

READS Executive Board Job Descriptions

President

The President shall conduct all meetings and, with the advice of the Executive Board, shall appoint any special committees as necessary. The president shall be an ex-officio member of each committee. The president shall represent the Reference and Adult Services Section to the NHLA Executive Board.

The President will schedule and announce all READS meetings for the year, and is responsible for creating and publishing an agenda prior to each meeting.

The President will communicate between meetings with all committees, providing oversight and assistance as needed.

- Provides a written annual report of organization's activities for:
 - READS members at annual meeting (October)
 - NHLA Executive Board (two weeks before each scheduled meeting)
 - NHLA fall business meeting (November)
- Brings proposed budget to NHLA business meeting
- Provides a written report to the Executive Board at least one week before scheduled READS meetings
- Oversees website activities with the support of the Executive Board, Committees and Website Coordinator.

Vice-President/President Elect

- Runs Executive Board meeting in absence of the President
- Coordinates all revisions to the bylaws
- Serves as parliamentarian
- Attends READS Executive Board Meetings
- Joins NHLA Spring Conference Committee and plan READS program(s) for NHLA Spring Conference
- Represents READS at conference planning meetings in years of NHEMA/NHLA Spring Conference
- Provides written annual report of vice-presidential activities for READS members at the annual meeting (October)

Past President / Award Selection Committee Chair

The past president shall remain on the Executive Board to provide continuity in the organization. The Past-President shall chair the Award Selection Committee.

- Presents the READS Award of Excellence at the fall program (October)
- Provides a written annual report of committee's activities for READS members at the annual meeting (October)

Treasurer

The READS Treasurer position is a record keeping position only, providing financial information to the Board to assist in determining the budget.

The Treasurer tracks registration checks and deposits for the Fall Conference and Spring Roundtables. Membership fees are generally handled and deposited by the NHLA treasurer because the fee is included in the NHLA membership drive.

READS Treasurer Procedures

All bank transactions requiring payment by check are handled by the NHLA Treasurer. Bills are given to the NHLA Treasurer for payment accompanied by a "Payment Form."

Deposits :

Registration fees for the Fall Conference and Spring Roundtables are sent to the READS treasurer by the Program Committee person handling registration.

The READS Treasurer photocopies the checks, completes and photocopies the READS Deposit Form, and deposits the checks (and/or cash) in the READS Section Savings Account. Copies of the Checks, Deposit Receipt, and completed READS Deposit Form are then forwarded to the NHLA Treasurer. An additional photocopy of all materials is held and filed by the READS Treasurer. *Note : Some of these deposits will be sent directly to the NHLA Treasurer, by-passing the READS Treasurer. The NHLA Treasurer periodically supplies this information to the READS Treasurer.*

As stated above, READS membership dues are generally included in members' NHLA dues payments, and therefore are deposited by the NHLA Treasurer. The NHLA Treasurer supplies the READS Treasurer with dues amounts paid.

The READS Treasurer enters deposit amounts into a spreadsheet which can be cross-checked periodically with the NHLA financial statements.

Payments :

READS Section members submit items for payment to the READS Treasurer. The Treasurer photocopies receipts (and any other supporting documentation) and a signed payment form, and submits the original receipt and payment form to the NHLA Treasurer. The READS Treasurer keeps and files the photocopies. *Note : Some READS bills are submitted directly to the NHLA Treasurer for payment. The READS Treasurer should check with the NHLA Treasurer periodically for updates.*

Secretary

The Secretary shall keep minutes of all general membership and Executive Board meetings and forward these to all members of READS Executive Board.

- Changes any errors in minutes and sends to Website Coordinator to be posted on READS website
- Makes copies of business meeting minutes for all attendees at the Fall business meeting
- Makes copies of other materials as needed such as agendas, handouts
- With help of Nominating Committee, creates ballot, including short bios of candidates
- Makes copies of ballots for all READS members
- Prints address labels and prepare ballots for mailing with the help of the staff at the Local Government Center
- Distributes ballots at Fall Business Meeting and makes arrangements for all remaining ballots to be mailed
- Receives and counts all ballots and announces the new executive board members to the existing board.
- Is available to complete other duties as assigned by the President or other members of the Executive Board.

READS Committee Descriptions and Duties

Program Committee

Mission

To plan and carry out two READS programs every year

Activities

1. Plans annual Fall Program (October)
In the fall, plan an all day program that includes lunch, annual READS Business Meeting, and Elections as well as the presentation of the READS Award of Excellence.
A projected budget and agenda are brought to the READS Executive Board prior to the annual fall meeting.
2. Plans spring roundtable discussions (4th week in March)
In the spring, sponsor a roundtable discussion on a topic of interest to New Hampshire librarians. The roundtable discussions are designed to last about 2 ½ hours.
3. Coordinates with Public Relations Committee to publish press releases for upcoming events.
Brochures, web and blog releases are sent to Public Relations Committee to be proofread. When all corrections and changes are completed, Public Relations Committee chair sends items to Website Coordinator. Final Fall Conference brochure is sent to Public Relations Committee by 1st week of September.
4. Reports to Executive Board one week before scheduled Board meetings.
5. Outlines projected expenses for program, then summarizes all expenses and reports to President after each program. Expense records are kept by the READS Treasurer, but Program Committee also tracks expenses for the purpose of making sure that all expenses are paid and all individuals submit a request to be reimbursed. Reports should include attendance at event and a summary of evaluations.

Working method

The committee works collaboratively to brainstorm topics for the programs and then divides the duties necessary to successfully follow that program through to completion. Some of the duties involved in this process are investigating sites for the program, arranging for lunch and/or snacks, preparation of publicity to advertise the program, contacting speakers, keeping track of registrations received, preparing a program evaluation, and responsibilities on day of program. We carry out our business via meetings and email. Minutes of our meetings are available on the NHLA website, and a summary of each program is submitted as part of our committee's record.

Public Relations Committee

Mission

Relates our organizational mission to members and non-members (including the general public, non-librarians) and promotes READS activities on a wide scale.

Activities

1. Relates our organizational mission through publications and promotional items, conferences, social activities, mailings, and the media.
 - Past promotional items and activities have included READS designed notepads, pens, and reference bookmarks
 - Public Relations Committee reviews content and format of brochures created by other committees for accuracy, spelling, and grammar. These are then relayed to designated member for posting to website or blog, and released to be printed.
 - When appropriate, the Committee creates and sends press releases to the media describing READS activities.
2. Coordinates with Membership Committee to staff a READS table at:
 - the NHLA Conference (November)
 - the annual New Hampshire Libraries Conference (May)
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Working method

The Public Relations committee cooperates with other library organizations and extends beyond the organization to include public and local community organizations. The PR committee markets READS, does not skimp on these marketing efforts, takes risks, keeps themselves “out there” and is genuine and constant so that the group appears both visionary as well as realistic. The PR committee and Chair need to capture their market through the actions and words of both their peers and their target customers. The group must stay visible and have clear goals and expectations.

READS-TO-GO Committee

Mission

To provide book discussion groups around the state of New Hampshire with a complete package of materials relating to highly discussable books.

To this end, the Committee oversees the READS-TO-GO Book Discussion Kit Program.

Activities

The Committee:

- Maintains a list of sponsored kits, and vetted titles for future kit sponsorship
- Maintains an inventory of materials such as canvas bags, tags, etc.
- Researches and prepares list of discussion questions for each title
- Prepares other materials such as flyers, sign-up sheets, etc.
- Promotes the kits through library organizations' newsletters and attendance at the NHLA annual conference
- Provides content for the READS Website Coordinator specific to the READS-TO-GO page
- Performs other functions relating to the READS-TO-GO program such as creating and evaluating user surveys
- Provides a written report to the READS Executive Board one week before scheduled Executive Board meetings, and provides and presents an annual report at the yearly READS membership meeting

Working Method:

The Committee is composed of a chairperson and at least 4 other members who meet on a quarterly basis, and additionally as needed, to discuss newly released titles with regard to appeal, demand, and discussable issues, and to assign and work on the activities listed above.

Award Selection Committee

Mission

To coordinate the annual presentation of the READS Award of Excellence

Activities

1. Reviews award criteria and nomination form and recommends changes to Executive Board as needed
2. Updates nomination form to reflect new nomination deadlines annually
3. Coordinates with the Public Relations Committee to advertise award
4. Coordinates nomination process (i.e. postcard reminders)
5. Reviews completed nominations
6. Notifies nominees and library directors
7. Arranges engraving of READS Award plaque with winner's name
8. Purchases award
9. Coordinates with Treasurer to provide NHLA membership/renewal for upcoming year

Working method

The committee is comprised of the current and previous Past-President and the three most recent award recipients. The Past-President chairs the committee and may divide tasks among committee members as needed. The Past President collates and sends completed nomination forms to the committee for review (by mail or email). The committee discusses the merits of the nominations via email and determines a winner by consensus or vote. There is no need for the committee to meet in person. The Past President maintains a file of the nominations received and passes it on to the new Chair annually.

Note: Members of the current Executive Board are ineligible for the award.

READS Award of Excellence (NHLA)
c/o LGC, P.O. Box 617, Concord, NH 03302-0617
Vanstop: Concord, Local Government Center

Membership Committee Chair

Mission of the Committee:

To recruit, welcome, and retain READS members

Activities of the Chair:

1. Reports to the READS Executive Board at bimonthly meetings.
2. Attends Orient Express at annual NH library conference (May)
3. Serves as a liaison to the NHLA membership chair and committee.

Working with the committee:

4. Recruits new members, from both NHLA and new hires throughout the state.
5. Contacts members throughout the year, to:
 - welcome them to the organization
 - keep them informed of recent and upcoming events
 - thank them for their membership and ask them to renew for next year

READS Membership Committee Procedures:

Renewal Letters

During late fall, the committee sends a letter to all READS members:

- thanking them for their support of READS
- highlighting the year's events
- reminding and asking them to renew their soon-to-expire membership

Since most people renew or join READS at the same time they renew or join NHLA, letters need to go out early enough to allow time for people secure the funding to do so, if needed.

Note: The Local Government Center (LGC) maintains membership lists for NHLA and all its sections, including READS, in a Microsoft Access database. The LGC's Christian Pearsall (cpearsall@nhlgc.org) can generate reports and mailing labels of both new and existing members, which are required to complete the mailings listed below.

At the same time, the committee should also send a similar letter to current NHLA members whose job descriptions make them a likely candidate to join READS. This letter should also include a brief explanation of READS' mission. The committee must use discretion in determining whom to solicit.

Follow-Up

Each month, or as often as possible, the Chair shall obtain from LGC as list of new members, and then have the committee send them a welcome packet including:

- contact information for current board members
- information about upcoming and past activities
- explanation of committee opportunities

In lieu of a welcome packet, the committee may send a simple yet comparable e-mail. It may also send an e-mail to all renewing members as well.

Attend Orient Express at annual NH library conference.

This is simply an opportunity to talk with existing members as they register, as well as explain READS' mission to potential members.

Summer Letter

During the summer, the committee will send a letter to all READS members:

- thanking them for their support of READS
- reporting on recent READS events (roundtables and conference programs)
- reminding them of our upcoming annual Fall business meeting

Ongoing: Looks for recruitment opportunities

Throughout the year, the committee should watch for job openings on the NHSL job line. If a listed position has responsibilities that fall within the purview of READS, the committee should send an invitation letter to the new hire.

Reports to the READS executive board at bimonthly meetings.

The READS Membership Chair shall submit a report to the board for each meeting, including steps taken to recruit and contact members, along with the number and names of new members. Other committee chairs can use these lists to recruit members to their committees.

Serves as a liaison to the NHLA membership chair and committee.

This duty is less important now that the LGC maintains our membership lists. Still, it is wise to keep in contact with the NHLA membership chair, and let them know when you are recruiting from their ranks.

Other requirements: a good printer, working knowledge of mail merge functions in Microsoft Word, and willing hands to sign and fold letters, and seal and stamp envelopes.

READS Mission Statement

The Reference and Adult Services Section (READS) is a professional sounding board and advocate for matters relating to reference and adult services. READS provides information and education relevant to work in circulation, technical and interlibrary loan services, reference, readers' advisory, collection development and programming. READS uses discussions, workshops and other informal formats to educate, empower and provide opportunities for collaboration with the entire New Hampshire library community.

Updated March, 2008.

READS Activity List	December January	February March	April May	June July	August September	October Nov.
Executive Board	Board Meeting January 23 LGC Reports in advance	Board meeting Feb. 22-reports in advance.	Board Meeting April 24	Board Meeting June 12	Board Meeting Aug 14 Review, set budget.	Board Meeting Nov 13-Incoming and outgoing boards. Year in review.
Membership	New/renewed memberships	Welcome packets	Ongoing-Follow up on new hires			Begin work on Reminder letters
READS Award of Excellence	Review and edit nomination form and criteria	Post nomination form and Criteria on website. Fill comm.- ittee slots	Send notice that forms and criteria available	Send "nom- inate" postcard	Aug 1 deadline for Nominations. Review, and select winner	Engrave plaque, purchase gift, award Presentation At fall conference
READS Programs	Decide on roundtable topic Schedule roundtables, set budget, design and send flyer to PR/Pub. Chair for proof-Reading. Mail. Notice on website and NHAIS	Roundtables March.	Evaluate Roundtables, wrap up costs. Get Speakers for Oct. meeting, plan budget. Begin design of brochure	Finalize brochure and budget.	Brochure ready to mail, send to PR Chair for Proofreading address & mail other PR underway	Fall conference Oct.. Finalize budget, submit summary report after conference. Begin discussion of Roundtables.
Publicity	Inventory Supplies Proofread brochure Ongoing-Assist w/ website, send press releases, items to NHLA news				Proofread brochure	Press releases at time of Award of Excellence
NHLA Programs	Determine topic for READS spring conference session(s)	In years of joint conferences attend NHLA planning sessions	NHLA Spring Conference May 19-20 Submit expenses, wrap up after conf.			Fall conference, annual business meeting
Nominating Committee	Review lists of committee members- fill vacancies	Assemble committee, begin promoting offices		Begin contact process with possible candidates	Promote service to committees.	Slate and ballot ready for fall meeting. Recruit committee members.

Reads Organizational Structure

