

SLA San Francisco Bay Region Chapter: Chapter Practice Overview

Compiled and Updated March 2017

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Governing Document

Approved by Chapter Cabinet: June 10, 2003

Approved by Board of Directors: January 21, 2004

Effective Date: February 1, 2004

Amended by Vote of Membership: October 13, 2016

NAME AND MISSION

The name of this unit is the San Francisco Bay Region Chapter, Special Libraries Association.

The mission of this Chapter shall be that of the Special Libraries Association.

MEMBERSHIP

The membership of the Chapter shall be those members of the Association who reside or work within the geographic boundaries of the Chapter, defined as the following counties of northern and central California (from north to south): Del Norte, Siskiyou, Humboldt, Trinity, Mendocino, Lake, Sonoma, Napa, Solano, Marin, Contra Costa, San Francisco, Alameda, Stanislaus, Toulumme, Mono, Mariposa, Merced, Madera, Fresno, Kings, Tulare, and that portion of San Mateo County north of and including the cities of San Mateo and Foster City. This area includes the cities of Daly City, Colma, Brisbane, South San Francisco, San Bruno, Millbrae, Burlingame, Hillsborough, and Pacifica.

The Association's Board of Directors shall define the classes of members.

Chapter membership falling below 25 members for more than one Association year will be reported to the Chapter Cabinet Chair.

EXECUTIVE BOARD

The executive board ("board") with a minimum of four members shall have the authority and responsibility to manage the Chapter's property and to regulate and govern its affairs. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the board.

No member shall serve in the same office for more than two consecutive terms.

Should the office of president become vacant, the president-elect shall assume this position for the remainder of the term. All other board vacancies, including a vacancy in the office of president-elect, occurring before the conclusion of a departing member's term will be filled by majority vote of the remaining members of the board.

OFFICERS

The president, subject to the executive board, shall have general supervision and control over Chapter affairs.

The president-elect shall have duties as specified by Chapter Recommended Practices and the needs of the Chapter.

The secretary shall keep an approved record of all meetings of the Chapter and board and sign legal documents jointly with the president.

The treasurer shall have custody of the Chapter funds.

The past-president serves as Governing Document and Procedures Chair.

The Chapter may elect additional officers as specified by the Chapter Recommended Practices, and the needs of the Chapter.

MEETINGS

The Chapter annual business meeting shall be held prior to the Association annual conference. At least one business meeting shall be held during the term of office of each elected board. Adequate notice of meetings shall be provided to the membership.

COMMITTEES

The board may establish committees, which shall be responsible to the board.

The board may authorize funds for committee expenses.

No Chapter member may serve on any one committee for more than six consecutive years without the annual approval of the Board.

SUBUNITS

Subunits may be established and disbanded by the Chapter, ~~according to Chapter Recommended Practices~~. The subunits may be formed by authorization of the Chapter's executive committee when an appreciable number of members express active interest.

FUNDS, CONTRACTS AND PROPERTY

Funds for Chapter expenses shall be derived in part or in whole from the Association as an allotted share of the annual dues paid by Chapter members.

Any agreement, contract, or obligation entered into by the Chapter, including the purchase of property such as office machines, filing cabinets, computer equipment, etc., shall have advance approval of the board. Any agreement, contract or obligation must be in compliance with Association liability limits as prescribed in Chapter Recommended

Practices. As of November 2013, it is the policy of the Association that all unit contracts in excess of \$5,000, must be reviewed and signed by the CEO.

NOMINATIONS AND ELECTIONS

A Nominating Committee for each election of members to the board shall be appointed by the board. Nomination of candidates for each office and the election of candidates shall be determined by Chapter Recommended Practices.

DISSOLUTION AND MERGER

The Chapter may petition the Association Board of Directors for dissolution, or for merger with another Chapter, by vote of its membership in accordance with Chapter Recommended Practices.

COMMUNICATIONS

Chapters shall institute suitable mechanisms to facilitate communications with and between its members regarding Chapter activities, affairs, issues, and other matters.

CHAPTER REPRESENTATION AND AFFILIATION

Chapter representatives to joint committees and meetings of other societies having objectives allied to those of the Chapter and of the Association may be appointed by the President.

AMENDMENTS

This governing document may be amended by an affirmative vote of two thirds of the members present at any Chapter meeting. Revisions in, or amendments to, the Chapter governing document shall be reviewed by the Association Bylaws Committee, prior to presentation to the Chapter membership.

Executive Board & Advisory Council - General Procedures

GENERAL PROCEDURES

Some procedures apply to all officers and committee chairs; these are presented here and, for the most part, are not repeated in each section.

CHAPTER RECOMMENDED PRACTICES

Officers and committee chairs should be familiar with the latest Chapter Recommended Practices as approved by the Association. Chapter Recommended Practices are found on the association website:

<http://www.sla.org/governance/governing-documents/policies-and-practices/>.

In June 2002, Association members voted to restructure governance of the Association and the Chapters; in June 2004, the Chapter adopted the Chapter Governing Document under which it now operates. Where there were formerly Chapter Bylaws, now there are the Chapter Recommended Practices (Association-level Policies and Procedures tailored to each Chapter). Association Policies and Procedures, including remaining bylaws, are at <http://www.sla.org/governance/governing-documents/policies-and-practices/>.

LEADERSHIP CODE OF RESPONSIBILITY

The role of leaders in SLA is to advance opportunities for members to share in and accomplish the vision and mission of the Association. To ensure that outcome, leaders shall respect and adhere to the code that identifies SLA Leadership's responsibility and accountability to the Association and its members. San Francisco Bay Region Chapter Executive and Advisory Council are members of Leadership as defined by the SLA. The Leadership Code of Responsibility document shall be read and signed by the Chapter leaders at the beginning of their term.

CONTRACTS AND LEGAL DOCUMENTS

All contracts and legal documents, with the exception of advertising agreements and catering and event-related contracts, must be signed by both the President and the Secretary and approved by the Executive Board.

CHAPTER INCOME

Chapter income consists of the following: an annual allotment from the Association, Jobline fees [Note: responsibility for and income from Jobline alternates every two years between the Silicon Valley and the San Francisco Bay chapters], receipts from programs, program sponsorships, monies from advertising on the chapter website, course fees,

receipts from fundraising events, bank account interest, member donations, and other miscellaneous sources.

CHAPTER EXPENDITURES

The Executive Board must approve all nonrecurring expenses. Regular recurring expenses, such as the purchase of refreshments for meetings, do not require Executive Board approval and will be taken care of by the Treasurer upon receipt of the proper bill and completed reimbursement form. Only the President, the President-Elect, or the Treasurer may sign for withdrawals from the Chapter's bank account(s).

All requests for reimbursement must be submitted to the Treasurer within 30 days from the time of the expense. At the beginning of the chapter year, each committee must estimate as closely as possible the funds that will be required for it to carry out its activities, so that the Executive Board may budget accurately for the year. (<http://www.sla.org/governance/chapters/unit-treasurer/>) No commitment of monies may be made for nonrecurring expenditures without Executive Board approval. Each committee chair is responsible for staying within the approved budget for that committee and should keep track of funds expended either by approving all invoices before payment or by contacting the Treasurer periodically to verify amounts paid.

PROCEDURES REVISION

Each officer and committee chair is responsible for noting procedural changes in his/her duties, and for drafting revisions to the Chapter Procedure Manual. In the interest of continuity and consistency, these drafts must be reviewed by the Past President. If they involve policy changes, they require approval by the Board, as well, before they are incorporated into the Manual.

CHAPTER FISCAL POLICIES AND PROCEDURES

The Treasurer shall adhere to Association policies and procedures as outlined at: <http://www.sla.org/governance/chapters/unit-treasurer/>.

COMMITTEE MEETINGS

The President is a member, ex officio, of all committees, and therefore should be notified of all committee meetings and should receive minutes thereof.

POLICY ON SPEAKER FEES AND HONORARIA

It is the policy of the chapter to at times engage speakers who may require fees as well as travel and lodging costs. Often, the chapter partners with other professional information

organizations (such as BayNet or NOCALL) to share in these costs. The Executive Board must approve any such expenses before any contracts are signed or agreements are made.

Members of the chapter and nearby chapters are generally not paid for presentations at chapter meetings, workshops, or seminars. Any such payment will require the approval of the Executive Board. Expenses for such things as copying handouts may be covered.

Executive Board Committee & Position Descriptions

Executive Board

I. Membership

The Executive Board consists of:

- President
- Past President
- President-Elect
- Secretary
- Treasurer
- Program Chair
- Assistant Program Chair

II. Responsibilities

Per the Governing Document, the Executive Board has the authority and responsibility to manage the Chapter's property and to regulate and govern the chapter's affairs. Primary responsibilities of the board are:

- A. Convene chapter committees to coordinate programs and activities to address the interests and needs of chapter membership;
- B. Review and approve the annual budget for the chapter, including approval of all nonrecurring expenditures;
- C. Approve any unbudgeted expenditures that are proposed during the year;
- D. Review and approve chapter programs;
- E. Review and approve chapter procedures;
- F. Ensure chapter compliance with SLA rules and regulations;
- G. Meet at least six times per year, and additionally as needed to address chapter business
 1. Three meetings will be with the Advisory Council joining
 2. Three will be the Executive Board alone
 3. Where the meeting is joint with the Advisory Council, the Executive Board will generally have a short private meeting in advance of the general meeting
 - a. Topics specific to Executive Board meetings include financial decisions; sensitive or controversial topics; award decisions. Voting is limited to Executive Board members.

III. Qualifications

- A. All executive board members must be members of the Special Libraries Association and the San Francisco Bay Region Chapter.

IV. Recommended Practices

The board convenes a turnover meeting in January including the incoming Advisory Council, as well as all outgoing members of the Advisory Council and Executive Board. This meeting serves as the official transfer of responsibilities from one committee to another.

Prior to the turnover meeting, the new President reviews website advertising rates and event sponsorship packages with the Sponsorships Chair. Rates will be discussed and approved for the year at the Board's turnover meeting, and announced at the subsequent Advisory Council meeting.

The board meeting in March should also include the Advisory Council, to ensure that all committee members are progressing in their positions, and that the chapter budget is complete and approved.

The board will meet with the Advisory Council in September to begin planning for the following year.

At the annual turnover meeting, the President

- Distributes a roster of Board members and committee chairs, listing preferred mailing addresses, business telephone numbers, fax numbers and e-mail addresses.
- Requests Board approval of website advertising rates.
- Requests Board approval of event sponsorship packages
- Has a general discussion of programs and projects for the year.
- Provides general guidance on the chapter's financial situation
- Distributes budget worksheets and instructs Advisory Council members on completing their worksheets.

The President presides at Chapter meetings and Board meetings. Board meetings are conducted under Robert's Rules of Order, Revised (latest edition). The first Board meeting is usually held in January, and the last in November.

PRESIDENT

I. Term of Office

- A. The President takes office as President-Elect on January 1 of the year following his or her election.
- B. The President serves one year as President-Elect, one year as President, and one year as Past President.
- C. If a vacancy should occur in the Presidency, the President-Elect shall immediately become President to serve out the vacancy, as well as the following regular term as President.

II. Qualifications

- A. Must be a member of the Special Libraries Association and the San Francisco Bay Region Chapter.
- B. Should serve in at least one Advisory Council or Executive Board position before serving as President.

III. Responsibilities

- A. Is the chief executive officer of the Chapter and, subject to the Chapter Recommended Practices and the approval of the Executive Board, has general supervision and control over its affairs.
- B. Presides at all meetings of the Chapter and of the Executive Board or, if necessary, arranges for the President-Elect to preside.
- C. Sees that the Chapter Recommended Practices and the orders of the Executive Board are faithfully executed.
- D. Maintains contact with other Chapter officers and committee chairs.
- E. Appoints the chairs of all committees, who (with one exception) will select their own committee members. In the case of the Nominating Committee, both the chair and members must be approved by the Executive Board.
- F. Calls Executive Board meetings at least six times annually and arranges for the Advisory Council to meet with the Executive Board at least three times annually.
- G. Signs all contracts, except for advertising and catering contracts, and other legal documents, along with the Secretary.
- H. May sign for withdrawal of Chapter Funds from the Chapter's checking or savings accounts. The President-Elect or Treasurer may sign also. All expenditures for nonrecurring expenses shall be approved by the Executive Board.
- I. Is a member, ex officio, of all committees and attends as many committee meetings as possible in order to advise and answer questions on policy and to maintain awareness of committee activities. The President has the right to vote under the definition of ex officio.
- J. Represents the Chapter in the Association Chapter Cabinet. Both the President and President-Elect are expected to attend all meetings of this body at the Leadership Summit and Annual Conference. If one or the other is unable to attend, the President shall designate a Chapter member to act as alternate representative. Travel expenses to the Leadership Summit and Annual Conference

- will be subsidized subject to budget approval by the Chapter Board.
- K. Must, to the greatest extent possible, seek the advice of the Executive Board, the Advisory Council, and the Chapter membership on matters to be considered by the Chapter Cabinet.
 - L. Must prepare a budget estimating expenses for the year, including travel expenses to attend chapter cabinet sessions, at the beginning of the program year. The Treasurer will generally request this, and it must be approved by the board.
 - M. As appropriate, passes on announcements from other chapters and divisions to the chapter discussion list and reflector.
 - N. Must, to the greatest extent possible, attend all chapter programs during the presidential year.

IV. Recommended Practices

- A. The President may assign to the Past President or President-Elect any committee work deemed appropriate.
- B. The President is kept fully informed by the Treasurer on the status of all chapter finances.
- C. Immediately after taking office, the President coordinates with the Treasurer and the Secretary to be added as an authorized signatory to the Chapter bank account(s).
- D. Nonrecurring expenses must be approved by the Executive Board. Recurring expenses are generally included in committee budgets, and are approved as part of the budgeting process.
- E. The incoming and outgoing Presidents should confer as soon as possible, preferably before January 1, to review issues and transfer ongoing projects.
- F. Generally, the President should consult freely with both the President-Elect and Past President during the year to ensure smooth management of chapter issues.
- G. In particular, the President should keep the President-Elect informed on all chapter matters, so the President-Elect is able to step into the President role if required.
- H. The President appoints the committee chairs as early as possible, preferably in the fall in which they serve as President-Elect.
- I. No more than three recent Past Presidents should serve as committee chairs at any one time, not including Awards Chair which is combined with the Past President role.
- J. The President maintains close contact with the various committees, attending meetings and assisting in any way possible.
- K. The President assigns to each Board member one or more committees to which the officer serves as a mentor, and acts as a liaison between the committee and the Board, reporting committee activities at the Board's regular meetings.
- L. Obtains Board approval of the Nominating Committee chair and members.
- M. Announces appointment of other chairs, requesting Board approval for any about to serve for more than a sixth year;
- N. After each meeting at which there is an invited speaker, the President may write a letter of thanks to the speaker. The Program Chair will send a thank you letter on behalf of the Chapter.

- O. The President (and/or the Professional Development Chair) may send thank-you notes to speakers and to the host organization or institution, if there has been no charge for use of the facility.
- P. Works closely with the editor of the *Bayline* and supplies that person with information to be placed before the membership.
- Q. Writes at least four President's Messages, to be included in *Bayline* and sent to the chapter Reflector, giving the presidential perspective on governance issues and supporting Chapter programming.
- R. In coordination with Secretary, advertises Conference Buddy Program annually in March or April.
- S. Pending Board approval by the November Board meeting, advertises availability of Student Travel Stipend annually by the first week of December.
- T. Prior to the turnover meeting, the new President reviews website advertising rates and event sponsorship packages with the Sponsorships Chair. Rates will be discussed and approved for the year at the Board's turnover meeting, and announced at the subsequent Advisory Council meeting.
- U. Approves Executive Board and Advisory Council minutes prior to their distribution to Board and Council members and before archiving.
- V. Requests annual reports from officers and committee chairs in November. Sends one copy to the Archivist for retention and one copy to SLA headquarters, as requested. An annual report may be prepared and submitted for *Bayline*.
- W. Prepares an annual Chapter report for Headquarters by December 1 or by a date specified by the Chapter Cabinet Chair.

PAST PRESIDENT

I. Term of Office

- A. The President automatically succeeds to this office after service as President-Elect and President, and serves as Past President for one year.

II. Qualifications

- A. Must be a member of the Special Libraries Association and the San Francisco Bay Region Chapter.

III. Responsibilities

- A. Is a member of the Executive Board.
- B. Attends all Executive Board and Advisory Council meetings.
- C. Serves as Governing Document and Procedures Chair. Coordinates the annual review and updating of the various Leadership Procedures. Updates the Procedure Manuals and arranges for any needed changes to the Chapter Recommended Practices.
- D. Serves as Chair of the Award Committee. (See Advisory Council procedures.)
- E. Serves as liaison to committees as assigned by the President.
- F. Organizes the Past Presidents dinner, inviting all past chapter presidents plus current president and president-elect.
- G. Prepares a committee budget at the beginning of the program year. The Treasurer will generally request this.
- H. Submits an annual report at the request of the President.

IV. Recommended Practices

- A. Past President's dinner is generally held in the early part of the year. Timing should be coordinated so as not to conflict with the Leadership Summit.
- B. Other past presidents are often good recruits for the Awards Committee.
- C. Work on the Governing Documents can be time consuming and should begin early in the program year.

President-Elect

I. Term of Office

- A. The President-Elect serves for one year as President-Elect, one year as President, and one year as Past President.
- B. The President-Elect assumes office on January 1 of the year of their term of office, which will generally be the year following their election.
- C. If a vacancy should occur in the Presidency, the President-Elect shall immediately become President to serve out the vacancy, as well as the following regular term as President.

II. Qualifications

- A. Must be a member of the Special Libraries Association and the San Francisco Bay Region Chapter.
- B. Should serve in at least one Advisory Council or Executive Board position before serving as President-Elect.

III. Responsibilities

- A. Is a Chapter executive officer and second in command behind the President.
- B. Substitutes for the President if needed, assisting the President upon request.
- C. Serves as Membership Chair as outlined in Chapter Recommended Practices. As Membership Chair, the President-Elect should become acquainted with as many members as possible and should try to draw new participants into the activities of the Chapter.
- D. As Membership Chair, coordinates with the chair of the Nominating Committee to ensure that the nominations process is initiated promptly, and that a call for nominations is distributed to the general membership.
- E. Together with the President, represents the Chapter at all meetings of the Association Chapter Cabinet. Both the President and President-Elect are expected to attend all meetings of this body at the Leadership Summit and Annual Conference. If one or the other is unable to attend, the President shall designate a Chapter member to act as alternate representative. Travel expenses to the Leadership Summit and Annual Conference will be subsidized subject to budget approval by the Chapter Board.
- F. Co-hosts the Student/New Member reception along with the Academic Relations Chair.
- G. Sends a quarterly message to the Chapter discussion list reminding non-members of options for joining SLA.
- H. Updates Western States Chapters Reception Guideline document with post-conference annual report provided by the hosting chapter.
- I. Generally acts as liaison between chapter committees and the Executive Board.
- J. Acts as a dedicated mentor and liaison for committee chairs as assigned by the President.
- K. Prepares a committee budget at the beginning of the program year. The Treasurer will generally request this.

L. Other duties as assigned by the President.

IV. Recommended Practices

- A. Keeps fully informed of Chapter activities in order to be able to assist or relieve the President at any time.
- B. Attends all Executive Board and Advisory Council meetings.
- C. Attends committee meetings, along with the President.
- D. Meets with President regularly to discuss chapter business and plans.
- E. In coordination with the President, selects the committee chairs for the coming year. Nominations should be finalized in the fall, and announced on *Bayline* and the chapter Reflector.
- F. As Membership Chair, requests committee volunteers for all committees that desire them. Responses to this call can be used to appoint chairs or can be passed on to the chairs to assist in selecting committee members. It is important to contact all members who respond and volunteer.
- G. With outgoing President, sets date for turnover meeting, generally in January.

TREASURER

I. Term of Office

- A. The Treasurer serves a two-year term.
- B. The Treasurer assumes office on January 1 of the year of their term of office, which will generally be the year following their election.
- C. The Treasurer is elected in years alternating with the Secretary.

II. Qualifications

- A. Must be a member of the Special Libraries Association and the San Francisco Bay Region Chapter.

III. Responsibilities

- A. Is a member of the Executive Board.
- B. Is completely familiar with the Chapter fiscal policies and procedures as outlined in the General Procedures section of this manual, and with Association fiscal policies and procedures.
- C. A budget should be prepared at the beginning of the program year. The Treasurer will generally solicit a requested budget from all Executive Board and Advisory Council members and submit it to the Board for approval.
- D. Has custody of Chapter funds.
- E. Maintains a single checking account and/or a single savings account at a local financial institution.
 - 1. All accounts should be under the name, Special Libraries Association, San Francisco Bay Region Chapter.
- F. Maintains a Quicken data file register for each bank account.
- G. Obtains new signature authorization cards for the chapter accounts at the beginning of each Chapter year.
- H. If instructed by the Executive Board, also maintains a separate high interest bearing account at a local financial institution or SLA Headquarters Pooled Fund.
 - 1. If interest from this account is not automatically added to the principal, interest must be withdrawn at the end of the stated period and placed in the regular savings account.
 - 2. The high interest account is also listed as Special Libraries Association, San Francisco Bay Region Chapter.
- I. Coordinates with Director of Programs and Hospitality chair to ensure that bills related to events are quickly paid, and receipts are quickly deposited. Normally, for Chapter meal functions, the Hospitality Chair receives the bill from the restaurant and, after any discrepancies are resolved, the approved bill is forwarded to the Treasurer for payment with a check request form. If payment by check is required at the time of the dinner, the Treasurer must be notified by the Hospitality Chair in advance so that a check can be prepared. If credit card payment is required, coordinates with the President for payment.
- J. Checks bank statements promptly.
- K. Deposits Chapter monies promptly.

- L. Makes disbursements only upon receipt of a check request accompanied with an invoice and pays Chapter bills promptly.
- M. Confirms and deposits the Chapter's annual allotment check from the Association. This check usually arrives about mid-March.
 - 1. The allotment is an amount based on the number and member category of Chapter members on the preceding December 31.
- N. Prepares an annual financial statement as soon after December 31 as possible.
 - 1. The Chapter fiscal year runs from January 1 to December 31.
 - 2. Headquarters sends detailed instructions and forms for preparing the statement, and mandates the use of Quicken software.
 - 3. The statement is sent promptly to the Chapter President and the Chapter Archivist.
 - 4. Copies are sent to Headquarters by January 31 and distributed at the January Executive Board meeting.
- O. Coordinates movement of funds among the Chapter's bank, investment, and PayPal Accounts.
- P. Prepares a financial report for each Board meeting.
- Q. Furnishes financial statements as required by the Executive Board, the President, and the Chapter Cabinet Officers upon request.
- R. When a Chapter project has been completed and all receipts and invoices have been settled, forwards a financial statement on the project to the Chapter President and the project chair if requested.
- S. Destroys cancelled checks at the end of a six-year period plus the current year. The Treasurer's correspondence is to be passed on to the Archivist. The Records Retention Schedule can be found on the SLA web site, at http://www.sla.org/wp-content/uploads/2013/12/records_Retention_Plan.pdf.
- T. Serves as liaison to committees as assigned by the President.

IV. Recommended Practices

- A. The association uses Quicken for accounting purposes. The Treasurer should develop a familiarity with Quicken, and particularly Quicken reporting procedures, ideally in advance of taking office.

SECRETARY

I. Term of Office

- A. The Secretary serves a two-year term.
- B. The Secretary assumes office on January 1 of the year of their term of office, which will generally be the year following their election.
- C. The Secretary is elected in years alternating with the Treasurer.

II. Qualifications

- A. Is a Member of the Special Libraries Association, and the San Francisco Bay Region chapter

III. Responsibilities

- A. Is a member of the Executive Board.
- B. Serves as an ex-officio member of the Nominations Committee.
- C. If necessary signs, along with the President, all contracts and other legal documents. The Secretary shall keep one copy of all such documents.
- D. Records, edits, and produces minutes of meetings of the Executive Board and Advisory Council, as well as minutes of any business conducted at Chapter meetings, in a format that can be both printed and transmitted electronically.
 - 1. Executive Board meetings are called at least six times each year, while the Advisory Council meets at least three times each year.
- E. Serves as a contact for outside queries with regard to Chapter business and refers callers to the appropriate Chapter officer.
- F. Serves as liaison to committees as assigned by the President.
- G. Submits reports upon call of President, including an annual report.
- H. Once approved, converts minutes to PDF and provides them to the chapter archivist, along with related meeting documents (Treasurer's reports, agendas, etc.) and to the chapter webmaster to be uploaded to the chapter web site.
- I. Creates survey mechanism annually in March or April to solicit chapter members as both mentors and mentees for the Conference Buddy program.
 - 1. Matches up respondents as buddies.
 - 2. Creates post-conference survey to solicit feedback on the program and reports this at the July Board meeting.

IV. Recommended Practices

- A. Meets with the President soon after taking office to discuss those responsibilities of a secretarial nature the President wishes to delegate. These duties vary from year to year, depending upon the resources available to both, and may include such things as preparation and distribution of Board/Council meeting notices, distribution of minutes, preparation of rosters and mailing labels, correspondence, and maintenance of centralized file copies.
- B. As soon as possible after new officers are in place, receives (or may be asked to

- prepare) a roster of Board and Council officers and Council members. The President will also provide the Secretary with copies of all notices and agenda sent to Council members during the year.
- C. If necessary, is the last person to sign legal documents, so that the file copy shows all signatures.
 - 1. In some cases the vendor will not sign until all officers have signed.
 - D. Prepares minutes in a standard format (use examples from previous years), including meeting name, date, place, times begun and ended, and names of attendees. Minutes should briefly summarize major points, identify persons presenting those items, and clearly state actions taken.
 - 1. For Board discussions and votes taken via e-mail between meetings, a brief summary of the discussion and the dates of the vote should be included in the “Old Business” section of the minutes for the meeting following such actions.
 - E. Completed minutes must be approved for publication in whole or in part by the President before distribution. At the President's discretion, such approval may be based on a draft copy or telephone report from the Secretary.
 - F. Distribution is to all persons present at a meeting (except for Chapter meetings) and absent members of the group. Copies of attachments to Executive Board minutes are sent to Board members who missed the meeting, but to no one else on the distribution list. Electronic distribution is preferable whenever possible.
 - G. The Secretary should bring a few copies of the minutes to the next meeting for those Board/Council members who forget to bring their copies. The Executive Board officially approves the minutes at this meeting.
 - H. The Secretary give copies of all meeting minutes to the chapter Archivist.
 - I. Submits reports upon call of President, including an annual report.

PROGRAM COMMITTEE

I. Membership

- A. The Program Committee has two Directors who are elected by the membership to serve two-year terms.
- B. The Assistant Director serves for one year and then assumes the role of Director. A new Assistant Director is elected annually.
- C. Additional Committee members may be recruited or appointed by the Director as required.

II. Qualifications

- A. The Director, Assistant Director and all Committee members are members of the Special Libraries Association and the San Francisco Bay Region Chapter.

III. Responsibilities

- A. Organizes varied and stimulating programs for Chapter meetings.
- B. Coordinates events with the Tours and Professional Development committees to ensure a full spectrum of programming for the chapter.
- C. Organizes at least one joint meeting with the Silicon Valley chapter each year.
- D. Organizes at least one joint meeting with BayNet each year.
- E. Maintains a calendar of all chapter programs scheduled during the year.
- F. Both Director of Programs and Assistant Director of Programs are members of the Executive Board.
- G. Director of Programs serves as chair of the Programs Committee.
- H. Director of Programs recruits and appoints Programs Committee members as appropriate.
- I. Both Director of Programs and Assistant Director of Programs serve as a liaison to other committee chairs as assigned by the President.
- J. The Assistant Director of Programs serves as Director of Programs in the absence of the Director.
- K. The Assistant Director of Programs should actively shadow the Director of Programs for the first half of the year. He/She is responsible for coordinating the Neighborhood Dinners in April.
- L. The Assistant Director of Programs should plan the September program, with the Director reminding him/her of what is needed and when along the way, and then plans the Holiday Party.

V. Recommended Practices

- A. Set all program dates and locations as early as possible in the program year.
- B. Chair submits proposed program and schedule to the Executive Board for approval at its first meeting of the year. Note that this approval is at the first Executive Board meeting and NOT at the earlier turnover meeting.
- C. Ideally, dates should be set within the first month of the program year, even in advance of program content, so that other committees can plan their schedule.
- D. In general, the dates should be held firm, even if content changes are required.

- E. Director and Assistant Director consult with other committees, including Tours and Professional Development, to avoid conflicts in schedules.
- F. Director should consult with the Silicon Valley chapter to avoid conflicting meeting dates.
- G. Meetings, not including Professional Development programs and Tours, should be scheduled in January, May, September, and December, with Neighborhood Dinners in April. Optionally, a Sunshine Week-related program can be coordinated with the Government Relations Chair in March. Tours, Professional Development, and Academic Relations programs fill in the remaining months.
- H. The meeting day should be varied, so that members having to work evenings will be able to attend. Evening meetings are usually held on Tuesday, Wednesday, or Thursday.
- I. The meeting location should be varied between San Francisco and the East Bay. Generally, the majority of the meetings are held in San Francisco, with 1-2 meetings in the East Bay each program year.
- J. Once Programs has decided whether the program is to be held in San Francisco or the East Bay, Hospitality finds the specific venue. It is important that Hospitality have as much lead time as possible in developing this plan.
- K. Assistant Director compiles the calendar of Chapter activities for the coming year as early in the program year as possible.
- L. The following committees should be consulted in compiling the calendar: Academic Relations; Sponsorships; Professional Development; Tours; Government Relations.
- M. Calendar should also note key events for the SLA organization, other local chapters, and other organizations of interest.
- N. Calendar should be continually revised during the year. Updates should be sent to the webmaster as needed.
- O. The latest version of the calendar should be submitted to the Executive Board at each meeting.
- P. Coordinate with Hospitality Chair both before and during the program year to plan action dates. Suggested guidelines are:
 - 1. Director of Programs sets dates for all meetings for the program year – First month of program year.
 - 2. Director of Programs confirms speaker and subject, noting special equipment needs and anticipated attendance -- 3 months before meeting.
 - 3. Hospitality Chair finalizes meeting location and menu and reports to Director of Programs -- 6 weeks before meeting.
 - 4. Director of Programs will be responsible for generating the PayPal link to initiate registration, for creating a program description for the Technology and Innovation Chair to post to the chapter web site, and for sending reminder messages to membership.
- Q. Plan the content for all scheduled meetings.
- R. Director and Assistant Director reach out to other local chapters and organizations to plan joint meetings.
 - 1. A joint meeting with the Silicon Valley chapter is generally held annually, with alternating responsibility for planning; Chapter responsibility for

- planning is in odd numbered years. Please review the Memorandum of Understanding included at the end of this document as Appendix A.
2. BayNet often sponsors or co-hosts one meeting a year, with alternating responsibility for planning; Chapter responsibility for planning is in even numbered years. Please review the Memorandum of Understanding included at the end of this document as Appendix B.
 3. The chapter also has a reciprocal agreement with SIIA-Local SF allowing our members to attend each others programs at member rates.
- S. Chair may arrange Chapter visits of the Association President or President-Elect by asking the Chapter President or President-Elect to communicate with the Chapter Cabinet Chair as far in advance as possible. Requests are generally due to the Association by January 15.
- T. Reach out to the Academic Relations Chair to ensure that content of interest to students is provided. A targeted student meeting may be considered.
- U. Speakers are arranged for most meetings.
1. A written or e-mail confirmation of speaker commitment should be obtained in each case
 2. It should be made clear whether or not an honorarium or payment of expenses can be offered. Honoraria should be approved by the board.
 3. Special equipment needs should be determined as early as possible and communicated to Hospitality so appropriate arrangements can be made.
- V. It is helpful to plan a substitute program at the beginning of the year, in case one of the scheduled programs has to be cancelled at the last minute. If this program can be used with little or no preparation, it will be of great help if an emergency arises.
- W. Announce and publicize all meetings, including distribution of registration form:
1. Committee writes copy for each meeting announcement and registration form.
 2. Announcements will include only a description of the meeting, while registration forms will also include details of the venue, menu options, and a meeting schedule.
 3. Director of Programs has final responsibility for the distribution of the registration form, but it should be developed in close coordination with Hospitality.
- X. Details on programs should be forwarded to the Website Chair as available for posting. Generally, a “save the date” message should be posted for each scheduled meeting, an announcement should be posted as soon as a speaker is confirmed, and a registration form should be made available six weeks prior to the event.
- Y. Six weeks prior to each meeting, distribute a registration form and announcement to the membership via the chapter Reflector, the discussion list, and *Bayline*.
1. Coordinate closely with Hospitality in creating the registration form.
- Z. Three weeks prior to each meeting the committee sends a reminder message including the registration form to the chapter reflector and discussion list.
- AA. Solicit volunteers to write-up each program for *Bayline*.
1. When possible, ask the speaker if she/he would be willing to contribute an article to *Bayline* as well.

- BB. Copies of the meeting announcement and registration form should be sent to other groups as appropriate. Groups to consider include: ARMA, ASIS, BARC, Bay Area Online Users Group, CLA, CLASS, MLA (NorCal and Nevada), NOCALL, SJSU, SIAA, and the Silicon Valley Chapter. Programs should coordinate with Academic Relations and Networking Chairs for distribution.
- CC. In the month before each meeting:
1. Reconfirm with the speaker. Final details should include the speaker's dinner selection, whether or not he/she will be bringing a guest, a reconfirmation of equipment needs, and whether any transportation arrangements are required.
- DD. Advise the President on who should sit at the head table, if a sit-down dinner is planned. Alert Hospitality when the list is confirmed.
- EE. Obtain a list of meeting sponsors from the Sponsorships Chair. These should be recognized at the meeting as appropriate for their sponsorship level.
- FF. Obtain a list of student attendees from Hospitality and pass this information to the President.
- GG. At each meeting:
1. Director of Programs should attend each meeting. If it is not possible for the Director or Assistant Director to attend, a delegate should be appointed to manage any problems that arise.
 2. Ensure that the speaker meets the Chapter President prior to the beginning of the meeting.
 3. Assist the Hospitality Chair in introducing guests and new members.
 4. Announce the program for the following meeting, if appropriate.
 5. At the end of the meeting, thank the speaker personally.
- HH. After each meeting:
1. Survey the membership regarding satisfaction with the meeting.
 - a. SurveyMonkey has been used successfully for this purpose
 2. Write a letter of thanks to the speaker. The Chapter President may write one also.
- II. At the end of the program year:
1. Director thanks all committee members for their work
 2. Committee turns over all unused program ideas to the incoming committee.
- JJ. A budget should be prepared at the beginning of the program year. The Treasurer will generally request this.
- KK. Annual Report – Director submits an annual report at the request of the Chapter President. One copy should be filed in the Program Chair's files. The report should include:
1. Names of members who assisted in planning programs.
 2. Number of meetings and types of programs (speakers and topics), type of meeting (dinner, hors d'oeuvres, neighborhood, etc.), venues, attendance and cost.
 3. Any suggestions and recommendations for the future.
- LL. Files - All correspondence with proposed speakers should be filed for reference by future committee members.

MM. Program records and correspondence should be sent to the Archivist.