

**North Dakota Library Association
Evaluation form for Executive Secretary**

NOTE:

- This form should be completed at least one week prior to the first executive board meeting of the annual conference.
- This form should be sent to the immediate Past President.
- The evaluation period is from September, _____ through September, _____.

Person being evaluated: _____

Person completing evaluation form: _____

Position of person completing form: _____

Part 1. Job Description.

The duties of the Executive Secretary are listed in the Executive Secretary Policies Handbook under Duties and Responsibilities. They are attached to this form. Results of the evaluation will be confidential and summarized by the Immediate Past President for review by the Executive Committee prior to reappointment of the Executive Secretary.

Part 2. Performance Areas.

Please circle the category that best describe performance. Mark N/A if you do not have knowledge of performance in an area. Please make your comments specific.

1. Exhibited excellent organizational skills.

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

2. Maintained positive relationships with members of the Executive Board by responding promptly to inquiries.

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

3. Demonstrated the ability to follow through in cooperative relationships with NDLA members as a group and individually.

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

4. Created and maintained an Executive Secretary's Policies Handbook, submitting drafts to the Constitution, Bylaws and Policies Committee for review.

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

5. Kept up-to-date on policies and procedures for all offices, sections, and roundtables.

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

6. Prepared, duplicated, or arranged for copying of NDLA documents.

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

7. Made room and meal arrangements for meetings as requested.

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

8. Assisted the annual conference chair and the NDLA president.

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

9. Assisted with promotion and public relations efforts by drafting press releases for PR committee, contacting the media, etc.

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

10. Publicized annual conferences and other meetings as needed.

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

11. Overall evaluation of performance:

N/A – Unsatisfactory – Marginal – Acceptable – Above Average – Outstanding

Comments:

DUTIES AND RESPONSIBILITIES

The Executive Secretary position was created to handle support functions and strengthen the NDLA by providing long-term continuity. The position should ensure consistency in organizational operation, especially in areas of bulk mailings and conference assistance. Centralized administrative functions conducted by the Executive Secretary will avoid duplication and fragmentation of the Association's business.

Responsibilities of the position include, but are not limited to, the following:

General administration:

- Maintain a central business address for the association, distributing mail and other communications as appropriate. Check the NDLA post office box on a regular basis.
- Serve as the primary contact for local, regional and national library groups.
- Respond promptly to inquiries.
- Prepare updated manuals for the Executive Board members immediately following the annual elections, paying special attention to NDLA constitutional

changes. The manuals must include a table of contents and colored divider sheets/tabs to separate the sections.

- Keep updated on policies and procedures for all offices, committees, sections and roundtables.
- Maintain sufficient supply of NDLA stationery and serves as the central distribution point for NDLA stationery.
- Perform photography services at meetings and conferences. See that films are developed and photographs organized after the meetings so that they are ready for use in *The Good Stuff* and for archival purposes.
- Work with the NDLA Webmaster and others as designated to keep the Association's website updated and usable.
- Keep a calendar of association, North Dakota State Library and other organizations' events (i.e., ALA, MPLA, etc.) that are directly relevant to the library community and submit for publication in each issue of *The Good Stuff*.
- Assist with promotion and public relations efforts by drafting press releases and articles for approval by the Public Relations Committee, contacting the media, publicizing Executive Board meetings and annual conference, and other appropriate public relations functions as requested.
- Prepare, duplicate and/or arrange for copying of NDLA documents.
- Produces invoices for NDLA services.

Mailings:

- Maintain the association's bulk mail permit.
- Work with the Nominations and Elections Committee, *The Good Stuff* Editorial Committee, the Membership Committee and other NDLA groups requesting bulk mailings.
- Route member mailing label requests to the Membership Committee chair.
- Prepare, duplicate or arrange for copying and mail NDLA documents as directed by members of the Executive Board.

Executive Board meetings:

- Attend NDLA Executive Board meetings at the NDLA's expense. Submit a written report of activities at each Executive Board meeting and an annual written report to the pre-conference board meeting.
- Make meeting room and meal arrangements for NDLA Executive Board or other NDLA-sponsored meetings as requested.
- Contact incoming officers and Board members regarding attendance at the pre-conference and post-conference Executive Board meetings; inform them of their responsibilities; and inform them of whom to contact for a manual and other officer, committee, roundtable or section information.
- Publicize Executive Board meetings, annual conferences, etc., via the NDLA and NDLA-EXEC Lists.

Annual conference meetings:

- Conference expenses include full registration cost, room, meals and mileage at the current state reimbursement rate. This provision also includes one full pre-conference day of room and meals at the current state reimbursement rate.
- Work with the Annual Conference Chair and the NDLA President with conference planning/preparations, such as room signs, meal tickets, registration, exhibits, photocopying and other conference-related details prior to, during and immediately following the annual conference.
- Prepare annual conference-related mailings as requested (i.e., to prospective exhibitors, to members, etc.).
- Assist in preparation of the annual conference program book.
- Coordinate the ordering of awards, plaques and certificates to be presented at the annual conference.
- Help direct activities at the conference.