

# Missouri Association of School Librarians Advocacy Committee Policies and Procedures

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## **Mission Statement**

The school librarians of Missouri believe quality school library programs positively impact student academic and future success. It is our mission to ensure every Missouri student has access to an effective school library program.

We believe effective school library programs consist of:

- a certified, trained school librarian
- an up-to-date collection supporting the curriculum and student reading interests,
- continuous professional development encouraging collaboration between teaching staff and the school librarian,
- policies protecting a student's intellectual freedom.

## **Goals**

We believe this mission is made possible through the community as a whole. Therefore, the goal of this committee would be to enlarge the populus of school library supporters, creating school library advocates such as:

- Legislators
- DESE
- PTA/ PTO
- Local school boards
- Teachers
- Missouri School Librarians

## **Guidelines, Timelines and Procedures**

### **I. Association Responsibilities**

- A. Confirm the committee is in compliance with MASL Bylaws, Article V.
- B. Notify the Past-President and Public Relations Chair, as ex-officio members of the committee, of meeting dates, and send copies of minutes of all committee meetings.
- C. List all committee members, once approved by the Board, on the membership roster.

### **II. Committee Structure**

- A. The committee will consist:
  1. Four MASL members will serve in rotation as the committee board
  2. Four MASL representatives to serve one-year terms.
  3. Two Ex-Officio members: the Public Relations Chair and Past President.
  4. All committee members must be a member of MASL per MASL Bylaws.
- B. The one year term of membership begins on July 1 and concludes June 30 of the following year.
- C. The Committee Vice-Chair will appoint four one-year members to the Committee, to be Board approved in June (names must be shared with the Board 30 days prior

# **Missouri Association of School Librarians Advocacy Committee Policies and Procedures**

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to the June Executive Council Meeting) with official duties commencing July 1. The Committee Chair and Vice-Chair will assign one MASL member to serve as the rotating member. This will be decided following spring conference. The rotating member will serve a term of four years in the following positions:

- |                          |            |
|--------------------------|------------|
| (1) 1 <sup>st</sup> year | Secretary  |
| (2) 2 <sup>nd</sup> year | Vice-Chair |
| (3) 3 <sup>rd</sup> year | Chair      |
| (4) 4 <sup>th</sup> year | Past Chair |

### **III. Committee Responsibilities**

#### **A. All Members**

1. Attend all committee meetings.
2. Contribute to online communication forum and respond promptly to communications.
3. Maintain Association website.
4. Assist in any assigned duties.
5. Adhere to schedules as set forth in the Committee guidelines.

#### **B. Chair**

1. See that all scheduled deadlines are met.
2. Keep record of expenses (travel and any other) and manage the committee's budget.
3. Convene and preside over Committee meetings: summer, fall, mid-winter, and spring.
4. Comply with MASL Archives Policy regarding committee records, as outlined in the Bylaws under *Standing and Special Committees*.
5. Coordinate all appropriate activities with the association management company.
6. Communicate with MASL lobbyist as needed.
7. Prepare all news releases for MASL and other publications.
8. Submit Board Reports and attend scheduled Board Meetings.
9. Compile and submit the annual report of the Committee.
10. Participate as a voting member of the Committee only in case of a tie.
11. Maintain duplicate records of all important Committee items and transactions. By July 1, present the incoming Chair with all pertinent materials.

#### **C. Vice-Chair**

1. Assist the Chair as needed.
2. Appoint the committee secretary and four one-year committee members and submit names to MASL President by April 30th for MASL Board approval in August.

# Missouri Association of School Librarians Advocacy Committee Policies and Procedures

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3. The Vice-Chair should try to maintain a diverse committee with members from a variety of state regions, school size, school type, etc
4. Participate as a voting member of the Committee.
5. Communicate with MASL lobbyist as needed.
6. Maintain duplicate records of all important Committee transactions and items. By July 1, present the incoming Vice-Chair with all pertinent materials.

## D. Secretary

### 1. General

- a) Record minutes of all committee meetings. After consultation with the Chair, distribute minutes to the Committee, MASL President and First Vice-President.
- b) Assist the Chair as needed.
- c) Participate as a voting member of the Committee.
- d) Keep records as instructed by the Chair, including past minutes. By July 1, present the incoming Secretary with all pertinent materials.
- e) Share past-minutes and all other pertinent materials with in-coming one year committee members.

### 2. Correspondence

- a) All correspondence should be addressed from the Committee Chair.
- b) Work with the MASL association management company to ensure that advocacy campaign efforts are disseminated according to the specific action item.

## E. Past Chair

1. Communicate with MASL lobbyist as needed.

## F. Public Relations Chair

1. Maintain Association Webpage.
2. Participate as a non-voting member of the Committee.

## G. MASL Past-President

1. Participate as a non-voting member of the Committee.

## H. One Year Members

1. Participate as a voting member of the Committee.

## IV. Committee Schedule

- A. Committee meetings: summer, fall, mid-winter, and spring. Meetings will be held virtually.
- B. Summer Meeting: Develop list of action items
- C. Fall Meeting: Assign committee members to action items
- D. Fall Meeting: Set timeline to fulfill action items
- E. Mid-Winter Meeting: Determine status of action items and make adjustments if needed.

## **Missouri Association of School Librarians Advocacy Committee Policies and Procedures**

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- F. Spring Meeting: Evaluate the effectiveness of the committees work and set goals for the following year.