

Board of Directors
Policies and Procedures

Missouri Association of School Librarians

President

I. Association Responsibilities

Meetings

- A. Ensure that any Council, Board, and Association matters are handled properly, including preparation of pre-meeting materials, Committee functioning, and recruitment and orientation of new Board members.
- B. Submit reports in a timely fashion and attend all Council, Board, and other required meetings of the Association.
- C. Prepare for and preside at all meetings of the Council, Board, and Association.
- D. Ensure the effective action of the Council and Board in governing and supporting MASL, and oversee Council and Board affairs.
 - 1. Review and revise, with the advice of the Council and consent of the Board, MASL Short- and Long- Range plans to assure continuity in planning and development of the Association;
 - 2. Convene a Council meeting prior to the first Board meeting of the new fiscal year. This meeting should focus on budget, objectives and program plans for the new presidential year;
 - 3. Convene a Board meeting near the beginning of the fiscal year.
- E. Implement activities authorized by the Council and Board.
- F. Announce and convene special meetings of the Council, Board, or Association when Constitutional requirements have been met.
- G. Succeed to the office of Past-President at the close of the President's term.

Elections

- A. Receive and facilitate an annual election of MASL officers, as outlined in the Constitution and By-laws.
- B. Report all election results regarding candidates and other issues to the Association.

Region Affiliate Directors

- A. Appoint two Sitting Directors, with Board approval, to serve on the Executive Council, as outlined in the Constitution and By-laws.

Extenuating Duties

- A. Association Management Company
 - 1. Establish a Search and Selection Committee, and appoint the Committee Chair for hiring the Association Management Company;
 - 2. Initiate contract negotiations for the Association Management Company;
 - 3. Convene Council and Board discussions on evaluating the Association Management Company;
 - 4. Convey information to the Association Management Company.
- B. Submit an annual report of activities to the Association Management Company no later than May 1st. Append, if necessary, any other reports, records, correspondence, or other pertinent materials to the Annual Report.

II. Committee Responsibilities

- A. Appoint the following Committee Chairs, with Board approval:

1. Governance;
 2. New Members;
 3. Public Relations;
 4. Scholarships, Grants & Recognitions.
- B. Maintain a list of all current Committee members approved by the Board.
 - C. Serve as an Ex-Officio member and work in collaboration with all committees.
 - D. Fulfill duties, as assigned, in Committee Handbooks and/or Committee Policies and Procedures.

III. MASL Representation Responsibilities

Professional

- A. Maintain membership with ALA and AASL.
- B. Attend the ALA Midwinter meeting and serve as the Official Delegate to the AASL Affiliate Assembly.
- C. Serve as the Official Delegate to AASL Region III meetings.

Public

- A. Appoint MASL representatives, as requested by other organizations and agencies, to collaborate with MASL Council, Board, and Association. These may include, but are not limited to, the Missouri Secretary of State's Library Council and Missouri Advisory Council for Certification of Educators.
- B. Serve as communication liaison between the Board, Council, Association, and other stakeholders.
- C. Advocate for school librarianship through coordinated efforts with national and state education and library associations.

IV. Fiscal Responsibilities

- A. Uphold the fiscal integrity of the Association.
- B. Upon receipt and review of documentation from Association Management Company, co-approve, with the Treasurer, all bills of the Association through MASL online banking.
- C. Work with Association Management Company regarding the financial review to be conducted at the close of the fiscal year.
- D. Provide oversight on all contracts made in the name of the Association.
- E. Finalize an annual tax filing with the Internal Revenue Service, in coordination with the Association Management Company, by November 15 of each year.
- F. Refer to the MASL Travel Policy and other Board adopted Policies and Procedures for information regarding expense reimbursement.

Approved 7/26/19

First Vice-President/President Elect

I. Association Responsibilities

- A. Preside at all meetings of the Council, Board, and Association in the absence of the President or at the request of the President.
- B. Submit reports in a timely fashion and attend all Council, Board, and other required meetings of the Association.
- C. Assist President with fulfilling presidential duties, as needed.
- D. Submit an annual report of activities to the Association Management Company no later than May 1st. Append, if necessary, any other reports, records, correspondence, or other pertinent materials to the Annual Report.
- E. Succeed to the office of President at the close of the President's term, or upon the death, resignation, or removal of the President.

II. Committee Responsibilities

- A. Oversee annual Spring Conference, as detailed in the Spring Conference Policies and Procedures.
- B. Serve, with the Treasurer, as Co-Chair of the Finance Committee.
- C. Fulfill duties, as assigned, in committee handbooks and/or policies and procedures.

III. MASL Representation Responsibilities

- A. Maintain membership with ALA and AASL.
- B. Attend the ALA Midwinter meeting and the AASL Affiliate Assembly (not as a delegate).
- C. Attend the ALA Annual Conference and serve as the Official Delegate to the AASL Affiliate Assembly.

IV. Fiscal Responsibilities

- A. Refer to the MASL Travel Policy and other Board adopted Policies and Procedures for information regarding expense reimbursement.

Approved 7/26/19

Second Vice-President

I. Association Responsibilities

- A. Submit reports in a timely fashion and attend all Council, Board, and other required meetings of the Association.

- B. Preside at all meetings of the Council, Board, and Association in the absence of the President and First Vice-President.
- C. Submit an annual report of activities to the Association Management Company no later than May 1st. Append, if necessary, any other reports, records, correspondence, or other pertinent materials to the Annual Report.
- D. Succeed to the office of First Vice-President at the close of the First Vice-President's term, or upon the death, resignation or removal of the First Vice-President.

II. Committee Responsibilities

- A. Serve as an Ex-Officio member of the Professional Education Committee and oversee Fall PD Day.
- B. Select two Conference Co-Chairs prior to the beginning of Spring Conference.
- C. Serve as a member of the Finance Committee.
- D. Fulfill duties, as assigned, in committee handbooks and/or policies and procedures.

III. MASL Representation Responsibilities

- A. Maintain membership with ALA and AASL.
- B. Represent MASL at the annual SLJ Summit.
- C. Represent MASL at the biennial AASL Conference, when it occurs during the Second Vice President's term of office.
- D. Be responsible, with the assistance of the AASL Affiliate, for official MASL exhibits to promote the Association and its activities. These may include the Missouri Library Association and other stakeholder conferences.

IV. Fiscal Responsibilities

- A. Refer to the MASL Travel Policy and other Board adopted Policies and Procedures for information regarding expense reimbursement.

Approved 7/26/19

Secretary

I. Association Responsibilities

- A. Submit reports in a timely fashion and attend all Council, Board, and other required meetings of the Association.
- B. Record minutes of all Council, Board, and Association meetings.
- C. Forward minutes to Association Management Company for distribution on the MASL Website.

- D. Include copies of all approved motion forms with the minutes in the Secretary's materials.
- E. Collect and compile the MASL Annual Report and submit no later than June 30th to the Association Management Company for distribution on the MASL Website and to other interested parties (AASL, DESE, MLA, etc). The Annual Report shall include the:
 - 1. Annual Financial Statement;
 - 2. Minutes of all Council, Board, and Association meetings;
 - 3. Complete list of motions passed at Council, Board, and Association meetings;
 - 4. Annual report from each member of the Board;
 - 5. Reports from temporary and ad hoc committees;
- F. Conduct official correspondence of MASL, as directed by the President.

II. Committee Responsibilities

- A. Serve as a member of the Finance Committee.
- B. Fulfill duties, as assigned, in committee handbooks and/or policies and procedures.

III. Fiscal Responsibilities

- A. Refer to the MASL Travel Policy and other Board adopted Policies and Procedures for information regarding expense reimbursement.

Approved 7/26/19

Treasurer

I. Association Responsibilities

- A. Submit reports in a timely fashion and attend all Council, Board, and other required meetings of the Association.
- B. Submit an annual report of activities to the Association Management Company no later than May 1st. Append, if necessary, any other reports, records, correspondence, or other pertinent materials to the Annual Report.
- C. Oversee the receipt and expenditure of funds and financial records of the Association.

- D. Present financial statements at Council, Board, and Association meetings.
- E. Present Treasurer's Annual Report during the Annual Business Meeting.

II. Committee Responsibilities

- A. Serve, with First Vice-President, as Co-Chair of the Finance Committee.
- B. Serve as Registration Chair for MASL Spring Conference.
- C. Fulfill duties, as assigned, in committee handbooks and/or policies and procedures.

III. Fiscal Responsibilities

- A. Manage the Council's and Board's review of, and action related to, MASL's financial responsibilities.
- B. Work directly with the Association Management Company to execute financial procedures and systems.
- C. Present the Board approved annual budget at the first Council and Board meetings held after the beginning of the fiscal year.
- D. Oversee an accurate account of all deposits, expenditures, and funds in Association accounts.
- E. Oversee that appropriate financial reports are made available to the Council, Board, and Association regarding budget tracking, key financial events, trends, concerns, and assessment of fiscal health.
- F. Oversee, through the Finance Committee, sound management and maximization of cash and investments.
- G. Upon receipt and review of documentation from Association Management Company, co-approve, with the President, all bills of the Association through MASL online banking.
- H. Refer to the MASL Travel Policy and other Board adopted Policies and Procedures for information regarding expense reimbursement.

Approved 7/26/19

AASL Affiliate Assembly Delegate

I. Association Responsibilities

- A. Submit reports in a timely fashion and attend all Council, Board, and other required meetings of the Association.
- B. Submit an annual report of activities to the Association Management Company no later than May 1st. Append, if necessary, any other reports, records, correspondence, or other pertinent materials to the Annual Report.
- C. Assist with all matters related to Intellectual Freedom and challenged materials.

II. Committee Responsibilities

- A. Serve, with Past President, as Co-Chair of the Professional Education Committee.

- B. Confer the reports of the organizations and agencies that have MASL appointed members. These may include, but are not limited to, the Missouri Secretary of State's Library Council and Missouri Advisory Council for Certification of Educators.
- C. Serve as the AASL Membership Chair for MASL.
- D. Serve as a member of the Finance Committee.

III. MASL Representation Responsibilities

- A. Be a member of ALA and AASL.
- B. Maintain communication with the AASL Region III Director.
- C. Participate in any Affiliate Assembly trainings, provided by AASL.
- D. Serve as the Official Delegate to the AASL Affiliate Assembly held at ALA Annual and Midwinter Conferences
- E. Serve as the Official Delegate to the AASL Region III meetings and report MASL information to Region III delegates.
- F. Work with Council, Board, and Association to determine concerns and commendations.
- G. Follow the calendar established by AASL to submit concerns and commendations on behalf of MASL to the Region III representative.
- H. Assist with all matters related to Intellectual Freedom and challenged materials.
- I. Represent MASL at the biennial AASL Conference held during the term of office.
- J. Serve as the contact person for MASL for all ALA and AASL matters.
- K. Distribute information and materials from ALA and AASL to the Council, Board, and Association.
- L. Poll Council, Board, and the Association for information that might result in concerns and commendations to present to the Affiliate Assembly.
- M. Be responsible, with the assistance of the Second Vice-President, for official MASL exhibits to promote the Association and its activities. These may include the Missouri Library Association and other stakeholder conferences.

IV. Fiscal Responsibilities

- A. Refer to the MASL Travel Policy and other Board adopted Policies and Procedures for information regarding expense reimbursement.

Approved 7/26/19

Past President

I. Association Responsibilities

- A. Submit reports in a timely fashion and attend all Council, Board, and other required meetings of the Association.
- B. Serve as Parliamentarian at Council and Board meetings.
- C. Conduct the Installation Ceremony for incoming Officers at Spring Conference.
- D. Serve as an advisor to the Council, Board, and Association regarding the integrity of MASL.
- E. Submit an annual report of activities to the Association Management Company no later than May 1st. Append, if necessary, any other reports, records, correspondence, or other pertinent materials to the Annual Report.

II. Committee Responsibilities

- A. Serve as Chair of the Nominations Committee.
- B. Serve, with AASL Affiliate, as Co-Chair of the Professional Education Committee.
- C. Serve as a member of the Finance Committee.

III. MASL Representation Responsibilities

- A. Represent MASL at the annual ALA National Legislative Day.

IV. Fiscal Responsibilities

- A. Refer to the MASL Travel Policy and other Board adopted Policies and Procedures for information regarding expense reimbursement.

Approved 7/26/19

Region Affiliate Directors

I. Association Responsibilities

- A. Each region will annually submit the name of a Region Director to the Association Management Company no later than July 1.
- B. Attend all Board and other required meetings of the Association. A region should designate an alternate representative if the Director cannot attend.
- C. Submit Board reports and region activity dates to the Association Management Company in a timely fashion.
- D. Serve as a communication and voting liaison between the Board and region membership.
- E. Submit an annual report of region activities to the Association Management Company no later than May 1st. Append, if necessary, any other reports, records, correspondence, or other pertinent materials to the Annual Report.

II. Fiscal Responsibilities

- A. Refer to the MASL Travel Policy and other Board adopted Policies and Procedures for information regarding travel expense reimbursement.

Sitting Directors

I. Association Responsibilities

- A. Attend all Council, Board, and other required meetings of the Association.
- B. Submit Board reports to the Association Management Company in a timely fashion.
- C. Serve as a communication and voting liaison between the Council and other Region Directors.

II. Fiscal Responsibilities

- A. Refer to the MASL Travel Policy and other Board adopted Policies and Procedures for information regarding expense reimbursement.

Approved 7/26/19

Committee Chairs

I. Association Responsibilities

- A. Each Committee Chair will annually submit the names of all Committee members to the Association Management Company no later than July 1.
- B. Attend all Board meetings as non-voting members and other required meetings of the Association.
- C. Submit Board reports and Committee activities to the Association Management Company in a timely fashion.
- D. Serve as a communication liaison between the Board and Committee membership.
- E. Submit an annual report of Committee activities to the Association Management Company no later than May 1st. Append, if necessary, any other reports, records, correspondence, or other pertinent materials to the Annual Report.
- F. Transfer all Committee reports, records, correspondence, or other pertinent materials to successor or to the Association Management Company, if no successor has been appointed.

II. Fiscal Responsibilities

- A. Refer to the MASL Travel Policy and other Board adopted Policies and Procedures for information regarding expense reimbursement.
- B. Submit budget requests for the forthcoming fiscal year to Association Management Company by January 15.

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