

**Board Handbook**

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**I. About the Chapter**

The Eastern New York Chapter of the Association of College and Research Libraries (ENY/ACRL) is one of approximately 42 local chapters of the Association of College and Research Libraries, a division of the American Library Association. Members represent private and public college and university libraries, and special libraries in the Eastern New York region. ENY/ACRL follows the mission of its parent organization to “lead academic and research librarians and libraries in advancing learning and scholarship.”

The Chapter is governed by bylaws available at: <http://enyacr.org/site/chapter-documents>.

The Chapter was granted tax exempt 501(c)(3) non profit status in 2002, and is subject to relevant IRS tax law relative to non-profit activities (please see: Exemption Requirements – Section 501 © (3) Organizations: [http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501\(c\)\(3\)-Organizations](http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501(c)(3)-Organizations)), as well as additional detail in the Treasurer’s section of this document.

**II. President**

***Duties:***

1. Official spokesperson for the Chapter.
2. Serves as chairperson of the Executive 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 Chapters Council meetings held at the ALA Annual Conference and ALA Midwinter Meeting.
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. Provides information to incoming Board members (see Appendix B: New Board Members Checklist).
10. Reviews and updates the President's section of the Board Handbook with the Executive Board of Directors annually.

<b><i>President - Calendar</i></b>	
May	Installed as President at annual spring conference; at close of Board meeting, assumes leadership of Board and schedules Executive Board of Directors meeting to plan activities for the year.
June/July	Chairs Executive Board of Directors meeting to hear reports from committees, especially progress of the Program Committee in planning fall events and spring conference.
August 15	Submits reimbursement request to National ACRL.
October/November	Schedules Executive Board of Directors meeting to hear reports from committees, especially progress of the Program Committee in planning fall events and spring conference.

February/March/April	Schedules Executive Board of Directors meeting to hear reports of committees, especially final plans for the spring conference.
April/May	Submits annual report to the President for the annual spring conference membership meeting Chapter report.
Spring conference	Welcomes attendees, presides at business meeting, and introduces incoming officers.
May-August (post-term)	Prepares President's Report for the ENY/ACRL spring newsletter.
	Submits records to Archivist.
	Reviews President's portion of Board Handbook for needed updates and submits proposed updates to Executive Board of Directors for approval.

**III. Vice President**

**Duties:**

1. Assist the President with the running of the Chapter; acclimate to duties required for the position.
2. Facilitate potential collaboration with other organizations.
3. Assist Program Chair, as needed, with programming opportunities.
4. Serves as a member of the Chapter’s Executive Board of Directors and prepares and submits a Vice President report for each Board meeting.
5. Attends ACRL Chapters Council meetings at ALA Annual Conference and ALA Midwinter Meeting with or in place of the Chapter President.
6. Reviews and updates the Vice President’s section of the Board Handbook with the Executive Board of Directors annually.
7. Submits an annual report to the Chapter President by June 15.

<b><i>Vice President - Calendar</i></b>	
May	Assumes role of incoming Vice President at end of board meeting at annual spring conference.
April/May	Submits annual report to the President for the annual spring conference membership meeting Chapter report.
June	Prepares the Vice President's annual report and submits it to the President and Past President by June 15, for inclusion in the annual report to ACRL.

#### IV. 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), plus fall regional brown bag events.
2. Forms the Program Committee, sets meeting schedule for the Committee coordinated with Executive 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. Confirms that all Program Committee members are current ENY/ACRL members.  
See Local Arrangements and Conference Planning Handbook for specific responsibilities related to conference planning.
3. Serves as a member of the Chapter's Executive Board of Directors and prepares and submits a Program Committee report for each Board meeting, including proposed programs and estimated conference budgets.
4. Submits conference articles (pre-conference publicity and post-conference summary) to the Communications Chair for the Chapter newsletter and/or website.
5. Reviews and updates the Local Arrangements and Conference Handbook annually, bringing changes to the Executive Board of Directors.
6. Reviews and updates the Program Committee Chair's section of the Board Handbook with the Executive Board of Directors annually.
7. Submits an annual report to the Chapter President by June 15.

<b>Program Committee Chair - Calendar</b>	
May	<p>Assumes role of incoming Program Committee Chair at end of board meeting at annual spring conference.</p> <p>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 and confirms with Membership Chair that all proposed members are current ENY/ACRL members, and finalizes Program Committee including listserv. Shares final list with Board and Program Committee members.</p>
	Arranges a summer Program Committee meeting.
	Identifies spring conference sites and finalizes location.
August	Finalizes brown bag locations.
September- May	<p>Plans spring conference (see details in Local Arrangements &amp; Conference Planning Handbook). Checks with ACRL for Speakers Bureau options (see ACRL Officers Speakers Bureau:  <a href="http://www.ala.org/acrl/aboutacrl/directoryofleadership/Chapters/officersspeakers">http://www.ala.org/acrl/aboutacrl/directoryofleadership/Chapters/officersspeakers</a>).</p>
April/May	Submits annual report to the President for the annual spring conference membership meeting Chapter report.
June	<p>Prepares the Program Chair's annual report and submits it to the President and Past President by June 15, for inclusion in the annual report to ACRL.</p> <p>Reviews and updates the Program Chair section of the Board Handbook, and also the Local Arrangements and Conference Planning Handbook.</p>

## V. Treasurer

### ***Duties***

1. Maintains Chapter checking account, credit card account, as well as PayPal account.
2. Pays all Chapter expenses and deposits all Chapter income.
3. Submits a Treasurer's Monthly Report to the Executive Board of Directors.
4. Submits a Treasurer's Report of each conference to the Executive Board of Directors.
5. Reports to the membership at the annual business meeting.
6. Submits an annual report to the Chapter President in January.
7. Maintains state sales tax exempt number and certificate.
8. Files Form 990-N e-Postcard with IRS.
9. Files Form CHAR 500 with New York State Department of Law (Office of Attorney General) Charities Bureau.
10. Prepares supporting documentation needed by the Chapter President for reimbursement and budgeting.
11. Gives the Treasurer's records to the Archivist at the end of each term.
12. Arranges for reimbursement to the conference registration award winner (if needed).
13. Reviews and updates the Treasurer's section of the Board Handbook with the Executive Board of Directors annually.

<b><i>Treasurer - Calendar</i></b>	
January	Submits annual report to President, itemizing income and expenditures (January-December).
April	Files Form 990-N e-Postcard with IRS by April 15.
April/May	Submits annual report to the President for the annual spring conference membership meeting Chapter report.
May/June	Files Form CHAR 500 with New York State Department of Law (Office of Attorney General) Charities Bureau by May 15.
	Incoming Treasurer assumes role at end of board meeting at annual 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, credit card, and PayPal accounts, 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.
July	Submits 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).  Reviews and updates the Treasurer's section of the Board Handbook with the Executive Board of Directors.



## Procedures

### ACRL Reimbursement

The Treasurer makes a copy of all applicable receipts. The Treasurer prepares the application and has the Chapter President review and sign the form in July. After obtaining the Chapter President's approval and signature, the Treasurer submits the appropriate receipts and form to ACRL for reimbursement by August 15.

**Reimbursement for conference registration award:** The attendee has to submit original receipts along with a written request to the Treasurer. The request for the reimbursement must be received by the Treasurer before May 1 of the following year. For example, the winner of the award at the ENY/ACRL spring 2013 conference will attend a conference afterwards, and needs to submit a request for reimbursement to the Treasurer before May 1, 2014.

### 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 (see ACRL Chapters guidelines: <http://www.ala.org/acrl/resources/policies/chapter5#5seven>; 5.7.1/Roles and Responsibilities of Chapters; Chapters Council section), shall attend the Chapters Council Meeting at ALA Annual Conferences and ALA Midwinter Meetings 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 \$250 per night, and the registration fee.

Workshop leaders and breakout session presenters may receive waiver for registration and reimbursement for mileage, pending Board approval.

Keynote speakers may receive waiver for registration, and reimbursement for coach-class travel, and lodging. They may also receive an honorarium.

### Reports

The Treasurer prepares and submits a report detailing Chapter income and expenses for each Executive Board of Directors meeting and each meeting of the Chapter. The Secretary includes this report with the minutes which are saved to the Dropbox or other cloud storage. The Archivist will archive the reports separately.

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

The Treasurer submits an annual report to the President and Board in January, summarizing 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 names 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.

**VI. Secretary**

***Duties:***

1. Prepares and distributes to Board members minutes of Executive Board of Directors meetings.
2. Sends a copy of each meeting's minutes and appropriate attachments to the Archivist for retention.
3. Attends all meetings of the Executive Board of Directors and annual Chapter business meetings to take minutes and contribute to the discussion.
4. Assists Past President with developing the candidate ballot and mailing (or emailing) ballots as needed.
5. Maintains Chapter documents (Bylaws, Board Handbook, and others as needed) and updates them annually to reflect amendments and revisions. Coordinates with Communications Chair to post final versions to website.
6. Writes annual report for submission to the President for report to members at the annual meeting. Reviews and updates the Secretary's section of the Board Handbook with the Executive Board of Directors annually.

<b><i>Secretary – Calendar</i></b>	
May and throughout year	Incoming Secretary assumes role at end of board meeting at annual spring conference; is given seal by previous secretary.  Takes minutes at Board meetings held throughout year.  Maintains and updates Chapter documents. Coordinates with Communications Chair to post final versions to website.
January	Requests labels or email list for ballot from Membership Chair if required.
Spring conference	Takes minutes at annual business meeting.

## VII. Past President

### ***Duties:***

1. Forms and serves as Chair of Nominations & Elections Committee (N&EC), making sure all committee members are current ENY/ACRL members. 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 Executive Board of Directors in a timely fashion.
3. Forms and serves as Chair of the Professional Development Grants Selection Committee. Solicits applications for the Professional Development Grants (see Appendix A: ENY/ACRL Professional Development Grants Sample Announcement). Applications will be reviewed on a rolling basis by the Selection Committee.
4. Attends Executive Board of Directors meetings.
5. Provides information to incoming Board members (see Appendix B: New Board Members Checklist).
6. Reviews and updates the Past President's section of the Board Handbook with the Executive Board of Directors annually.
7. Prepares and submits Chapter annual report to ACRL following instructions and template provided by ACRL by approximately July 15. Please note: After two missed years, ACRL has the option to discontinue chapter association. See: ACRL's Policies and Procedures; 5.6.1  
<http://www.ala.org/acrl/resources/policies/chapter5#56one>

<b>Past President - Calendar</b>	
April/May	Submits annual report to the President for the annual spring conference membership meeting Chapter report.
May	Assumes role after the spring conference.  Receives initial training from outgoing chair at post-conference Executive Board of Directors meeting.
May/June/July	Forms and serves as Chair of Nominations & Elections Committee and Professional Development Grants Selection Committee (see tables below).
July 15	Prepares and submits Chapter annual report to ACRL following instructions and template provided by ACRL by approximately July 15.
May post conference	Reviews and updates the Past President's section of the Board Handbook with the Executive Board of Directors.

<b>Calendar for Chapter Elections</b> <b>Notification of bylaw changes must be made one month prior to elections.</b> <b>Elections must be held 30 days in advance of the Annual Meeting.</b>	
August-December	Past President solicits and chairs a Nominations & Elections Committee (N&EC) to recruit candidates for upcoming Executive Board of Directors vacancies. Makes sure all committee members are current ENY/ACRL members. The Nominations & Elections Committee uses the newsletter, website, liaisons, listservs, and personal contacts to recruit candidates. All candidates must be members of ENY/ACRL, and Officers, if elected, must be members of National ACRL*. (*see Bylaws)
November/December	Past President sends a call to Board for bylaw changes.
December 15	Submits proposed bylaw changes to Board. <i>(Bylaw changes must be submitted to the Board two months before the election.)</i>
January 15	Notifies the membership of any proposed bylaw changes.

	<i>(Notification of bylaw changes must be made one month prior to elections.)</i>
<b>Calendar for Chapter Elections (continued)</b>	
February 1-10	Past-President/NE&C Chair assembles final ballot. Ballot may include proposed bylaw changes.
February 1-15	Working with the Membership Chair and Secretary, mails (or emails) ballots to all eligible (i.e., those renewed by December 31 of previous year) voting Chapter members.
March 23	Deadline for ballot return to Past President/NE&C Chair.
April 1	Ballots tallied by NE&C Chair/Past President. Election results announced and the slate of new officers sent to the current President to be sent to National ACRL.

<b>Professional Development Grants – Calendar</b> <i>[please see <a href="#">additional information about these grants</a> at end of document]</i>	
May/June/July	Past President appoints members to serve on the Selection Committee.
Early Fall and Early Spring	Sends call for applications to the membership listserv (see Appendix A: ENY/ACRL Professional Development Grants Sample Announcement).
(Ongoing)	Selection Committee reviews applications on a rolling basis After review, Past President contacts applicants of the results of their application. Past President also reminds awarded recipients to submit a reflective post of their chosen professional development activity for the following ENY/ACRL newsletter.
Spring conference	Awarded grants from the past year are announced by Past President or designee.

### VIII. 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, website, and email discussion group may be delegated to Communications Committee members at the discretion of the Chair. Provides information to incoming Board members (see Appendix B: New Board Members Checklist).
3. Responsible for editing and publishing the ENY/ACRL Newsletter on <http://www.enyacrl.org>, and for notifying members when a newsletter has been posted.
4. Responsible for maintaining, posting, and responding on Facebook and Twitter for the Chapter.
5. Responsible for keeping <http://www.enyacrl.org> organized and up to date, including timely posting of annual reports, conference announcements, award announcements, business meeting minutes, and fiscal reports.
6. Responsible for maintaining the Chapter's email list platform and configuration, [forum@enyacrl.org](mailto:forum@enyacrl.org).
7. 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.
8. Attends meetings of the ENY/ACRL Executive Board of Directors.
9. Writes annual report for submission to the President for the report to members at the annual meeting.
10. Upon leaving office, turns over records in good order to new Communications Committee Chair.
11. Reviews and updates the Communications Committee Chair's section of the Board Handbook annually.

**Procedures**

Be aware of the Chapter's tax exempt 501 (c)(3) non profit status which means it is subject to relevant IRS tax law relative to non-profit activities. Additional detail: Exemption Requirements - Section 501(c)(3) Organizations: [http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501\(c\)\(3\)-Organizations](http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501(c)(3)-Organizations) and information specific to communications, which is included in political and lobbying activities section: <http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Political-and-Lobbying-Activities>, as well as additional detail in the Treasurer's section of this document.

**Newsletter Publishing Responsibilities**

The ENY/ACRL Newsletter is published on <http://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 institutional liaisons via institutional liaison (IL) listserv.

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

<i>Communications Committee Chair - Calendar</i>	
January	Announces February 15 deadline for Spring newsletter.
February 15	Deadline for submissions to the Spring newsletter.
March	Posts Spring newsletter to website and notifies members.
April/May	Submits annual report to the President for the annual spring conference membership meeting Chapter report.
May (every other year)	Incoming Chair assumes role at end of board meeting at annual spring conference. Outgoing Chair passes on records to the Archivist or to the incoming Chair as appropriate. Records include instructions for website maintenance, liaison list, and list of committee members.
May (every other year)	New Chair recruits members of the committee using recommendations of outgoing Chair at his/her discretion.
August	Announces September 15 deadline for Fall newsletter.
September 15	Deadline for submissions to Fall newsletter.
October	Fall newsletter posted to the website and members notified.



## **IX. Membership Committee Chair**

### ***Duties:***

1. Maintains membership database and any relevant documentation.
2. Solicits renewals and new memberships annually. Membership year is September 1 to August 31.
3. Processes new and renewal memberships and regularly mails dues payments to Treasurer.
4. Organizes and maintains an accurate designation of liaisons at institutions within the Chapter area.
5. Produces a membership brochure annually.
6. Generates mailing labels and/or email lists for elections and conference promotion.
7. Serves as chairperson of the Membership Committee and is responsible for calling meetings, setting agendas for the meetings, and overseeing completion of delegated work.
8. Coordinates membership table(s) at conference/events as needed.
9. Publishes an electronic (PDF) directory of the membership annually.
10. Works with the Communications Chair to maintain and update membership-related website content.
11. Updates online membership form for each new membership year, updates Institutional Liaison page as needed, updates membership brochure with new officers.
12. Manages and maintains email subscriptions for the Chapter discussion lists (e.g., Member Forum, Liaison List) in conjunction with the Communications Chair.
13. Attends Executive Board of Directors meetings and reports membership status.
14. Writes annual report for submission to the President for the report to members at the annual meeting.
15. Reviews and updates the Membership Committee Chair's section of the Board Handbook with the Executive Board of Directors annually.

<b>Membership Committee Chair - Calendar</b>	
May	Incoming chair assumes role at end of board meeting at annual spring conference.
May/June	<p>Receives in-depth training from outgoing chair.</p> <p>Reviews conference registration spreadsheet provided by Treasurer; adds renewals and new memberships to the database.</p>
June/July	Prepares annual Membership Directory in PDF; includes new officers.
July/August	<p>Updates membership content including online membership form, Institutional Liaison Program page (if needed), brochure for new membership year; listserv welcome and good-bye messages; coordinates all changes with Communications Chair.</p> <p>Prepares and emails renewal message with link to online membership form to individual members with expired memberships; use bcc field when bulk emailing.</p> <p>Prepares and distributes email messages to each liaison with the following:</p> <ul style="list-style-type: none"> <li>• Copy of the member renewal message</li> <li>• An appeal for liaisons to seek new members, encourage renewals and verify membership directory for their institution. Full list of responsibilities can be found on Institutional Liaison Program page: <a href="http://enyacl.org/site/join/institutional-liaison-program">http://enyacl.org/site/join/institutional-liaison-program</a>.</li> </ul> <p>Sends list of renewal message recipients to the appropriate liaisons for follow-up.</p> <p>Sends an email to arrange for committee members to contact members at institutions without an active (current member) liaison to attempt to secure one.</p> <p>Electronically distributes the Membership Directory PDF via confirmation email to members as dues are paid. Sends copy of the Membership Directory to ENY/ACRL Archivist to print.</p>

<b>Membership Committee Chair – Calendar (continued)</b>	
September	Supports fall Brown Bag events personally and through liaisons; coordinates a membership table or presence (e.g. human, brochures), as requested.
September/November	Emails liaisons to remind their colleagues to renew by the end of December to remain eligible to vote in the spring; send reminder emails sent to individuals who have not renewed.
October/November	Sends final reminder message to expired memberships.
November	Purges expired memberships from Forum and liaison listservs.
December	Produces labels or email list for election ballot, as requested by Secretary, and coordinated with Past President.
January	Produces labels or email list for conference announcements (postcards).
March/April May	Works with the Program Committee and the Local Arrangements Committee Chair to verify the memberships of conference registrants prior to conference.  Submits annual report to the President for the annual spring conference membership meeting Chapter report.
April/May	Assists with registration table at the conference, as needed.
May	Reviews and updates the Membership Chairs section of the Board Handbook with the Executive Board of Directors.

## X. Government Relations Chair

### ***Duties:***

1. Maintains contact with the ACRL Government Relations Committee (<http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees/acr-lg>) to keep informed of current policy.
2. Selects Chapter members to serve on the Chapter Government Relations Committee.
3. Disseminates appropriate information from national ACRL to Chapter Executive Board of Directors and to Chapter membership via the listserv and/or website.
4. Monitors state and federal issues pertinent to libraries and education, and shares information accordingly.
5. Works to create a legislative advocacy network in the Chapter by conveying to the members via [forum@enyacrl.org](mailto:forum@enyacrl.org) important legislative alerts as they arise.
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. 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, ESLN (formerly the NY 3Rs).
8. Submits annual report to the President for the annual spring conference membership meeting Chapter report.
9. Reviews and updates the Government Relations Chair section of the Board Handbook with the Executive Board of Directors annually.

<b><i>Government Relations - Calendar</i></b>	
May	Incoming Chair assumes role at end of board meeting at annual spring conference.
	Receives initial training from outgoing Chair at post-conference Executive Board of Directors meeting.
April/May	Submits annual report to the President for the annual spring conference membership meeting Chapter report.
May post conference	Reviews and updates the Government Relations section of the Board Handbook with the Executive Board of Directors.

## **XI. Archivist**

### ***Duties:***

1. Advises the Executive Board of Directors on types of materials that shall be deposited in the Chapter Archives.
2. Proposes retention schedules for archival materials, both print and electronic.
3. Monitors acquisitions of archival material from Executive Board of Directors and/or Chapter members.
4. Houses and maintains archives locally and in cloud storage.
5. Retrieves archival information requested by the Executive Board of Directors.
6. Assists Chapter members and non-members interested in using archives or in accessing archival information.
7. Reviews and updates the Archivist section of the Board Handbook with the Executive Board of Directors annually.

### **Items to be retained in the Archives:**

- Annual Report of Archives
- Annual Reports of all committees and officers
- By-laws
- Conference brochures/packets
- Conference evaluations
- Election ballots
- Event materials (i.e. brown bags)
- Executive Board of Directors minutes
- Membership committee forms
- Membership directories
- Membership brochure
- Newsletters
- Publicity material (i.e. events)
- Treasurer's reports

<b><i>Archivist - Calendar</i></b>	
May	Incoming Archivist assumes role at end of board meeting at annual spring conference, or when there is a change in Archivist.
	Receives initial training from outgoing Chair at post-conference Executive Board of Directors meeting.
April/May	Submits annual report to the President for the annual spring conference membership meeting Chapter report.
May post conference	Reviews and updates the Archivist's section of the Board Handbook with the Executive Board of Directors.
Per retention schedule	Performs acquisition and deposit activities.

## APPENDICES

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### APPENDIX A

#### **ENY/ACRL Professional Development Grants Sample Announcement**

ENY/ACRL is currently accepting applications for Professional Development Grants. We will provide up to \$300 in stipends to support a library professional development activity of the applicant's choice. The opportunity to apply for a stipend will be limited to current ENY/ACRL members. Applicants will be reviewed on a rolling basis.

#### **Award Information**

##### **Purpose**

To support and foster ENY/ACRL members' continuing education and engagement in the profession.

##### **Eligibility and Criteria**

Applicants must be a current member of ENY/ACRL. Applicants must also be willing to write a reflective post (approximately 400-500 words) for the following [ENY/ACRL Newsletter](#) after the conclusion of their chosen professional development activity. Applicants will provide a short statement of their chosen activity, as well as his/her current professional goals and how participating in this activity will support these goals. At this time, applicants are only eligible to receive this grant once every other year.

##### **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@enyacrl.org](mailto:forum@enyacrl.org), our email discussion group which is electronically available to all members. The purpose, eligibility, and criteria for selection will be included, along with the application form. The nominees will be notified of their application's receipt and result, which will be reviewed by the Selection Committee on a rolling basis. The recipient(s) will be selected, and will be sent their reimbursement (up to \$300) upon receipt of their post-activity reflective post, which will be included in the following ENY/ACRL Newsletter. The awarded grant recipients for the year will be announced at the annual spring conference.



## APPENDIX B

### **New Board Members Checklist**

#### Communications Chair:

- Adds board member(s) to board listserv and makes sure they have board and forum list addresses.
- Provides new board members with Dropbox username/password and instructions for accessing.
- Updates ENY/ACRL website.

#### Membership Chair

- Assumes Program Committee listserv ownership.
- Works with Program Chair to update committee listserv.

#### President:

- Sends election results to ACRL Chapter liaison for posting on ACRL Chapter roster pages.
- Informs new officers about Board Handbook and Local Arrangements Handbook.
- Provides new officers with Information about when meetings/conferences typically occur.

#### Past President:

- Invites incoming board members to annual board meeting.

#### Secretary: