



Officers' Handbook

Revised May 2006

ENY/ACRL Officers' Handbook

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I. PRESIDENT

Duties:

1. Official spokesperson for the chapter
2. Chairperson of the Board of Directors and calls meetings of the Board
3. Appoints ad hoc committees when appropriate.
4. Coordinates the activities of the chapter and its committees.
5. Represents (or designates a person to represent) ENY/ACRL at the ACRL Chapter's Council.
6. Prepares and submits reimbursement requests to National ACRL.
7. Determines policy and direction in conjunction with National ACRL decisions/guidelines.
8. Writes a President's Report for each issue of the chapter's newsletter.
9. Sends minutes of chapter activities to National ACRL liaison.
10. Reviews and updates the President's section of the officer's handbook with the Board of Directors before leaving the position.

Calendar

Spring Conference	Installed as President
May	Schedule Board of Directors meeting to plan activities for the year.
June/July	Schedule Board of Directors meeting to hear reports from committees, especially progress of the Program Committee in planning the fall programming. Sends minutes to National ACRL.
August 15	Submit reimbursement request to National ACRL. Send minutes to National ACRL.
October/November	Schedule Board of Directors meeting to hear reports of committees, especially progress of the Program Committee in planning the Spring Conference. Send minutes to ACRL National .
February/March/April	Schedule Board of Directors meeting to hear reports of committees, especially final plans for the Spring Conference.

II. VICE PRESIDENT/ PROGRAM COMMITTEE CHAIR**Duties:**

1. Serves as chairperson of the Program Committee and is responsible for the year's programming for the chapter, currently one conference per year (typically May).
2. Forms the Program Committee, sets meeting schedule for the committee coordinated with Board of Directors meetings, and carries out conference planning through delegation of tasks among committee members, including the appointment of a local arrangements chair for each conference.
3. Serves as a member of the chapter's Board of Directors and prepares and submits a Program Committee report for each council meeting, including proposed programs and estimated conference budgets.
4. Obtains approval for the spring conference programs from the Board of Directors prior to acting on plans.
5. Attends ACRL Chapters Council meetings at Midwinter and ALA annual with or in place of the chapter President.
6. Maintains a copy of the Conference Handbook, updating as necessary.
7. Supplies the chapter Treasurer with necessary conference budget information and receipts for the Treasurer to pay invoices and make deposits from registrations and vendor contributions.
8. Submits conference articles (pre-conference publicity and post-conference summary) to the communications chair for the chapter newsletter and/or website.
9. Submits an annual report to the chapter president by June 15.
10. Reviews and updates the Vice President/Program Committee chair's section of the officer's handbook with the Board of Directors before leaving the position.

Calendar

May	<p>Following the spring conference, contacts prior members of the program committee to see who wishes to remain on the committee as well as people who have expressed interest in joining the committee. Makes up a list of members, including addresses, phone numbers and e-mail addresses, and distributes it to committee members.</p> <p>Arranges a meeting during the summer.</p> <p>Works on possible meeting sites to discuss with the Board of Directors at its first meeting.</p>
Sept.	<p>Begins planning the Spring Conference. To obtain ideas for topics and speakers, polls the committee and others who have expressed interest in Chapter programs, reads other chapters' newsletters and Chapter Topics, talks to the President about ideas from Chapters' Council meetings, scans listservs and professional publications, and uses the evaluation forms from the previous conference.</p> <p>Selects local arrangements chair and gives chair a copy of the Conference Handbook.</p> <p>Makes sure potential workshop leaders are contacted by phone by a member of the Program Committee or by the local arrangements Chair. Confirms all details in a written or electronic mail invitation. Includes date, time, location, length of talk, and the fact that registration (including lunch) and mileage will be paid by the Chapter. If there is a keynote speaker, he or she will also be reimbursed for lodging and offered an honorarium (fee to be approved by the Board of Directors). Also, gives the name of the local arrangements chair to all speakers so that they can contact that person for special equipment, accommodations information, etc., as well as provide biographical information for the conference packets.</p> <p>Advertises the program by asking a member of the committee to post to relevant listservs (see Conference Handbook for a list of listservs). Sends an announcement to the newsletter chair. Use the ALA Handbook of Organization as a resource tool. The announcement should include the name of the local arrangements chair as a contact person.</p> <p>The conference program should be approved by the Board of Directors.</p> <p>Prepares the conference budget to include the following:</p> <ul style="list-style-type: none"> Speakers' registration fee Mileage reimbursement for speakers. Honorarium and lodging for keynote speaker. Morning and afternoon refreshments. Lunch - number of meals, times expected, number of registrants Possible building use, cleaning, insurance fees Possible photocopying or printing charges for registration forms and programs Possible postage costs for registration forms and correspondence Possible long distance telephone charges Set the registration fee for non-members \$10.00 higher than for members. <p>Prepares a list of speakers, including addresses, e-mail addresses and phone numbers for the Treasurer and the local arrangements chair.</p> <p>Asks a member of the program committee to prepare an evaluation form.</p>
March	<p>Registration forms should be sent out and put on the chapter's web page 6-8 weeks in advance of each conference. Extra registration forms should be sent to the Chair of the Membership Committee.</p> <p>The conference program should include the Chapter business meeting (spring conference only) and the Welcoming remarks from the host library director and/or the institution's president.</p> <p>Following the conference:</p> <ul style="list-style-type: none"> send thank you letters to all of the workshop leaders, local arrangements chair, vendors, host library director, and/or university or college president; compile evaluation responses (if not done by local arrangements chair), forward evaluations to incoming program chair; and submit a write-up of the conference to the Newsletter chair. <p>Sends copies of program and registration form to the Archivist.</p>
October	<p>Plan for application for additional funds for special extra programming. ACRI's deadline is December 1.</p>

III. TREASURER

Duties

1. Maintains chapter checking account as well as the Janice Newkirk Research Fund.
2. Pays all chapter expenses and deposits all chapter income.
3. Submits a Treasurer's Monthly Report to the Board of Directors.
4. Submits a Treasurer's Report of each conference to the Board of Directors.
5. Reports to the membership at the Annual Business meeting.
6. Submits an annual report to the Chapter President.
7. Maintains state sales tax exempt number and certificate.
8. Prepares supporting documentation needed by the Chapter President for reimbursement and budgeting.
9. Gives the Treasurer's records to the Archivist at the end of each term.
10. Reviews and updates the Treasurer's section of the Officer's Handbook with the Board of Directors before leaving the position.

Calendar

May/June	Incoming Treasurer is installed at the Spring Conference.
	Outgoing Treasurer gives previous Treasurer's records to the Archivist.
	Outgoing Treasurer gives current records to the newly elected Treasurer with a brief, signed and dated statement that the outgoing Treasurer has been replaced by the incoming Treasurer
	New Treasurer changes name and address on checking account, and on the Janice Newkirk Research Fund using the statement provided by the outgoing Treasurer.
	New Treasurer changes the name and address on the sales tax exempt certificate and gives each board member a copy.
	Outgoing Treasurer submits annual report to the Chapter President.
July	Submit to the Chapter President documentation for the request for ACRL chapter reimbursement of expenses incurred during the previous fiscal year (due to ACRL by August 15).

Procedures

ACRL Reimbursement

The Treasurer makes a copy of all applicable receipts. The Treasurer sends the original receipts to the Chapter President in July. The Chapter President submits the appropriate receipts and form to ACRL for reimbursement by August 15.

Chapter Expenses

Mark each receipt with the check number, date written, and the purpose of the expense.

Use IRS guidelines when reimbursing for travel.

Reimbursement Guidelines

Committee members not reimbursed by their employer are entitled to mileage reimbursement at the New York State rate, when attending an ENY/ACRL committee meeting.

The Chapter President and/or Vice President or his/her designee, shall attend the Chapters Council Meeting at ALA Midwinter and ALA Annual Conferences and each may be reimbursed for reasonable transportation expenses. Reasonable expenses assumes the most economical rate (i.e. coach fare for airline or train travel), regardless of the mode of transportation. Each would also be entitled to reimbursement of lodging for up to two nights at \$150 per night, and the registration fee.

Council members delegated by Council to attend other meetings may be reimbursed for transportation expenses up to \$350, lodging for up to two nights at \$150 per night, and the registration fee.

Workshop leaders may receive reimbursement for mileage, registration fee, and lunch.

Keynote speakers may receive reimbursement for travel, lodging, registration fee, and lunch. They may also receive an honorarium.

Reports

The Treasurer prepares and submits a report detailing Chapter income and expenses for each Board of Directors meeting and each meeting of the Chapter. The President, Secretary, and Treasurer should each keep a copy of the reports.

The Treasurer prepares a Conference Report listing itemized income and expenses for each conference and submits it at the first Executive Council meeting following the finalization of all conference income and expenses.

The Treasurer prepares an Annual Report, which summarizes the year's fiscal transactions as well as any unusual events, trends, suggestions, or actions taken by the Treasurer. The report analyzes the fiscal health of the Chapter and may be used to determine the amount of future reimbursements and conference fees, etc.

Sales Tax Exemption

The Chapter is exempt from state and local sales tax. The Treasurer keeps on file a copy of Exempt Organization Certificate ST-119 which indicates our tax exempt number. Each newly elected Treasurer must notify the Exempt Organization Section of the New York State Department of Taxation and Finance of the change in treasurer's name and address.

To properly notify the state, the new Treasurer must submit a letter with their name and the effective date of the change. Include our Tax Exempt Certificate Number (not the certificate itself) in the letter. Be sure to indicate that the chapter's name and address remain the same. Send to:

New York State Taxpayers Assistance Bureau
Sales Tax Exempt Organization Unit
Building #9
State Campus
Albany, NY 12227

Give new copies of the large form ST-119.1 with the new Treasurer's name to each officer. Officers should throw away the old form and make as many copies of the new form as needed. Give the ST-119.1 form to merchants when making a purchase for the Chapter. Some merchants may only want the number, not the form.

Keep at least one copy of the form blank to give to the next Treasurer.

If the chapter's name or address were to change it would be necessary to have the address corrected on the Exempt Organization Certificate ST-119 (found in the folder labeled "Tax Exempt Status" among the Treasurer's materials). To notify the state of a change of address for the organization, the Treasurer must check box A on the back of the Exempt Organization Certificate, and mail it to the address on the back of the certificate within 30 days of the change. The state recommends that a stable post office address be set up for organizations (i.e. one not tied to an individual officer's address) to eliminate the need to correct the certificate for periodic changes of officers.

IV. SECRETARY

Duties:

1. Prepares and distributes to Board members minutes of Board of Directors meetings.
2. Sends a copy of each meeting's minutes and appropriate attachments to the Archivist for permanent storage at the end of each term.
3. Attends all meetings of the Board of Directors and annual chapter business meetings to take minutes and contribute to the discussion.
4. Sends notices of proposed by-laws changes to the membership one month before the chapter elections.
5. Assists with developing a slate of candidates and mailing ballots as needed.
6. Maintains chapter documents, (e.g. By-laws, Officers' Handbook) in computer files, and updates them to reflect amendments and revisions. Makes available to appropriate persons, electronically or in paper format, as appropriate. Submits to Communications Committee chair to post on web site or in newsletter as appropriate.
7. Write annual report for submission to the President.
8. Reviews and updates the Secretary's section of the Officer's Handbook.
9. Submits Annual Report to the President at the end of the year.

V. PAST PRESIDENT

Duties:

1. Solicits nominations and conducts elections for the chapter offices as specified by the bylaws.
2. Announces election results to all candidates, nominations committee members and Board of Directors in a timely fashion.

3. Services as Chair of the Selection Committee for the Librarian of the Year Award. Selection committee members and Nominations committee can be the same.

4. Attends Board of Directors meetings.

Calendar for Chapter Elections (flexible by 2 weeks)

November 1	Chair contacts other committee members, announcing electoral process schedule. Chair assigns (geographically if possible), each committee member a group of institutional liaisons to contact to solicit nominees from their constituents. Nominees must be members of ENY/ACRL, and if elected, must be members of National ACRL.
December 1	Liaisons reply to committee members with names of potential nominees
December 15	Committee members contact potential nominees and forward results of their solicitation to Chair
January 10	Chair assembles potential ballot and shows/sends/e-mails to committee members for comment.
January 20	Committee members return potential ballot with comments to Chair
February 1	Chair assembles final ballot. Ballot may include proposed bylaw changes. Ballots mailed to all ELIGIBLE (those who have not renewed are not eligible) voting chapter members.
March 1	Ballot return deadline. Ballots returned to Chair.
March 15	Ballots tallied by Chair. Election results announced and the slate of new officers sent to the current President to be sent to National ACRL.

Schedule of Events for Nominations Committee Members

Fall	Chair will write a description of the Nominations committee to be sent to the membership listserv, with a method for members to indicate interest.
November 1 or as needed	Chair forwards names of interested parties to the committee chairs who shall contact and select members for their committees.
May 1	An annual report of committee activities should be submitted by the committee chair to the Chapter President.

Schedule of Events for Librarian of the Year Award

Summer	Past President appoints members to fill vacancies on the Nominations Committee
August/September	Call for nominees sent to the membership listserv.
February 1	Deadline for nominations.
February/March	Nominations Committee reviews nominations, selects recipient. Chair composes wording for plaque to be presented to recipient and solicits feedback from committee. Plaque is selected by chair or designee. Award check is requested of chapter treasurer.
Spring Conference	Award is presented.

VI. COMMUNICATIONS COMMITTEE CHAIR

Duties:

1. Recruits chapter members to serve on the Communications Committee.
2. Leads and coordinates all Communications Committee activities. The work associated with the Newsletter, web site, and email discussion group may be delegated to Communications Committee members at the discretion of the chair.
3. Responsible for editing and publishing the ENY/ACRL Newsletter on www.enyacrl.org, and for notifying members when a newsletter has been posted.
4. Responsible for keeping www.enyacrl.org organized and up to date, including timely posting of annual reports, conference announcements, award announcements, business meeting minutes, and fiscal reports .
5. Responsible for maintaining the chapter's email discussion list, forum@enyacrl.org.
6. Submits bills for web service provider and other expenses authorized by the Board, to the Treasurer, taking care to use the chapter's tax exempt status.
7. Attends Meetings of the ENY/ACRL Executive Board of Directors
8. Submits written annual report to the President.
9. Upon leaving office, turns over records in good order to new Communications Committee chair.
10. Reviews and updates the Communications Committee chair's section of the officer's handbook upon request of the chapter President.

Newsletter Publishing Responsibilities:

The ENY/ACRL Newsletter is published on www.enyacrl.org twice a year in the Spring and Fall. New volumes begin with the Spring issue. The content of the newsletter should include:

President's letter

Notices of Elections and awards

Conference information

Features about activities in member institutions written by ENY/ACRL members

Notes from the Field: noteworthy information about personnel and programs at member institutions. This information is solicited from liaisons.

The newsletter is not an appropriate venue for advertising, except for brief announcements from member institutions about jobs or professional opportunities.

Calendar

February 1	Deadline for submissions to the Winter newsletter
February, First week	Winter newsletter posted to web site and members notified
March (every other year)	Outgoing chair passes on records to the Archivist or to the incoming Communications chair as appropriate. Records include instructions for web page maintenance, liaison list, and list of committee members.
March/April	Outgoing chair submits annual report to the President.
April (every other year)	New chair recruits members of the committee using recommendations of outgoing chair at his/her discretion.
Sept 15	Deadline for submissions to Fall newsletter.
October, first wk	Fall newsletter posted to the web site and members notified

VII. MEMBERSHIP COMMITTEE CHAIR

Duties:

1. Maintains membership database
2. Maintains explanations related to database
3. Solicits renewals and new memberships annually
4. Organizes and maintains an accurate designation of liaisons at institutions within the chapter area on the membership database
5. Supplies labels of members or liaisons to various committees as need arises
6. Serves as chairperson of the Membership Committee and is responsible for calling meetings, setting agendas for the meetings, and overseeing completion of delegated work
7. Responsible for membership tables at conferences
8. Publishes a directory of the membership annually
9. Attends Executive Council meetings and reports membership status
10. Produces an annual report for the organization's archives
11. Notifies ENY/ACRL webmaster of any changes needed related to membership on the ENY/ACRL web page.
12. Notifies ENY/ACRL Communications Chair of any new member email addresses and changes to existing member email addresses.
13. Drafts new membership form for new membership year
14. Reviews and updates the Membership Committee chair's section of the officer's handbook with the Executive Council before leaving the position

Calendar

May	New Chair assumes Chairpersonship after the spring conference
	New Chair receives training from outgoing chair
	Review conference registrations, add renewals and new memberships to the database
July/August	Draft new membership form for new membership year
	Notify Communications Chair of changes needed to membership form on the ENY/ACRL web page
	Prepare and mail letters to each liaisons with the following:
	-Renewal letters & forms to members
	-Include in the letter to liaisons an appeal for liaisons to seek new members and encourage renewals
Sept/Oct	Produce labels for conference announcements, if needed
	Make arrangements for and staff a Membership table at any Fall conference/workshops
	Send emails to liaisons reminding them to remind their colleagues to renew, and send reminder emails sent to individuals who have not renewed
Nov/Dec	Produce labels for new officers election ballot
Feb/March	Produce labels for new officers election ballot
April	Prepare the new Directory for distribution at the Spring Conference - include information for new slate of officers
May	Mail directories that were not distributed at the Conference
	Review conference registrations and add renewals and new memberships to the database

VIII. GOVERNMENT RELATIONS CHAIR***Duties:***

1. Maintains contact with the ACRL Government Relations Committee to keep informed of current policy.
2. Selects chapter members to serve on the ENY/ACRL Government Relations Committee.
3. Disseminates appropriate information from national ACRL to chapter Board of Directors and to chapter membership via the listserv and/or web site.
4. Monitors state and federal issues pertinent to libraries and education. Lobby state and federal legislators on these issues.
5. Works to create a legislative advocacy network in the chapter by conveying to the members via forum@enyacr.org important legislative alerts as they arise. Provide necessary sample letters and addresses of legislators to allow a "quick lobby" response to issues.
6. Prepares helpful and timely legislative information guides for fall and/or spring conferences as part of membership education. Continues to promote ways in which to be a successful advocate.
7. Reviews and updates the Government Relations Chair section of the Officer's Handbook with the Board of Directors as revisions take place.
8. Works toward greater legislative advocacy efforts on a state and local level, by maintaining links with other area legislative committees and listservs as appropriate; e.g. NYLA, 3 R's Councils.
9. Submits annual report to membership at spring conference business meeting.

IX. JANICE GRAHAM NWEKIRK SCHOLARSHIP FOR LIBRARY AND INFORMATION SCIENCE EDUCATION FOR ACADEMIC LIBRARIANSHIP***Policies and Procedures for Administration of the Award***

Award Description: The Janice Graham Newkirk Scholarship for Library and Information Science Education provides financial assistance to worthy students pursuing a Masters Degree in Library Science. Individual scholarships will be awarded in amounts ranging from \$2000-\$3000 per recipient. Scholarships will be awarded to students attending either the Department of Information Studies, at the University at Albany, or Syracuse University's School of Information Studies. Applicants must be engaged in a Library Science track in their respective master's program and demonstrate an interest in pursuing a career in academic librarianship. Recipients will be selected on the basis of a student application essay of 300-500 words stating a vision of the role the applicant will play in the future of academic libraries; a faculty nomination letter plus one additional nomination letter; student grade point average; and student activities (professional association activities, honors).

The award, established in 1995, and originally named the Janice Graham Newkirk Research Award, was established to honor the late Janice Graham Newkirk, former ENY/ACRL Board of Directors member, and CD-ROM Coordinator and Reference Librarian at the University at Albany. The fund was supported by a start-up donation from ENY/ACRL, the Newkirk and Graham families, and other private contributions. After eleven years of existence, the award was changed from a research award to a scholarship award, with the full approval of the funding

sources. The expectation is that the scholarships will deplete the fund and lead to a natural end of the award.

Administration of the Selection Process:

Eligibility: Students pursuing a Masters Degree in Library Science. Scholarships will be awarded to students attending either the Department of Information Studies, at the University at Albany, or Syracuse University's School of Information Studies. Applicants must have completed a minimum of 12 credits, with a minimum GPA of 3.5 on a 4.0 scale. Administration of the scholarship is handled by a standing committee of ENY/ACRL consisting of four members of the organization, appointed by the Board of Directors for renewable two-year terms. The incumbent Treasurer serves as one of the four members, but is non-voting.

The Award Committee sends information about the scholarship to the University at Albany and Syracuse University, no later than February 1 each year. Information will be distributed both in-print and via email. The packets will include: a cover letter explaining the scholarship program; detailed procedures, and the application form.

Candidates must send their completed applications to the Award Committee, by the Deadline of March 15.

The Award Committee selects 1-2 recipients of the scholarship by April 10 and notifies the ENY/ACRL Board of recommendation, no later than April 15.

Award winners are notified by the Association President by April 20 and information about the scholarship winners is sent to C & RL News, as well as to the Deans of the Schools. Letters are sent to other applicants thanking them for applying for the award.

Scholarships funds are distributed to the winners at the Spring conference of ENY/ACRL (generally held in May). Scholarship winners will receive an invitation to attend the conference at no cost, and are encouraged to attend the conference to receive their scholarship award.

Following the notification of the awardee, one of the committee co-chairs will provide the Newsletter editor a notice about the award recipient. The Committee Chair(s) will write a letter to the Newkirk family each year, informing them of the scholarship recipient(s).

The award funds are deposited in a certificate of deposit (CD). Scholarships will be awarded until the funds are depleted, at which time the Janice Graham Newkirk Scholarship for Library and Information Science Education will end. The Treasurer of ENY/ACRL will be authorized to make deposits and write checks from the fund. The Treasurer will provide the Board of Directors with a financial report on the fund annually.

For further information contact the committee co-chairs,

Catherine Dwyer (518) 442-3549, cd621@albany.edu or
Barbara Via (518) 442-3689 bv848@albany.edu

Janice Graham Newkirk Scholarship for Library and Information Science Education Application

APPLICATION FOR SCHOLARSHIP

1. The applicant must be a student attending either The Department of Information Studies, at the University at Albany, or Syracuse University's School of Information Studies. Applicants must be engaged in a Library Science track in their respective master's program **and interested in a career in academic librarianship.**

2. The applicant must have completed 12 credit hours in the program at the time of application.

Please either complete document using a word processing program, or, print out and use a typewriter. No handwritten applications will be accepted.

Full time Part time # credits completed to date

GPA: _____ Expected graduation date _____

Name of Program and School _____

Applicant's name _____

Address _____

Phone: _____ Email address: _____

Where did you learn about this scholarship program? _____

Honors, prizes or scholarships received for academic achievement or service: (attach separate sheet if needed)

Professional Memberships/Activities:

Please list any professional associations of which you are a member and any leadership positions held

Name of Organization Positions held Dates

References:

Please list the names and contact information for the persons from whom you are requesting letters of recommendation for this scholarship:

Additional application materials required :

- a) An essay of 300-500 **stating a vision of the role you will play in the future of academic libraries.**
- b) Reference letters from two individuals who can address your qualification for this scholarship. One letter must be from a professor in your program.

Signature of applicant

Date: _____

All application materials, including letters of reference should be addressed to:

Catherine Dwyer
 Barbara Via
 Co-Chairs, ENY/ACRL Janice Graham Newkirk Scholarship Committee
 University Libraries LI-126
 University at Albany/SUNY
 Albany , NY 12222

Deadline for applications: March 1

Award winners will be notified no later than April 20

X. LIBRARIAN OF THE YEAR AWARD

Purpose:

To recognize an outstanding member of the Eastern New York Chapter of the Association of College and Research Libraries.

Eligibility:

The recipient must be a member of ENY/ACRL.

Criteria:

The recipient will have exhibited a dedication to fulfilling the ACRL mission and furthering the goals and objectives of ACRL and ENY/ACRL, in particular. He/she will exemplify the essence of librarianship through a commitment to service, professionalism, and accomplishment. In addition, the recipient may have demonstrated leadership qualities, served as a role model to colleagues, developed innovative policies or projects that have enhanced operations in his/her library, the region or the state.

Process:

The Past President of ENY/ACRL will appoint a selection committee following the Spring Conference, which will include the Past President who will serve a one year term and act as Chair. Committee members will not be eligible to be nominated for the award during their tenure on the committee.

A call for nominees will be made through the ENY/ACRL Newsletter and forum@enyacr.org, our email discussion group, which is electronically available to all members. The purpose, eligibility and criteria for selection will be included, along with a nomination form. The nominees will be notified of their nomination, which will be reviewed by the selection committee. The recipient will be selected, and a plaque and an award of \$250 will be presented at the Spring Conference.

XI. ARCHIVIST

Duties:

1. Advises the Board of Directors on types of materials that shall be deposited in the chapter Archives
2. Proposes retention schedules for archival materials.
3. Monitors acquisitions of archival material from Board of Director and/or chapter members.
4. Houses and maintains archives.
5. Acts as a resource person to the Board of Directors.
6. Retrieves archival information requested by the Board of Directors.
7. Assists chapter members and non-members interested in using archives or in accessing archival information.
8. Reviews and updates the Archivist section of the Officers' Handbook with the Board of Directors as required.

Items to be retained in the Archives:

Annual Report of Archives

Annual Reports of all committees and officers

By-laws

Conference brochures

Conference evaluations

Election ballots

Board of Directors minutes

Membership committee forms

Membership directories

Newsletters

Treasurer's reports