

Executive Director Nebraska Library Association

Basic Function

The NLA Executive Director is its executive officer, recommending and participating in the formulation of new policies, making decisions with existing policies as approved by the Board of Directors, and maintaining effective internal and external communication.

The Executive Director serves as the annual NLA/NSLA Annual Conference Executive Director and Chairs the Local Arrangements Committee. This Committee consists of the Vice Presidents of the Nebraska Library Association (NLA) and the Nebraska School Librarians Association (NSLA) and Conference Coordinators from each association. As Conference Executive Director, this position is responsible for registration, exhibits, meals, and serves as the point-of-contact for the conference center and hotel. Various committees may provide support for the Executive Director in relation to registration, exhibits, meals, and other assigned duties. But the main responsibility for planning and implementing anything related to these areas lies solely with the Executive Director.

Responsibilities

Membership Records

1. Maintains all membership records, including database management.
2. Updates membership forms annually as needed.
3. Sends reminder notices to members who have not renewed.
4. Communicates that membership records are not for sale.
5. Checks membership records of all officers and committee members by the end of January.
6. Reports on membership status as requested by:
 - a. Past President in March for nominations
 - b. Vice President in August for committee assignments
 - c. Other officers upon request

Financial Responsibility

1. Receives and records money from the membership for the following and forwards to the NLA Treasurer:
 - a. Dues
 - b. Nixon Fund
 - c. Legacy Fund
 - d. Invoices
 - e. Registrations and other income from Legislative Day, Section, and Round Table meetings.
2. Receives, records, and deposits money from the annual conference for:
 - a. Registration
 - b. Vendors' fees
 - c. Other conference income

3. Notifies NLA Treasurer of the number of Section and Round Table members for allocations to each unit at the end of the first and second quarters.
4. Reports to the Scholarship Committee and the Finance Committee (for NLA Legacy Fund) the amount of money received and deposited, at the end of each quarter, or as requested.
5. Reports lobbyist's stipend and expenses to the Clerk of the Legislature quarterly.
6. Formats treasury information in accessible electronic files.
7. Is bonded by a professional bonding agency.
8. There will be an audit of the Executive Directors' books annually in the first quarter following the annual conference. If the Executive Director resigns, an audit will be done immediately. The Executive Board may call for an audit at any time if it is deemed necessary. These audits will be reported to the Board.

NLA President, Board of Directors, and Committee Responsibilities

1. Participates in formulation of policies.
2. Prepares information for Board members.
3. Attends all Board meetings and the annual meeting.
4. Serves as corresponding secretary for the Association.
5. Handles ALA Chapter Relations correspondence.
6. Serves as ex-officio member of the Board of Directors.
7. Serves as an ex-officio member on all standing NLA committees.
8. Attends all committee meetings upon request.

General Duties

1. Answers or refers inquiries from members and non-members.
2. Maintains the NLA logo which can be used for NLA correspondence.
3. Works with the Communications Committee and Internet Site Coordinator to publicize and post NLA calendar announcements.
4. Maintains files of minutes and other documents of the Board, Sections, Committees and Round Tables.
5. Maintains current copies of personnel contracts and joint conference agreements.
6. Serves as Archivist for the Association.
 - a. Works with the Secretary and reviews documents for retention annually.
 - b. Works to maintain archive files with the Nebraska Historical Society.
7. Submits invoices for reimbursement to the NLA Treasurer on a regular basis.

Annual Conference Local Arrangements Committee

1. Plans, schedules and chairs meetings of the Local Arrangements Committee
2. Participates in preparation of conference budget with local site coordinators
3. Receives and maintains conference registration information
4. Reviews and updates the conference planning manual annually

5. Compiles, writes and submits a final report and analysis of the conference to the Conference Coordinators no later than one month after the annual conference.
6. Handles duties as outlined below (these duties are reviewed and revised as needed):
 - a. Designs conference registration form and works with the Registration committee to establish the registration electronic file.
 - b. Plans for meals and conference breaks, working with site hotels and conference budget
 - c. Coordinates with the Hospitality/Meeting Rooms committee on meals and rooms for Conference, including accommodations and meal reservations for award winners
 - d. Vendors:
 - i. Assertively solicits vendors/exhibitors, establishing professional ties and continuity for NLA and each annual conference
 - ii. Collects registration fees
 - iii. Creates a vendor electronic file that is continuously updated and is accessible to the Local Arrangements Committee
 - iv. Plans exhibitors' reception with the Conference Coordinators
 - v. Works with site personnel on booth set-up and decoration
 - v. Prepares vendor information for printed conference program
 - vi. Prepares, distributes, collects, and summarizes exhibitor evaluation forms
7. Performs other duties as outlined in the conference manual

Job Knowledge and Requirements

1. Possesses intermediate computer skills and literacy in word processing, spreadsheets, databases, Internet access and E-mail.
2. Possesses knowledge and skills in basic accounting and detailed record keeping.
3. Meets deadlines and completes Association data entry and paperwork in a timely fashion.
4. Maintains organized files.
5. Has access to basic office equipment as needed to fulfill these duties.
6. Has the willingness to learn new skills, as required.
7. It is preferred that the person hired for this position has some library education and has experience with the Nebraska Library Association

Relationships and Accountability

1. It is expected that the person selected for this position will be a member of NLA throughout their contract term. Payment of NLA dues will be waived.
2. Under a separate contract with NLA, the Nebraska School Librarians Association (NSLA) may choose to share in those services of the NLA Executive Director that pertain to the annual NLA/NSLA conference. When this partnership is in effect, the NLA Executive Director shall be accountable to the leadership of both associations regarding conference matters.
3. Undergoes an annual evaluation by the Executive Committee of NLA with input from NLA's Conference Chair.

Appointment and Compensation

The NLA Executive Director is appointed by the President with approval of the Board of Directors for the calendar year (January — December). Following an annual review by the Executive Committee of NLA, the NLA Board of Directors may renew this appointment for another year. The President may appoint an interim NLA Executive Director as necessary.

Reimbursement for NLA related expenses up to \$1,000.00 is provided for in the NLA budget and will be paid by the NLA Treasurer upon receipt of an NLA Expense Disbursement Form and proper documentation. Mileage will be reimbursed at the current rate set by the IRS and will be part of the previously mentioned expenses line.

Reimbursement for expenses that would normally be covered by the annual Conference Budget will be reimbursed through the Conference bank account. Any conference expenses shall be approved by the NLA President-Elect and the NSLA President-Elect or President prior to being incurred and will be reimbursed upon completion of a Conference Expense Disbursement Form.