



IDAHO LIBRARY ASSOCIATION POLICIES AND PROCEDURES

Revised September 2021

Contents

Contents	0
Officers	1
President	1
Vice President	1
Secretary	2
Treasurer	3
Membership Chair	4
Board of Directors	4
Travel for Board Meetings	5
ALA Councilor	6
PNLA Representative	6
Webmaster	7
Archives	8
Committees	8
Standing committees	9
Operational Committee Guidelines	9
Responsibilities of the Committee Chairperson	10
Annual Conference	10
Travel to Annual Conference	10
Annual Conference Chair	10
Exhibits	12

Officers

[CONSTITUTION: Article IV](#)

President

[BYLAWS: Article VI, section 3.A](#)

Must be an individual member of ILA

Duties:

- Prepares an agenda and presides at all meetings of the Association and of the Board of Directors.
- Serves as a voting member of the Board of Directors.
- Represents the Association in all official capacities.
- Serves as the second signer for association bank accounts.
- Acts as spokesperson for the Association on all established policies.
- Serves as liaison officer between the Association and other organized groups.
- Coordinates the work of all officers, divisions, and committees.
- As incoming President, guides the Board of Directors in setting a new strategic plan. As outgoing President, reviews with the Board of Directors the strategic plan, summarizes accomplishments, and removes completed items.
- Monitors ILA website for current content, keeping track of updates needed and coordinates with officers and others to keep the website up-to-date with information of use to the membership.
- Keeps membership informed of important library affairs through website updates, Facebook updates, Twitter feeds, updates on Libidaho, publication in the Idaho Librarian, and/or other appropriate association publication, as determined by the Board.
- Keep current info on docs “Policies/Issues Affecting Idaho Libraries” and “ILA Success and Challenges” on the website.
- Maintains (with help of the Legislative Committee) current Policy/Issues info on the ILA website.

Vice President

[BYLAWS: Article VI, Section 3.B, Article VII, Section 5](#)

Must be an individual member of ILA.

Duties

- Serves as a voting member of the Board of Directors.
- Acts in the absence of the President. If the President vacates the office, the Vice President completes the term.
- Serves as the chair of the Regional Conferences Committee and Steering Committee.
- Calls for a financial review from the current Treasurer within 30 days after a change of Treasurer.
- Makes decisions about web page content when appropriate; refers other decisions to the board for discussion.
- Updates the ILA social media accounts.
- Represents the President upon request.
- Keeps in close touch with the President throughout the year to solve problems and to prepare to assume the duties of the presidency.
- Assists the President in monitoring the website for updated content.
- Receives regular reports from committees.
- Committee appointments (Bylaws, Article VII).
 - Appoints chairpersons of all operational committees, and serves as ex officio member of all operational committees.
 - Suggests members to serve on committees. Final appointments are made by the Vice President after conferring with chairpersons of committees, and after gaining consent of individuals to serve.
 - Appoints special committees, when necessary, with approval of the Board of Directors.
 - Maintains a current file of information needed by new Board and Committee members.
 - Informs each committee chairperson, at time of appointment, of specific duties of committee as defined by the Board of Directors; indicates objectives each committee is expected to attain during its period of service; and urges early consideration of budgetary needs.
 - Ensures that all committee appointments are made in time for publication on the website, and/or other appropriate association publication, as determined by the Board.

Secretary

[BYLAWS: Article VI. Section 3C](#)

Must be an individual member of ILA.

Duties

- Serves as a voting member of the Board of Directors.
- Records and keeps minutes of meetings of the Board of Directors and of the annual conference.
- Handles correspondence as directed by the President and Executive Board.
- Mails notices, except dues notices, to membership, as directed by the President and Board of Directors.
- Keeps a file of names and addresses of all members serving on the Board of Directors, committees, and divisions, as directed by the Board.
- Keeps a current record of the terms of office for Board of Directors members and committee chairs; informs Member Engagement Chair of upcoming vacancies.
- Keeps files of current minutes, pertinent correspondence, and communications.
- Keeps record of attendance at board meetings and at Association meetings.
- Submits a preliminary draft of minutes to the Board of Directors for review prior to approval.
- Sends notices as soon as the date of the annual conference is decided to appropriate organizations. Sends news of ILA activities to American Libraries, or other appropriate publications.
- Edits minutes of the annual conference for posting on the website and/or other association publications as determined by the Board.
- Mails papers, correspondence, documents, and records relating to the Association's business, activities, and history that are not currently in use to ILA Archivist, University of Idaho Library.
- Sends names of new officers as soon as possible after the annual conference to the ALA Chapter Relations Office.

Treasurer

[Bylaws: Article VI, Section 3.D](#)

Must be an individual member of ILA.

Duties

- Serves as a voting member of the Board of Directors.
- Arranges, under direction of the Vice President, for an audit of the books of the previous administration.
- Establishes processes, procedures, and guidelines for treasurer work.
- Creates fiscal policies for the organization.
- Authorizes payment of all bills.

- Oversees receipts, records, and acknowledges all payment of dues received from ILA website.
- Coordinates with the Member Engagement Chair a list of the paid up members who are entitled to receive ballots to vote.
- Cooperates with the Member Engagement Chair.
- Submits a detailed, written financial and membership report at each Association meeting, at Board of Directors meetings, and at the close of their term.
- Ensures a report is sent to the Internal Revenue Service by the filing deadline..
- Maintains and provides financial records of conferences.
- Transfers reports and documents within one month following the expiration of their term.
- Oversees financial accounts, including access to accounting software.
- Establishes appropriate permissions for access to financial accounts and records.Serves as chair of the Finance Committee.

Membership Chair

[Bylaws: Article VI, Section 3.E](#)

Must be an individual member of ILA.

Duties

- Serves as a voting member of the Board of Directors.
- Keeps membership database updated by recording names and addresses of new members as dues are received from online registrations. Notes renewal dates.
- Maintains membership files for ILA committees.
- Acknowledges and thanks new and renewing members.
- Responds to questions regarding membership.
- Reminds members of renewal dates.
- Sends out calls via the email list to renew and become a new member.
- Keeps track of the number each month still needed for organizational sustainability.

Board of Directors

[CONSTITUTION: Article V, sections 1 & 3](#)

[BYLAWS: Article V, XI](#)

Must be individual members of ILA

Duties

- Helps the Vice President obtain committee chairpersons and committee members.
- Reviews the specific duties of each committee at the beginning of the year, indicating the direction that the work should take and the goals that each committee should strive to reach within the year. The chairpersons of all committees shall be notified of such direction through the President and Vice President.
- Adopts, and may revise, a budget for the Association to ensure its fiscal health.
- Designates place and date for the Annual Conference.
- Participates in conference planning, when so called upon by the conference chair and the conference committee.
- Approves a conference budget, including setting a maximum amount for speakers' expenses, and setting registration and exhibitors' fees.
- Updates and sets a new strategic plan at the incoming President's direction.
- Approves changes to the Bylaws. Any Bylaws changes must then be voted on by the membership for final approval.
- Approves minutes of regular meetings.
- Approves proposed contracts, reciprocal agreements with other organizations, and credit applications.
- Approves any proposed changes to dues.
- Approves proposed legislative priorities and strategies.

Standards and Guidelines

- As part of the Idaho Library Association's purpose to promote the organization and development of better library service in the state of Idaho, it has occasion to propose and adopt standards and guidelines for library activities and service.
- Such standards and guidelines may be proposed by the Association or by any division or committee, working singly or jointly.
- Standards and guidelines proposed by a division(s) should be reviewed by the Board of Directors for consistency with Association policy before adoption by the division(s). Upon approval by the sponsoring division(s) and final approval by the Board of Directors, the standards or guidelines may be published as official Idaho Library Association standards or guidelines.
- Standards and guidelines must be approved by the Board of Directors before publication as official Idaho Library Association standards or guidelines.

Travel for Board Meetings

The board allows reimbursement to Board members (due to budget restraints, Division and Committee co-chairs are not reimbursed) and to others required to attend for meals, lodging and transportation at rates commensurate with current costs for board meetings not held in conjunction with the annual ILA conference. No more than the State rate should be allowed for meals, lodging, and mileage.

ALA Councilor

[Bylaws: Article XVI, Section 2](#)

Duties

- Serves as a voting member of the Board of Directors.
- Serves as a member of ALA Council.
- Serves as liaison between the Idaho Library Association and the ALA Headquarters staff.
- Informs the ILA Board of Directors about important questions coming up for consideration by the ALA Council and collects opinions of the Board of Directors members and ILA membership.
- Submits a written report at each Board of Directors meeting.
- Informs ILA membership through reports on annual and midwinter ALA meetings posted on the website and/or other appropriate association publication, as determined by the Board.

Travel

- Expenses for meals, lodging and transportation Expenses for meals, lodging, transportation to ALA Midwinter Conference are paid by ILA.

PNLA Representative

Duties

- Serves as a voting member of the ILA Board of Directors and PNLA Executive Board.
- Attends the annual conferences for both ILA and PNLA on a regular basis.

- Submits a written report to the Association membership at each ILA and PNLA Association conference; at ILA and PNLA board meetings for posting on the website; and the PNLA Quarterly for the information of the memberships.
- Attends ILA and PNLA board meetings

Travel

- Expenses for meals, lodging and transportation for the October PNLA board meeting are paid by PNLA. Expenses for meals, lodging and transportation for the February PNLA board meeting are paid by ILA. The PNLA Representative or his/her employer is responsible for such expenses for the PNLA and ILA annual conferences.

Webmaster

Must be an individual member of ILA.

Duties as Webmaster

- Appointed by the Board of Directors to hold office at the pleasure of the board.
- Receives annual honorarium set by the Board of Directors.
- Develops and implements web pages. May work with all members of the Board of Directors, legislative advisor, committees, and interest groups to develop page concepts and content. Final approval of page content rests with the webmaster subject to review by the ILA Board of Directors.
- Offers training to new officers and committee members on how to add reports and edit web content. These trainings may be held during new member orientation or at board meetings as requested by the President.
- Performs all daily maintenance of web pages, assuring pages and changes are referenced in the major search engines, and responding to email about the pages.
- Writes structured, validated, and documented HTML code for ease of maintenance so that the code can be read and understood by others.
- Keeps current with HTML language and web tool developments, in order to use the new features in pages if appropriate.
- Is a resource person to the ILA Board of Directors on web site capabilities and limitations.
- Provides regular status reports to the Vice President. Provides written reports as follows: at the annual conference and each regularly scheduled Board of Directors meeting.
- Reports may be transmitted via email.
- Maintains email discussion lists necessary for the business of the Association.

Editorial Objectives

- The ILA web page provides ILA members with up to date information on the association, its activities, and related library links. Under the general direction of the ILA Board of Directors, the ILA web page webmaster implements web pages, maintains content and oversees daily management of web sites; and assures quality and file integrity of web pages.

Webmaster requirements

- Dynamic, self motivated individual with experience and/or skills in graphic design and/or web site design and maintenance; excellent writing skills; HTML editing, site development and site management skills; scheduling flexibility to allow attendance at occasional meetings. Must use their own computer.

Archives

[BYLAWS: Article XIII](#)

Depository

- The University of Idaho Library is the official depository of the Idaho Library Association.

Preservation of Materials

- All papers, documents, and records relating to the business, activities, and history of the Association are to be preserved. They comprise Constitutional and Bylaws revisions, conference programs and proceedings, Board of Directors meeting minutes, correspondence, studies, surveys, reports, publications, etc.

Procedures

- The University of Idaho librarian in charge of archives will assume the responsibility of screening the materials for the ILA Archives and discarding the useless.
- The outgoing Secretary is charged with the responsibility of obtaining archival material from the officers of the Association, division officers, and committee chairpersons shortly before or immediately following the annual conference. The documents are sent directly to the University of Idaho Library for preservation.

Committees

[Bylaws, Article VII, Section 3](#)

- Committee members must be individual members of ILA.
- All expenses committees are referred to the Board of Directors.
- All monies collected by any committee are turned in to the Treasurer.
- Expenses for speakers, special events, etc., are subject to approval of the Board of Directors.
- New association and committee budgets shall be set up at least one month before the fiscal year begins. Normal budgeted expenditures do not require prior approval of the Executive Board.
- Each committee is responsible for creating its own charter and guidelines. These will be submitted to the Board of Directors for approval.

Standing committees

- Executive Committee (Bylaws, Article VII, section 1)
- Board Development Committee (Bylaws, Article VII, section 2)
- Finance Committee (Bylaws, Article VII, section 3)
- Member Engagement Committee (Bylaws, Article VII, section 4)
 - Subcommittees include Division and Special Interest Roundtables
- Steering Committee (Bylaws, Article VII, section 5)
 - Operational Subcommittees may include:
 - Awards and Scholarships
 - Bibliography
 - Communications
 - Conferences and Events
 - Constitution and Bylaws
 - ILA Book Award
 - Intellectual Freedom
 - Legislative
 - Member Engagement
 - President's Resource Committee
 - Public Relations/Advocacy
 - Regional Conferences

Operational Committee Guidelines

- Normally, each committee is composed of at least three members to serve for two years. Committee Chairs, with Steering Committee approval, may modify the number of members on the committee.
- For continuity, at least one member of the old committee should be reappointed to the new committee.
- Committees may appoint subcommittees as needed, with the approval of the Steering Committee.
- Committees may undertake projects with the agreement of the President.
- Committee members should be familiar with the Association Constitution & Bylaws, and Policies & Procedures.
- Committee chairpersons may request permission to attend any meeting of the Board of Directors to discuss with the Board matters that come within the scope of a committee's jurisdiction, but they may not participate in other deliberations of the Board.

Responsibilities of the Committee Chairperson

- Interprets instructions of the Board of Directors or Steering Committee to the committee and makes definite assignments to each member.
- Committee chairpersons should send the President and Secretary copies of all important correspondence.
- Sees that the committee incurs no expense unless authorized to do so, nor commits the Association by a declaration of policy unless authorized or approved by the Board of Directors or Steering Committee.
- Updates any web content pertinent to the committee.
- If the committee wishes to hold a meeting during the conference, arranges with the conference committee for the time and place of meeting.
- Keeps committee files up-to-date and turns active material over to the new committee chairperson within 30 days. Inactive material must be forwarded to the Secretary for the archives.
- Each committee chairperson shall submit a written final report at the Annual Conference for posting on the website, and/or other appropriate association publication, as determined by the Board. This report should include:
 - A report of work done.
 - Recommendations.
 - Suggestions of names for appointment to the committee for the next year.

Annual Conference

The President, Treasurer, Conference Chair, and the Annual Conference Exhibits Chair are allowed full expenses for meals, lodging, and transportation for the duration of the Annual Conference, including the hospitality room.

Travel to Annual Conference

Expenses for meals, lodging, and transportation to the ILA annual conference are paid by the Association for members of the Board of Directors, contingent upon attending the Board meetings. Conference registration fees are waived for the Board of Directors.

Annual Conference Chair

Must be an individual member of ILA.

Duties

- Appointed by the President and confirmed by the board.
- Serves as chairperson of the conference committee.
- Uses and updates the ILA conference manual.
- Works with the Conference site selection committee to obtain the most appropriate sites for annual conferences; visits and evaluates sites; advises on logistical requirements and facility capabilities for proposed programs.
- Works with the Board of Directors to establish future conference dates.
- Works with Equipment and Exhibits Chairs to prepare a conference budget for review, revision and approval by the executive board.
- Recommends to the Board of Directors appropriate booth rental fees for exhibitors and registration fees for attendees, based on past history and current budget.
- Reviews all bills for conference expenditures and approves for payment.
- Prepares initial program schedule for review.
- Establishes conference planning deadlines; monitors program progress against deadlines.
- Schedules conference committee meetings; prepares and mails meeting notice, agenda and minutes; monitors subcommittee meetings.
- Works with Equipment and Local Arrangements Committee to collect information on room setups, AV requirements, speaker rooms and meals, and other logistical details; notifies facility of ILA requirements.

- Oversees Local Arrangements Committee efforts to mail conference programs and packets to all ILA members, designated nonmembers, and program speakers.
- Oversees Local Arrangements Committee efforts to select menus for food and beverage functions and negotiates any changes in service and prices with the facility or other suppliers.
- Oversees Entertainment subcommittee efforts to research, recommend, and arrange tours or other special events in conjunction with the conference program.
- Prepares, distributes and compiles evaluation forms for conference programs and exhibits and presents findings to the conference committee and executive board.
- Works with Exhibits Chair to provide a positive experience for exhibitors.
- Oversees Exhibits Chair efforts to coordinate solicitation of contributions from exhibitors to support conference events, maintains appropriate records, and arranges recognition for contributing companies.
- Oversees Local Arrangements Committee efforts to provide publicity for the conference.
- Authorizes changes to the facility, including additional expenditures.
- Coordinates conference registration activities with the treasurer.
- At the first Board of Directors meeting following the conference, provides preliminary statistical reports, evaluation compilations, and tentative financial reports.

Exhibits

Exhibit spaces for the Idaho Library Association conferences must be approved by the Exhibits Coordinator and will be rented to exhibitors in accordance with these guidelines:

- Preference will be given to commercial vendors or those willing to pay commercial rates.
- Exhibitors who cancel thirty (30) days prior to the conference will receive a 90% refund.
- Exhibitor booth rental fees will be set by the Board, after consideration of the Conference Chair's recommendation to pursue Internet access charges and equipment rental fees will be based on cost recovery pricing.
- Paid exhibitors may receive, upon request, the names and addresses of conference registrants as part of the exhibit fee.