

Executive Board

NDLA Manual Conference Manual – Draft

The purpose of this manual is to offer a roadmap to a successful conference for the members of the North Dakota Library Association. Although most activities are always a part of the conference, some are not, and the officers and committee chairs may choose and adapt these as necessary for each particular conference. Past officers and committee chairs have established a series of forms and programs available for consultation on the NDLA website; consultation with and liberal borrowing from these will help greatly in planning. Please feel free to add your own good ideas to the website in order to assist future planners!

A spreadsheet on the NDLA website breaks down the duties of each officer or committee with major responsibilities at the conference on a month-by-month basis as a way of measuring progress in planning. Please consult this as a way of staying on track.

Responsibilities of Officers/Committees

President

- Meets with the past-president to set the theme for the next conference
- Notifies the ALA Chapters Relations Office of the dates and themes of the conference
- Works with Executive Secretary to invite members of regional and affiliated library associations to attend the conference
- Sets the agenda and presides at the pre-conference executive board meeting and the general membership sessions
- Develops hospitality resolution(s)
- Develops resolutions from the Executive Board
- Introduces the mayor or his/her designee for the official welcome at the opening of the conference
- Coordinates with exhibit chair to open the exhibits
- Verifies the presence of a quorum at all general sessions
- Presides over the Awards Banquet and introduces the keynote speaker
- Presents Major Benefactor's? Award - contact the lead person who submitted a nominations packet to invite them to present it and/or offer a few words
- Chooses recipient of Presidents Award and arranges with Executive Secretary to order plaque (person's name and brief statement regarding purpose of the award.) President's Award is give at the President's discretion and does not have to be given. It is intended to honor a person who has made major contributions to the Association or libraries/librarians in the state, or who has impacted/assisted the President significantly.
- Presents the President's? Award
- Arranges a short informational meeting between outgoing and incoming board members in order to pass on documents and information
- Conducts Executive Board meeting after the close of the conference

- Sends documents of historical interest to the NDLA archivist
- Appoints/announces committee chairs for the coming year
- Schedules the winter/December board meeting
- Sets date for annual conference three years in the future
- Sets date and authorizes the Executive Secretary to negotiate conference site/hotel contract for the annual conference at least three years ahead of time
- Leads the budget discussion for the upcoming conference
- Reminds members on the e-mail listserv to begin thinking about and formulating resolutions
- Reminds or delegates someone to remind people of the deadline for registration for the conference

President-Elect

- Handles all matters concerning the vendors. Sometimes vendors will want to know where to send boxes on ahead; work with the conference site/local arrangements committee to provide this.
- Prepares a vendor registration form for the conference website; examples may be found at <http://ndla.info/Conference/12conf.htm>
- Verifies table and booth size available from conference venue as many vendors depend on a certain size and it may vary depending on the venue (include dimensions on the exhibitor registration form).
- Contacts vendors who attended previous conferences; spreadsheet may be found here:
- A Google account has been set up to handle vendor correspondence for your use if you so choose. All vendor email addresses are loaded into the contacts section and letters, spreadsheets, and other necessary documents are stored in Google docs. Make sure login information is passed on by predecessor. Login at <https://mail.google.com/>.
- Sends a second invitation letter or email if desired.
- Polls NDLA membership for suggestions of vendors they would like to see. Sends confirmation letter and additional information as needed to vendors.
- Confirms names of vendors for name tags and meal count (be sure to invite them to all meals-including banquet, social, and entertainment activities). Submit name tag information to Membership Chair for printing.
- Sends registration checks to NDLA treasurer as they are received.
- Arranges free tables in the exhibit hall for the Flickertale author, ACRL, ALA, and MPLA. If space is unavailable in the exhibit hall, work with local arrangements to find space elsewhere such as near registration.
- Aims to get space for 30 vendors, plus networking tables/chairs and refreshments in the exhibit hall.
- Develops a map of the exhibit hall with places for each vendor; distributes this map to the Local Arrangements Committee, the Executive Secretary, the conference site contact, and others as needed. Make every effort to accommodate special requests from vendors regarding exhibit hall placement.
- Greets the vendors, helps them find their place in the exhibit hall, makes sure they get their registration packets, and informs them where their vendor hospitality room is located.

- Coordinates with Local Arrangements Committee to create signs for each booth/table and for the vendor hospitality room and arrange for refreshments in the exhibit hall and/or the hospitality room.
- Explains the rules of any games which involve them, such as vendor bingo or a scavenger hunt.
- Tells the vendors when and where they will be introduced and when and where the Friendly Booth Award will be presented.
- Asks the vendors to fill out the assessment form after the conference, or on the last day prior to their departure—completed forms may be left at the registration desk.
- Offers vendors information (if available) regarding next year's conference (dates, location).
- Presents the Librarian of the Year award.
- Writes thank you notes or emails to each vendor when the conference is over.
- Works with Treasurer to submit Special Event Vendor Listing to the state. See <http://www.nd.gov/tax/misc/faq/salesanduse/index.html#vendor> or <http://www.nd.gov/tax/salesanduse/forms/specialeventvendorlisting.pdf>. Collect as much information from the vendors as possible.
- Submits article to The Good Stuff editor on the vendor turnout — including a list of all vendors.

Past-President

- Deals with all matters concerning the program and speakers
- With the President, sets the theme for the conference.
- Works with the NDLA webmaster to set up a conference website
- Works closely with the Committee on Continuing Education for developing the School Library Media Specialist CE track.
- Writes an article about the conference in each issue of The Good Stuff and sends the editor all the information needed for the pre-conference issue.
- Sends biographies and photographs of speakers along with program descriptions of each breakout session to the Executive Secretary and to the editor of The Good Stuff.
- Recruits all speakers for the breakout sessions.
- Develops a Program Proposal Form which is posted on the website; see previous forms at <http://ndla.info/Conference/12conf.htm>
- Recruits two pre-conference presenters, one of whom should be part of the School Library Media Specialist CE track.
- Recruits the post-conference speaker, who is part of the School Library Media Specialist CE track.
- Recruits keynote speaker.
- Recruits introducers for each breakout session and provides each with a short biographical sketch and a small gift for the speaker(s).
- Informs Local Arrangements chair of transportation needs of speakers
- Approves all forms for reimbursement of expenses
- Purchases enough small gifts for speakers (usually about 60).
- Prepares more substantial gifts for lunch speakers, keynote speaker, pre-and-post conference speakers, and others as appropriate.

- Prepares and distributes the evaluation forms for each breakout session
- Prepares the conference evaluation form for inclusion in the conference packets
- Makes daily signs for each meeting room, listing the times of each breakout session within
- Prepares a conference feedback form; see previous forms at the NDLA list archives
- Writes thank you notes to each speaker after the conference.
- Compiles feedback from conference and disseminates as appropriate.

Executive Secretary

- Attends the annual conference
- Attends the executive board meetings at the annual conference
- Arranges meeting room and lunch for pre-conference board meeting.
- Prepares press releases to the general media about the conference
- Sets up the conference office
- Prepares a blank resolution form for posting on the conference website
- Receives and distributes resolutions.
- Puts together the conference program/planner with information from the Past-President
- Arranges for the printing of the conference program/planner
- Arranges for the printing of the Awards Banquet program
- Orders plaques for presentation at the Awards Banquet
- Prepares and distributes the evaluation forms for the exhibitors to fill out
- Assists with other conference details as needed
- Serves as the liaison between the conference site and the executive board in selecting the site and preparing a contract for hosting the conference
- Photographs the new executive board for the December The Good Stuff
- Prepares press release on the new executive board
- Prepares press release on all award winners
- Sends conference resolutions to the editor of The Good Stuff and to the web editor
- Sends historical material to the NDLA archivist
- Submits conference bills to the NDLA treasurer
- Negotiates with conference site three years in the future

Treasurer

- Pays conference bills
- Deposits conference income and tracks expenses
- Prepares and files tax documents for presenters as necessary
- Prepares a report on conference profit/loss for the Executive Board

Membership Committee

- In consultation with the executive board and conference program chair, prepares the conference registration form.
- Assists conference registration chair with verification of registrant's member status.
- Prepares personalized renewal forms for inclusion in conference packets.

- With the Local Arrangements Committee, helps to staff the registration desk at conference.
- Develop a registration form in consultation with the conference chair.
- Maintain a current membership list to aid in registration form confirmation when received.
- Determine the contents of registration packets with the conference chair and local arrangement chair.
- Design name badges and provide for on-site name badge production for late registrants.
- Include a receipt in the registration packets.
- Determine the layout of the conference registration area.
- Schedule and train volunteers to staff the registration area during registration hours.
- Obtain a conference evaluation form from the conference chair.
- Assemble registration packets—evaluation forms, name badges, receipts, etc.
- Act as the information center during the conference.
- Provide for set-up and take-down of the registration area.
- Ensure all monies received for registration are deposited in the bank account and details are sent to the treasurer.
- Submit refund requests to the treasurer and conference chair.
- Work with Local Arrangements to contact the local Convention Bureau to inquire about services such as banners, name badges, staffing, information about the city, maps, freebies, etc.
- Provide a final report of expenses incurred for registration.

Executive Board

- All current board members attend the pre-conference board meeting.
- Each outgoing board member brings the documents relating to his/her office to pass on to his/her successor at a short informational meeting.
- Outgoing board members present materials for the archive (either to the archivist or online) as appropriate.
- All outgoing and incoming board members meet at the post-conference board meeting.
- Validate election results

All Section and Roundtable Chairs

- Arrange for a program at conference
- Inform the Past President of the program title and abstract, the speaker, technology and other needs, and cost of the program
- Obtain a photograph and biography of the speaker for the program and send these to the Past President
- If the speaker needs a hotel room, inform the Local Arrangements Committee
- Make transportation arrangements for speaker
- Prepare an agenda for section/roundtable business meeting
- Inform members where the meeting will be held
- Conduct the meeting

- Review bylaws/policy manual and if changes are necessary, discuss them with the membership
- Ask for resolutions
- Hold elections as needed
- Communicate plans for seeking sponsorship from vendors with President-Elect (Vendors Chair), Past-President (Programs Chair), Executive Secretary (for addition into the program)

Continuing Education Committee

- Consults with the conference chair to determine space and time requirements for the conference sessions.
- Acts as a liaison between NDLA and the North Dakota institution of higher education designated to grant continuing education graduate credit for specified programming at the annual conference. The Committee is charged to be aware of and to meet current standards (for School Library Media Certification) when proposing conference programming for credit and making arrangements with the participating university.
- Assures that the registration requirements and fees from the participating institution are made available in the publicity and registration materials.
- Secures a program track for the school library media certification course at conference, which should include a pre-conference program, six conference sessions, and a post-conference program.
- Arranges for continuing education sessions for other NDLA members in consultation with the conference chair and other board members.
- Inform the Past President of the program title and abstract, the speaker, technology and other needs, and cost of the program
- Obtain a photograph and biography of the speaker for the program and send these to the Past President
- If the speaker needs a hotel room, inform the Local Arrangements Committee
- Make transportation arrangements for speaker

Local Arrangements

Introduction

This section may seem a bit sketchy, but that is by design, as it is impossible to prescribe in detail what every future conference will look like. Within these guidelines, the Local Arrangements Committee is encouraged to personalize each conference as much as possible, to add to this manual, and to archive its documents on the NDLA website for the benefit of future conference planners. The Local Arrangements Chair can set up as many subcommittees as needed or desired and should feel free to call on the expertise/help of others.

Be sure to track all expenses and to turn them in to the conference chair for approval and reimbursement.

General Schedule

Here is what happens on each day, although there is always room for maneuvering. A spreadsheet laying out the schedule may be found here: It is totally impossible to make everyone happy with the scheduling of section business meetings, so don't worry about it too much. They can, if desired, take place during breakfast, which means finding rooms or corners of the banquet hall for them. All of the section business meetings **MUST** take place before the resolutions are due.

Possible schedule – this will vary!!

- **Wednesday**
 - 9:00 am – noon
 - Pre-conference executive board meeting
 - Noon – 8:00 pm
 - Vendors arrive and set up
 - Registration opens
 - 1:00 pm – 5:00 pm
 - Pre-conferences
 - Tour or other activity (optional)
 - 7:00 pm – 9:00 pm
 - Opening night reception
- **Thursday**
 - 7:00 am – 4:30 pm
 - Registration open
 - 8:00 am – 4:30 pm
 - Exhibits open
 - Morning
 - Section business meetings
 - Exhibits opened
 - First general session

- Breakout sessions
 - Lunch
 - Speaker or
 - No speaker or
 - Flickertale award winner
 - Afternoon
 - Two rounds of breakout sessions
 - Break for exhibits in between
 - Evening
 - Auction set up
 - Social/preview
 - Awards banquet
 - Auction/entertainment
- **Friday**
 - 7:00 am – noon
 - Registration open
 - 8:00 am – noon or up till 3:00 pm
 - Exhibits open
 - Morning
 - Section business meetings
 - 2 breakout sessions
 - 10:30 am
 - Resolutions due
 - Lunch
 - Speaker or
 - No speaker or
 - Flickertale award winner
 - Afternoon
 - Second general session
 - Break out session
 - Third general session
 - Post-conference executive board meeting
 - Evening
 - Entertainment for those staying on (optional)
- **Saturday**
 - 8:00 am – noon
 - Post-conference

Meeting Rooms

- Meeting rooms should be chosen with an eye to the right size for each presentation. This will be decided by the Past-President, but s/he may need some input from the Committee.
- All of the breakout sessions in the School Library Media Specialist CE track should be in the same room.
- All rooms should have a screen, projector, laptop computer, and internet connection for the speaker.

- The committee arranges for an office for the Executive Secretary and should determine what her needs are.
- The committee arranges for a vendor hospitality room and should consult with the President-Elect to see what their needs are.

Welcome

- Arrange for the mayor or his/her designee to greet or welcome the conference goers at the First General Session.

Exhibits Hall

- If asked to make arrangements for receiving shipments from vendor, do so and then help vendors reconnect with their boxes
- Every site seems to vary with what it will supply in terms of tables, chairs, drapes, pipes, electricity, and internet connections; the Local Arrangements Committee helps to supply what is needed from alternate suppliers if necessary.
- Makes sure that the exhibits hall is set up according to the map developed by the President-Elect
- Coordinates with the President-elect to take care of vendors.
- Arranges for security in the exhibits hall during off hours

Internet Connectivity

- Generally speaking, connections to the internet will be needed by both speakers and vendors. Problems with the strength and number of the connections need to be worked out well in advance of the conference.
- In venues with little free internet access, vendors have occasionally sponsored an Internet café.

Membership Committee

- The Local Arrangements Committee needs to work closely the Membership Committee to insure a smooth registration process.

Flickertale Awards

The Flickertale Awards go to children's authors whose books have been voted to be the favorites of the school children of North Dakota each year. The Flickertale Committee is a subcommittee of the School Library and Youth Services Section (SLAYS), and more information about it can be found in the SLAYS Policy Manual.

In general, the responsibilities of the Flickertale Committee for the annual conference are as follows:

- Determines who the award winners will be

- Notifies the award winners
- Arranges contract for those who can attend the conference
- Arranges for transportation
- Informs Local Arrangements Committee of how many hotel rooms and other needs
- Informs Executive Secretary of information for plaque
- Informs Past President of when the winner(s) can present a program or lunch and what technology or other support will be needed
- Arranges a book signing
- Arranges visits with local school children
- Makes sure that all tax forms have been filled out and given to the Treasurer

Food

At the moment, buffets are preferred so that conference goers can choose their own food. This is not always practical, as it can interfere with a tight lunch schedule. It is important to provide vegetarian and gluten-free options at every meal.

Some designation is necessary to determine who is entitled to eat at each meal. This can be worked out with meal tickets, with dots on the name tags, or in some other fashion.

Different venues will have different ways of counting diners and will bill accordingly; it is important to find out what leeway they will allow before incurring extra meal charges.

- Wednesday
 - Lunch for Executive Board (arranged by Executive Secretary)
 - Opening reception
- Thursday
 - Breakfast
 - Lunch
 - Awards banquet
 - Snacks/breaks in Exhibit Hall
 - Water in breakout sessions
- Friday
 - Breakfast
 - Lunch
 - Snacks/breaks in Exhibit Hall
 - Water in breakout sessions
- Saturday
 - Breakfast for post-conference attendees
 - Snacks/water

Entertainment

- Wednesday
 - Tour or other activity (optional)
 - Opening reception – include but not limited to

- Visit and dessert at a local library
 - Authors' meet and greet
 - Movie
- Thursday
 - Music during social/preview (optional)
 - Auction – mix and match ideas
 - Silent
 - Live
 - Chinese
 - Raffle (will generally need to buy a gaming license)
 - Entertainment – include but not limited to:
 - Speaker
 - Comedian
 - Fashion show
 - Movie
 - Impersonator
 - Book cart fire drill
- Friday
 - If many people are staying for the post-conference, getting together for dinner/entertainment is an option but not mandatory.

Awards Banquet

- General schedule
 - Social/auction preview
 - Dinner
 - Speaker
 - Presentation of awards
 - President's? award
 - Major Benefactor award
 - Librarian of the Year
 - Entertainment
 - Auction
- Arranges decorations as appropriate for the theme of the conference

Transportation

- Awards winners, speakers, and presenters may need transportation to and from the airport. This can be arranged by committee members or by the hotel shuttle, but needs to be made clear to the traveler.
- Transportation to offsite activities, such as a reception or a school computer lab, may need to be arranged on occasion.

Calendar

September – After Conference

- **President**
 - Conducts the Executive Board Meeting following the close of the conference
 - Sends documents of historical value to the NDLA archivist
 - Work with outgoing president to create the agenda for the Executive Board meeting
 - Allow for general introductions of all the outgoing and incoming board members to take place
 - President announces cabinet members or committee chairs for the following year
 - Schedule the date, time and place of the December Executive Board Meeting.

- **Past-President**
 - Meet with successor to pass along insights, tips, and files
 - Compile evaluations
 - Send out thank you notes to presenters

- **President-Elect**
 - Meet with predecessor to obtain insights, tips, and files
 - Arrange with the Membership Chair for the free one-year membership for the Librarian of the Year
 - Finalize information on the Special Event Vendor Listing and submit it to the Treasurer by the end of the conference
 - Conducts the Executive Board Meeting following the close of the conference
 - Sends documents of historical value to the NDLA archivist

- **Executive Board**
 - Determine necessary Board action on resolutions adopted by NDLA members at Annual Conference.
 - Review goals and long-range plans for the NDLA, taking steps for implementation.
 - Transfer documents of historical significance to the NDLA Archivist/Historian.
 - Complete roster of Executive Board for the year.
 - Work out details of the approach to the Legislative Session, if appropriate year.
 - Create and distribute the NDLA legislative priorities list with assistance from the Legislative Chair.
 - When the amount is known, determine how the proceeds from the auction will be divided if there is more than one fund involved.
 - Executive Board photograph is taken for publication in the December issue of The Good Stuff

October

- **President**
 - Meet with Past-President to choose conference theme
 - Set date for annual conference three years in the future
 - Attend the budget planning meeting of the Finance Committee
 - Attend scheduled North Dakota Library Coordinating Council Meeting
 - Set date and authorize the Executive Secretary to negotiate conference site/hotel contract for the annual conference at least three years ahead of time
 - Submits budget requests to the Finance Committee

- **Past-President**
 - Meet with President to choose conference theme
 - Develop a logo
 - Arrange to meet with Conference facility staff and Local Arrangements Committee
 - Submits budget requests to the Finance Committee

- **President-Elect**
 - Draft committee list of previous NDLA presidents for Librarian of the Year and Major Benefactor Award Committee
 - Solicit ideas from the membership for additional vendors they would like to see at the next conference
 - Submit budget requests to the Finance Committee

- **Executive Secretary**
 - Distribute the minutes of the post-Conference Executive Board meeting via e-mail to former and current Board members, and to the Web Editor for uploading to the NDLA website
 - Prepare the resolutions for publication in The Good Stuff and to the Web Editor for uploading to the NDLA web site
 - Review the files and transfer dated information to the Archivist/Historian for retention decisions
 - Prepare press release on new officers and Board members; send to President and Public Relations Chair for review; finalize and send it to media outlets
 - Prepare press release on award recipients; send to President and Public Relations Chair for review; finalize and send it to media outlets.
 - Work on action items from September Executive Board meetings.
 - Check NDLA mailbox on a regular basis.

Fall/Winter Board Meeting

- **President**
 - Create agenda for the meeting
 - Conduct discussion and approval of the budget proposed by the Finance committee

- Discuss budget for the upcoming conference after the Past-President submits proposal and announces conference theme
 - Discuss plans for promoting libraries to the ND Legislature even when it is not a legislative year
 - Finish up old business matters and take on new business matters proposed by the President, Executive Board members or the NDLA membership
 - Set the date, time and place of the next board meeting which generally takes place sometime in March via IVN. Work to secure host locations for IVN connections across the state
- **Executive Board**
 - Develop and approve the NDLA annual operating budget.
 - Approve the Conference Budget, including setting of exhibit and registration fees.
 - Approve Conference theme and receive planning report from the Conference chair.
 - Authorize the president to sign the hotel contract for the Conference of the following year.
 - Receive summary of Annual conference evaluations from immediate past Conference chair.
 - Evaluate performance of the Executive Secretary, arranging for a new annual contract.
 - Hear updates on activity required by NDLA Annual Conference resolutions.
 - Discuss legislative progress, if in a legislative year.
 - At the December Executive Board meeting, the Board shall determine the area where the next year's auction money will be used

November

- **Past-President**
 - Meet with web editor to set up a preliminary conference page
 - Develop a program proposal form
 - Contact CE Committee to arrange a conference track for School Library Media Specialists
 - Identify and contact the keynote speaker
 - Start to develop pre-and-post conferences
- **President-Elect**
 - Contact web editor regarding annual updates to web pages that involve the President-Elect, including awards information and exhibitor information for the upcoming conference
- **Executive Secretary**
 - Contact web editor with information about awards and exhibitors information/registration forms
 - Negotiate conference site/hotel for conference three years in future
 - Prepare Executive Secretary budget for year.

- Make room and meal arrangements for December Executive Board meeting
- Prepare name cards for Executive Board meetings
- Send reminder email to Executive Board members about December meeting and ask for attendance response.
- Check NDLA mailbox on a regular basis.

December

- **President**
 - Present theme and conference budget to executive board
- **Past-President**
 - Prepare and present conference budget to executive board
 - Determine date by which program proposals need to be in to conference planner
 - Develop contracts as needed for speakers
 - Remind section and roundtable chairs to submit program proposals
 - Contact all relevant electronic lists about the opportunity to nominate for both Librarian of the Year and Major Benefactor
- **President-Elect**
 - Draft list of prospective exhibitors for fall conference complete with contact information
 - Contact all relevant electronic lists about the opportunity to nominate for both Librarian of the Year and Major Benefactor
- **Executive Secretary**
 - Check NDLA mailbox on a regular basis.
 - Prepare and print Executive Secretary report for December Executive Board meeting; email to NDLA Secretary.
 - Print Board member reports as requested for Executive Board meeting.
 - Attend Executive Board meeting.
 - Review and work on action items from December Executive Board meeting

January

- **President**
 - If it is a legislative year, assist with public testimony at the legislature as needed
 - Attend a North Dakota Library Coordinating Council meeting
- **Past-President**
 - Continue to develop the conference program
 - If it is a legislative year, assist with public testimony at the legislature as needed
- **President-Elect**
 - Send out invitation letters to prospective conference exhibitors
 - Prepare exhibitor's invitation letter for distribution

- Write a news article soliciting nominations for Librarian of the Year and Major Benefactor for the March issue of The Good Stuff
- Find out from the venue, how many booths/tables they can accommodate in the exhibit hall
- If it is a legislative year, assist with public testimony at the legislature as needed
- **Executive Secretary**
 - Check NDLA mailbox on a regular basis.
 - Work on action items from December Executive Board meeting.
 - In state Legislative years, arrange for exhibit date in the Capitol Building's Great Hall and for materials for exhibit.
 - Review Executive Secretary job description and contract and recommend updates as necessary.
 - Review and update Executive Secretary's? Policies Handbook, and submit any changes to the Constitution, Bylaws and Policies Committee for review.
 - Prepare and send mailing for Nominations and Elections Committee.

February

- **Past-President**
 - Continue to develop the conference program
 - Notify ALA Chapter Relations Office of the theme and dates of the conference
 - Contact Local Arrangements Committee with technology needs of speakers
- **President-Elect**
 - Continue collecting vendor name ideas and if more are identified, then send out invitation letters and continue to monitor responses
 - Forward payments as received to the treasurer
- **Executive Secretary**
 - Check NDLA mailbox on a regular basis.
 - In state Legislative years, prepare for and participate in exhibit at the Capitol Building.
 - Send reminder email to Executive Board members about March meeting and ask for attendance response.

March

- **President**
 - Create agenda for the Executive Board Meeting
- **Past-President**
 - Present a progress report on the conference to the Executive Board
 - Write an article for The Good Stuff promoting the conference
- **President-Elect**

- Continue collecting vendor name ideas, send out additional invitation letters, and continue to monitor responses
- Communicate to all relevant electronic lists about the opportunity to nominate for both Librarian of the Year and Major Benefactor
- Distribute information or prepare information for others to distribute about the NDLA conference to prospective exhibitors through other conferences such as the Public Library Association, and the Association of College and Research Libraries
- **Executive Secretary**
 - Check NDLA mailbox on a regular basis.
 - Print Board member reports as requested for March Executive Board meeting.
 - Prepare and print Executive Secretary report for March Executive Board meeting; email to NDLA Secretary.
 - Attend March Executive Board meeting.
 - Review and work on action items from March Executive Board meeting

Spring Board Meeting

- **President**
 - Finish up old business matters and take on new business matters proposed by the President, Executive Board members or the NDLA membership
 - Set the date, time and place of the next board meeting which generally takes place sometime in June
- **Executive Board**
 - Review status of Annual Conference planning.
 - Continue discussion of NDLA's legislative priorities and action needed, if in a session year.
 - Hear needs of Elections and Nominations Committee in preparation for the annual ballot.
 - Meeting deadlines for the Annual conference program.
 - Meet deadlines for The Good Stuff.

April

- **Past-President**
 - Distribute or prepare information for others to distribute about the NDLA conference to prospective exhibitors through other conferences
 - Continue to develop the conference program
 - Work with Continuing Education Committee to publicize CE program to school librarians before the end of the school year
- **President-Elect**
 - Send committee members a copy of the NDLA Librarian of the Year and Major Benefactor committee guidelines

- Continue to work with prospective exhibitors
- **Executive Secretary**
 - Check NDLA mailbox on a regular basis
 - Work on action items from March Executive Board meeting.

May

- **Past-President**
 - Continue to develop the conference program
 - Forward preliminary program information to the Executive Secretary
- **President-Elect**
 - Follow up with confirmed exhibitors and continue to contact prospective vendors through other forms of communication
 - Work with venue and/or local arrangements to have piping and draping set up for vendors
- **Executive Secretary**
 - Check NDLA mailbox on a regular basis.
 - Assist with Annual Conference preparations.
 - Make room and meal arrangements for June Executive Board meeting.
 - Send reminder email to Executive Board members about June meeting and ask for attendance response.

June

- **President**
 - Preside at the June Executive Board meeting which is dedicated primarily to the upcoming conference
 - Old and new business may be conducted but time may be limited because of the conference activity
- **Past-President**
 - Inform Local Arrangements Chair of technology needs for speakers
 - Present a progress report on the conference to the Executive Board
 - Continue to develop the conference program
 - Write an article for The Good Stuff describing the conference and inviting members to attend
- **President-Elect**
 - Continue to work with exhibitors
 - Copy nomination packet information and send to Awards Committee members; arrange for a face-to-face meeting and/or conference call
 - Inform NDLA President of the results of the Awards Committee deliberations

- Contact the Conference Chair and/or the Local Arrangements Committee to ensure arrangements for a vendor hospitality room
- **Executive Secretary**
 - Check NDLA mailbox on a regular basis.
 - Print Board member reports for June Executive Board meeting
 - Prepare and print Executive Secretary report for June Executive Board meeting; email to NDLA Secretary.
 - Attend the June Executive Board meeting.
 - Review and work on action items from June Executive Board meeting.
 - Assist Nominations and Elections Committee with mailing.

July

- **President**
 - Remind members on the e-mail listserv to begin thinking about and formulating resolutions to be considered by the membership at the conference general sessions
 - Remind or delegate someone to remind people of the deadline for registration for the conference
- **Past-President**
 - Compile descriptions of each workshop and session, along with speaker biographies and photos, for the Executive Secretary
- **President-Elect**
 - Continue to work with exhibitors
- **Executive Secretary**
 - Prepare a blank resolution form, post the form on the web site, and send a copy, via e-mail or regular mail, to each member of the Board
 - Check NDLA mailbox on a regular basis.
 - Work on action items from March Executive Board meeting. Assist with Annual Conference preparations.
 - Contact Board members regarding potential awards to be presented at Annual Conference.
 - Contact local printers for quotes on conference program printing and relay to conference chair.
 - Prepare press release for North Dakota daily newspapers on the conference registration and program; send to Public Relations Chair, Conference Chair, President and Past President for review; finalize and send to media outlets.
 - Provide input to Conference Chair on conference program book content and design.
 - Arrange for awards plaques with local awards vendor.

August

- **President**
 - Begin planning speech for giving the President's award at the Conference banquet
 - Send reminder to Executive Board to work on resolutions prior to conference
 - Choose and arrange with Executive Secretary for the ordering of the President's Award plaque

- **President-Elect**
 - Begin planning speech for giving the Major Benefactor award at the Conference banquet
 - Arrange with Executive Secretary for the ordering of the Librarian of the Year plaque.
 - Begin planning speech for giving the Librarian of the Year award at the Conference banquet
 - Begin space planning for exhibit area
 - Arrange with Executive Secretary for the ordering of the Major Benefactor plaque.

- **Executive Secretary**
 - Check NDLA mailbox on a regular basis.
 - Contact Board members regarding potential awards to be presented at Annual Conference.
 - Contact Board members for final awards information. Order awards plaques.
 - Make final arrangements for printing conference program book.
 - Make room and meal arrangements for September Executive Board meetings.
 - Send reminder email to Executive Board members about September meetings and ask for attendance response.
 - Contact incoming officers and Board members regarding attendance at the pre-conference and post-conference Executive Board meetings
 - Inform them of their responsibilities
 - Inform them of whom to contact for a manual and other officer, committee, roundtable or section information
 - Assist with final preparations for Annual Conference as necessary

September – Before & During Conference

- **President**
 - Decide on place and time of pre-conference Executive Board Meeting
 - Attends to any leftover old business that can be finished up before the change of Board members at the next meeting; invites new Board members to attend as a start to the turnover process
 - Propose a resolution regarding conference appreciation and any other resolutions deemed appropriate by the Board
 - Share overview of conference at pre-conference Executive Board meeting
 - Create agendas for general sessions

- Propose hospitality/appreciation resolutions
- Give Major Benefactor Award Speech
- **Past-President**
 - Share overview of conference program at pre-conference Executive Board meeting
- **President-Elect**
 - Work with the local arrangements committee to welcome and assist vendors at the conference
 - Ensure that the vendor hospitality room is stocked with refreshments
 - Upon receiving the gavel from the outgoing President, conducts the final NDLA membership meeting
 - Acknowledges the immediate past President with thanks and presentation of traditional plaque
 - Give Librarian of the Year Award speech
 - After the conference, arrange with the Membership Chair for the free one-year membership for recipient
 - Communicate with the Librarian of the Year recipient and arrange to get pictures and an article for the December issue of The Good Stuff
 - Notify the Web Master so the Librarian of the Year can be added to the list on the web page.
 - Finalize information on the Special Event Vendor Listing and submit it to the Treasurer by the end of the conference
- **Executive Secretary**
 - Arrange to receive and print/distribute resolutions
 - Prepare and print conference booklets.
 - Check NDLA mailbox on a regular basis.
 - Prepare and print Executive Secretary report for September Executive Board meeting; email to NDLA Secretary.
 - Print Board member reports as requested for September Executive Board meeting.
 - Assist with final arrangements for the annual conference
 - Attend the annual conference and assist there as necessary
 - Attend the Executive Board meetings held during the Annual Conference
 - Prepare and submit expense and vendor reports for reimbursement and send to NDLA Treasurer
 - Set up the conference business office
- **Executive Board**
 - Pass on manual, files, and forms to incoming Executive Board members.
 - Validate election results.
 - Finalize Executive Board resolutions for presentation to NDLA members at the Annual Conference.
 - Confirm that written reports by all Board members have been compiled for presentation to the NDLA members at Annual Conference.