



## ***CHECKLIST FOR OFFICERS, COMMITTEE CHAIRS AND SECTION PRESIDENTS/VICE PRESIDENTS***

### **MEETINGS**

- ✓ Set meeting dates well in advance (*try to set them for the entire year - it is easier to cancel a meeting than to set one*)
- ✓ Notify the NJLA Office at [njla\\_office@njla.org](mailto:njla_office@njla.org) to place on the NJLA Calendar
- ✓ Notify: Committee members, NJLA President, and NJLA Executive Director
- ✓ Prepare an Agenda for the Meeting; send out at least seven days before the meeting, when you send out a meeting reminder notice;
- ✓ Keep minutes of the meeting & post to your page on [NJLAmembers.org](http://NJLAmembers.org)
- ✓ Send/email a copy of the minutes to the Executive Director and NJLA President

### **FINANCES**

- ✓ Keep accurate financial records, complete with receipts
- ✓ More information contained in *Treasurer's Notes* (in orientation packet)
- ✓ In order to be reimbursed for expenses, you must submit [\*\*\*reimbursement requests\*\*\*](#) with accompanying receipts to the NJLA Office: [njla\\_office@njla.org](mailto:njla_office@njla.org)

### **PROGRAMS**

- ✓ Plan programs early – don't be afraid of January and February
- ✓ Set and confirm program dates with the Executive Director
- ✓ Email program dates to [njla\\_office@njla.org](mailto:njla_office@njla.org) to place on NJLA calendar
- ✓ Conference Program Proposal Forms will be on the NJLA website in the fall

### **RECOMMENDATIONS FOR BOARD ACTION**

The Executive Board is responsible for establishing policy, approving publications and expending funds for the Association. Therefore, all committees, sections and task forces must receive approval from the Executive Board for their activities. Representatives from committees, sections, roundtables and task forces are welcome to schedule a presentation at any executive board meeting. Notify the Executive Director by the first Tuesday of the month that you want to be on the agenda for that month's Executive Board meeting. Executive Board meetings are the third Tuesday of the month. Locations are on the NJLA calendar. All board materials are emailed to board members a week prior to the board meeting for their review.

Any NJLA member is invited to attend all meetings of the Executive Board.



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## **COMMUNICATIONS**

Each section, committee, and roundtable has its own listserv. All members of the Section/Committee are included in the email list. Section/Committee chairs/vice chairs should take care to distinguish between emails for the leadership of the unit and emails for the general membership of the unit. Be sure to take time early in the year to communicate with your membership and let them know what the unit will be working on and the ways that members can become involved in the unit. Encourage people to become involved and lay out a path for them to do so.

Each section, committee, and roundtable has its own webpage on [www.njlamembers.org](http://www.njlamembers.org).

NJLA has specific dates for submission to the NJLA Newsletter. Upcoming dates are listed on the [Newsletter webpage](#), and the last page of each issue. The NJLA Editorial Subcommittee has set criteria and procedures for publishing materials in the Newsletter. For more information contact, the Newsletter Editor, at [newsletter\\_editor@njla.org](mailto:newsletter_editor@njla.org).

## **NJLA OFFICE CONTACT INFORMATION**

Email: [njla\\_office@njla.org](mailto:njla_office@njla.org)

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