

**NORTH DAKOTA LIBRARY ASSOCIATION  
EXECUTIVE SECRETARY  
CONTRACT AGREEMENT  
AS OF January 1, 20**

This contractual agreement is entered into by and between the North Dakota Library Association (NDLA) and \_\_\_\_\_.

**RELATIONSHIP**

The NDLA offers \_\_\_\_\_ its Executive Secretary position. \_\_\_\_\_ accepts under the terms and conditions of this agreement. Both NDLA and the Executive Secretary understand the Executive Secretary is not an employee of the association.

**LENGTH OF SERVICE**

The Executive Secretary's term of service normally runs for two years, commencing January 1st of the first year and ending December 31st of the second year. By signed agreement, considered for renewal every two years, the Executive Secretary serves under the direction of the NDLA Executive Board. This contract shall run from January 1, \_\_\_\_\_, through December 31, \_\_\_\_\_.

**COMPENSATION**

The NDLA agrees to pay \_\_\_\_\_ \$ \_\_\_\_\_ for the year \_\_\_\_\_ and \$ \_\_\_\_\_ for the year \_\_\_\_\_, payable in monthly increments of \$ \_\_\_\_\_ on or before the last working day of each month with the exact date to be determined by NDLA.

**RESPONSIBILITIES**

The responsibilities of the Executive Secretary shall be to serve under the direction of the NDLA Executive Board, including attending all Executive Board meetings and the annual conference and by performing all tasks outlined in the job description, the Executive Secretary's Policy Handbook, and as otherwise directed by the Executive Board.

**PERFORMANCE EVALUATION**

The NDLA Executive Board will evaluate the Executive Secretary's performance at its annual pre-conference meeting (in executive session with written evaluations provided by the NDLA President by September 1). The written evaluations are to be completed by each voting member of the Executive Board and used for discussion in the evaluation process.

The Executive Board will make a decision (in executive session) about the renewal of the contractual agreement at the fall/winter meeting of the year the existing contract is due to expire. The Executive Secretary will submit a written report of activities at each Executive Board meeting with a written annual report submitted at the NDLA annual conference.

**TERMINATION WITHOUT CAUSE**

This contractual agreement may be terminated by either the NDLA Executive Board or the Executive Secretary without cause upon written notice to the other party at least 30 days in advance of termination. In any event, this agreement terminates on December 31st of the second year of service.

**REIMBURSABLE EXPENSES**

The Executive Secretary will submit documented expenses necessary for fulfillment of position responsibilities to the NDLA Treasurer for reimbursement, to include meeting expenses (at the state per diem rate, including one pre-conference day), postage, telephone and other necessary business expenses.

**ENTIRE AGREEMENT**

This contractual agreement contains the entire understanding between the NDLA Executive Board and\_\_\_\_\_. It may not be changed orally, but only by a written agreement signed by both parties hereto.

**APPLICABLE LAW**

This contractual agreement shall be governed by the laws of the state of North Dakota.

**COUNTERPARTS**

Two identical copies of the contractual agreement shall be executed by the parties hereto, each of which shall be deemed an original.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

For the North Dakota Library Association’s Executive Board  
By: \_\_\_\_\_  
President

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_  
Executive Secretary