates
 - d. Legislative issues
 - e. Conduct polls
 - f. Calendar of events
 - g. New authors
 - h. Valuable web sites
 - i. New technology
 - j. Research Units
 - k. Tools to use - sample articles
 3. Have a contact person
 4. Add to web site

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **History and Archives Committee**

Chairman: At-large board member.

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Purposes and Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **Constitution and Policy Committee**

Chairman: At-large board member.

Committee 2004-5:

Sheryl Burton, chair

Paula Cloward
Fawn Morgan
Larry Jeppesen
Donene Polson
Catherine Porter
Annette Hartman

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Purposes and Responsibilities:

1. Research policies from other organizations.
2. Use policies to create a rough draft
3. Submit to UELMA board for approval.
4. Appoint committee of sufficient size to continue handbook creation.

(Policy Manual-Survey Results -

Main reasons/purpose for having one, and the benefits of a policy manual:

- So that expertise is not lost
- So others can share in the experience and be more successful
- To provide continuity
- New boards don't need to reinvent the wheel
- To protect members and to give us a plan of action
- To reduce conflict
- To protect integrity of organization
- To know what's been done and to have a path to follow
- When a new person comes in they have an idea of what is expected
- It will help us clarify intent and purpose for new members
- Ensure things get done that need to get done
- We would have defined procedures and policies to guide us
- Memory-guidelines for the future
- I feel like I finally get what I am supposed to do and my time of service is up!

What procedures do you recommend?

- Travel Reimbursement
- Conference Payments
- Each person who is over an assignment should have their own "notebook" to pass on to the next
- Past procedures in print and on the web

Who should be involved?

- Board
- All
- Which policy and procedures sections should be included?
- Responsibilities
- Job Description and record of what has been done in the past o
- Financial
- Political
- Elections
- Qualifications for membership
- Officers and board duties
- Affiliates
- All committees

Which sections should be created first?

- Travel and Conference
- Financial
- Conference

- Communications)

Contact Information:

Policy References:

Constitution / By-laws References:

Article V

Duties of Officers

Section 3

A. The Executive Board will determine UELMA policy and cooperate with allied organizations,

Position: **Curriculum and Standards Committee**

Chairman: At-large board member.

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Purposes and Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References:

Position: **Membership Committee**

Chairman: At-large board member.

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Purposes and Responsibilities:

Chairman:

1. Assist Board in preparation and implementation of all aspects of membership campaign.
2. Maintain membership database, including personal members, subscribers and exhibitors.
3. UEN membership desired For all, see about getting them registered for USOE Listserv at UEN.
4. Assists Executive Secretary with registration and mailings as needed.
5. Identify UELMA Association information and prospective mailing dates.
6. Supervises and maintains membership elists. Create a database of membership e-mail addresses.
7. Prepares annual membership directory and coordinates publications and distribution of the directory.

8. Locate and view previous UELMA membership directory.
9. Organize a database of information and prepare For dis trib u tion. Coordinates publications. Collect and organize information For publication.

Committee:

1. Consists of a chair, the Vice-president, and all first year regional directors.
2. Promotes membership in the UELMA Association.
3. Establishes procedures for membership renewal subject to the approval of the Board of Directors.
4. Develops and distributes promotional information about the UELMA Association to be provided to current and potential members. A Hospitality and Recruitment subcommittee may function to make new and existing UELMA members feel welcome and acclimated to all organizational events.
5. Develops a new member packet including such items as a letter of welcome, a copy of the membership directory, and appropriate UELMA Association publications.
6. Maintains a membership table at the Annual UELMA conference.
7. Arranges for the distribution of membership applications with the editors of the Associations publications.

(Need: Database of UELMA Membership Contact names, addresses, websites Statements of Policy List of past Membership committee members to use as advisors Sample forms, anendas or other documents used or distributed

Goals: Get database of UELMA membership, organize mailing list that includes e-mail addresses Inform members of Listserv and how to register.)

Contact Information:

Policy References:

Constitution / By-laws References:

To serve as assigned.

Position: **Public Relations and Issues Committee**

Chairman: At-large board member.

Term of Service:

Requirements: Active member of UELMA. E-mail communications.

Purposes and Responsibilities:

Contact Information:

Policy References:

Constitution / By-laws References: