

## **New Jersey Library Association** **Code for Committees and Their Subcommittees**

All members of the Association are encouraged to participate on the committees and subcommittees of the Association.

This document outlines guidelines for ideal composition of committees and subcommittees. Unless otherwise noted in this document, the following procedures will apply to committee appointments.

The first vice-president (president-elect) will select among applicants and solicit among other individuals with identified expertise to serve beginning the following year on committees and their subcommittees. All committee and subcommittee members must be individual members of the Association except where noted.

When possible, appointments to committees and subcommittees will be representative of the geography, the types and sizes of libraries throughout the state, and the positions of librarians in New Jersey libraries, within their makeup.

Committee terms begin on July first. Members are appointed for a two-year term. They may apply for reappointment for up to two additional consecutive two-year terms, thus making their tenure six years. Members must be off a committee for one year in order to be eligible for reappointment to that committee. Any member who does not attend two consecutive meetings without cause may be removed from a committee by the chair.

Committee appointments are staggered to ensure continuity. Term limits on committee appointments ensure that all members of the Association have the opportunity to participate. At the discretion of the first vice-president (president-elect,) a member may be asked to serve longer on a committee to function as vice-chair and chair.

The chair of each committee will succeed into that position, having been appointed as the vice-chair by the first vice-president (president-elect) the previous year and approved by the Executive Board of the Association.

Committees and their subcommittees are empowered to meet at least two times per year, dates to be determined by the chair and membership. Chairs report regularly to the president and first vice-president (president-elect) of the Association and are responsible for maintaining records of the group's activities.

Subcommittees are arranged under the umbrella of the main committees as listed here: the Executive Board, the Finance Committee, the Member Services Committee, the Professional Development Committee, the Public Policy

Committee and the Public Relations Committee. See the attached organization chart.

The list of committees and their subcommittees is reviewed annually by the Organization Subcommittee and revised as necessary by the Executive Board of the Association.

A task force may be established by the Executive Board or any committee or subcommittee of the Association, with the approval of the president. A task force will be appointed as the need arises to carry out a specific task, at the completion of which it automatically ceases to exist. Task forces are not considered permanent in nature; therefore, they will not be included in the Code.

## **NJLA EXECUTIVE BOARD**

Subcommittees included under the Executive Board are: the Budget Subcommittee, the Bylaws Subcommittee, the Employee Relations Subcommittee, the Organization Subcommittee, and the Planning Subcommittee.

### **Bylaws Subcommittee**

#### *AUTHORIZATION*

The Constitution & Bylaws Committee was established as a Standing Committee in 1962. Re-established as a Subcommittee of the Executive Board in 1996 to be activated as needed. Changed to a Standing Subcommittee in 2003. Renamed Bylaws Subcommittee in 2007 after the adoption of new Bylaws and the abolishment of the Constitution in 2006.

#### *COMPOSITION*

Chair and 4 to 6 Executive Board members and the Parliamentarian.

#### *FUNCTIONS*

- To review the Association's Bylaws.
- To act on suggestions for the revision of the Bylaws.
- To make recommendations for revision of the Bylaws.
- To prepare the proposed revision of the Bylaws for distribution to members.
- To transmit to the ALA Committee on Constitution and Bylaws all changes in the NJLA Bylaws as they are adopted by the membership.

### **Employee Relations Subcommittee**

#### *AUTHORIZATION*

Established as an ad hoc Committee to search for an Executive Director in 1980. Established as a Standing Committee in 1981. Changed to an Executive Board Committee in 1985. Re-established as a subcommittee of the Executive Board in 1996.

#### *COMPOSITION*

Immediate past president, president and first vice-president (president elect,) and Treasurer or Budget Subcommittee Chair. The past president serves as chair.

### *FUNCTION*

- To review annually the contracts and job descriptions for all employees of the Association for approval by the Executive Board.
- To review periodically the personnel policies for employees of the Association for approval by the Executive Board.
- To annually evaluate the performance of the Executive Director.
- To annually review the evaluations of all other employees by the Executive Director.
- To make annual salary and other compensation recommendations for all Association employees for approval by the Executive Board.
- To study and recommend action as needed on related employee matters.
- To support continuing education and professional development for Association employees.

### **Budget Subcommittee**

#### *AUTHORIZATION*

Finance committee established as a Special Committee in 1942. Established as a Standing Committee in 1943. Re-established as a Subcommittee of the Executive Board in 1996. Re-named Budget Subcommittee in 2007.

#### *COMPOSITION*

Chair, treasurer, president, first vice-president (president-elect,) Executive Director and up to three additional board members.

#### *FUNCTIONS*

- To prepare an annual budget subject to the approval of the Executive Board.
- To project future expenditures and to recommend possible ways of meeting the expenses involved.
- To review Association investments annually.
- To implement, review and evaluate the financial plan of the Association
- To periodically review procedures and controls relating to financial management of the association.

### **Organization Subcommittee**

#### *AUTHORIZATION*

Established in 1935 as the Committee on Committee Procedure to study the role and the status of the Association's committees and to develop a Code for Committee Procedures for Standing Committees. Established as a Standing Committee in 1937. Structure Sub-Committee of the Planning Committee established in 1984. Name changed to Committee on Organization in 1986. Reestablished in 1996 as a Subcommittee of the Executive Board to be activated as needed. Merged with Section Coordinating Subcommittee of the Executive Board in 1999. Re-established as a standing Subcommittee of the Executive Board in 2003.

#### *COMPOSITION*

Chair and at least three additional board members. The second vice-president shall serve as chair.

#### *FUNCTIONS*

- To study the structure of the Association and to make recommendations to the Executive Board as to any changes.
- To revise the Code as deemed necessary
- To monitor and support activities of Committees, Subcommittees and Sections.
- To recommend addition and dissolution of Committees, Subcommittees and Sections, as appropriate.

### **Planning Subcommittee**

#### *AUTHORIZATION*

NJLA Executive Board Planning and Action Committee was established as a Special Committee in 1967. Renamed Planning for Action in 1967. Name changed to Planning Committee in 1982. Re-established as a subcommittee of the Executive Board in 1996.

#### *COMPOSITION*

First vice-president (president-elect,) president, Executive Director and at least three other board members. The first vice-president (president-elect) shall be the chair.

#### *FUNCTIONS*

- To consider issues of broad concern to the Association and the development of its activities.
- To recommend goals for action for the Association.
- To review and revise the Strategic Plan of the Association.
- To continually review the activities of the Committees, Subcommittees and Sections in relation to the Strategic Plan of the Association.
- To advise the Executive Board in the above matters.

## **FINANCE COMMITTEE**

#### *AUTHORIZATION*

Established in 2007.

#### *COMPOSITION*

Chair and vice-chair, chairs of the subcommittees under this committee, the Treasurer of the Association, the Chair of the Executive Board Budget Subcommittee and up to 5 additional members.

#### *FUNCTIONS*

- To review annually the major income generating activities (membership, conference)
- To coordinate the activities of the Investment, NJLA Store, and Fundraising Subcommittees.
- To advise the Executive Board on matters pertaining to the Association's financial status.

### **Investment Subcommittee**

#### *AUTHORIZATION*

The Scholarship Trust Fund Committee was authorized as a separate committee about 1970. The Investment Subcommittee was formed as a subcommittee in 2006.

#### *COMPOSITION*

5 members, one appointed each year by the President for a five year term, plus the NJLA Treasurer and the Chair of the Finance Subcommittee, ex officio. In the case of a vacancy the President shall appoint a replacement to complete the remaining term of office. The Committee shall elect from among its number a Secretary. The President shall designate a Chair of the Committee annually. The Treasurer of the Association shall act as the Treasurer for this committee and hold no other office within it.

### *FUNCTIONS*

- To manage funds so designated by the Executive Board.
- To manage the Scholarship Trust Fund. It provides partial scholarships to support candidates for graduate degrees in library and information science.
- To manage the Development Fund.
- To manage the Endowment Fund.
- To accept and acknowledge donations and bequests to the New Jersey Library Association.
- To advise the Executive Board in the above matters.

## **NJLA Store Subcommittee**

### *AUTHORIZATION*

Ways and Means established as a Standing Committee in 1989. Re-established as a Subcommittee under the Public Relations Committee in 1996. Re-named and Re-established as a Subcommittee under the Finance Committee in 2007.

### *COMPOSITION*

10 members, including the chair.

### *FUNCTIONS*

- To operate the NJLA store at annual conferences and other events in the area.
- To maintain the **store's** inventory.

## **Fundraising Subcommittee**

### *AUTHORIZATION*

Established as a Subcommittee of the Finance Committee in 2007.

### *COMPOSITION*

10 members, including the chair.

### *FUNCTIONS*

- To investigate and recommend new sources of revenue for the Association.
- To manage fundraising projects as suggested by the board.
- To coordinate revenue-generating events such as the Building Fair.
- To discuss with other Committees and Subcommittees their revenue generating activities and financial solicitations.
- To assist with conference and other sponsorship solicitation.

## **MEMBER SERVICES COMMITTEE**

### *AUTHORIZATION*

Membership Committee established in 1928. Established as a Standing Committee in 1970. Established as Membership Promotion and Member Services Committee in 1996. Name changed to Member Services Committee in 2003.

### *COMPOSITION*

15 members, including chair and vice-chair, plus the chairs of the subcommittees under this committee.

### *FUNCTIONS*

- To identify the needs of personal, institutional, commercial and affiliate members.
- To address these needs, either through the Committee or through cooperation with another Committee, Section, Roundtable or Task Force within the Association.
- To promote and enhance membership in the Association through recruitment of new members, and the preparation and distribution of membership materials.
- To review membership/category fees annually.
- To coordinate the activities of the Personnel Administration Subcommittee and the Subcommittees for Scholarship, Nominations and Elections, and Publications, and any other subcommittees and ad hoc committees under this committee.

## **Nominations and Elections Subcommittee**

### *AUTHORIZATION*

Nominations Committee established in 1904. Established as a Special Committee in 1937. Elections Committee established as a Standing Committee in 1961 to supplement the activities of the Nominations Committee. Nominations Committee established as a Standing Committee in 1970. Nominations Committee and Elections Committee combined as the Nominations and Elections Subcommittee under the Member Services Committee in 1996.

### *COMPOSITION*

5 members, including the chair, appointed as follows: NJLA Past President is Chair; with membership consisting of NJLA Prior Past President; one appointee from Chair of NJLA Leadership Subcommittee; Past President of the College and University Section; and the Past Chair of the Member Services Committee.

### *FUNCTIONS*

- To solicit and recruit nominees and to accept petitions for officers of the Association, for members-at-large of the Executive Board and for ALA Councilor, according to the Bylaws.
- To seek in particular nominations of persons in order to broaden the representation of the Board.
- To accept nomination and ballot information for Section and Roundtable elections.
- To collect biographical information and platform statements from the nominees.
- To forward all collected information to Executive Director for ballot preparation and distribution.
- To prepare, receive, collect and count the ballots.
- To inform President, Executive Director and candidates of election results prior to the annual meeting.
- To announce results of Elections at the annual meeting.

## **Personnel Administration Subcommittee**

### *AUTHORIZATION*

The Civil Service Committee was established in 1944 as a subcommittee of the Personnel Committee and made a Special Committee in 1945 and established as a Standing Committee in 1948. Personnel Committee and Civil Service Committee were combined to form the Personnel Administration Committee in 1955. The Certification Committee was absorbed by the Personnel Administration Committee in 1965. Grievance Committee dissolved in 1991, and function of providing information to members regarding laws and regulations was absorbed by Personnel Administration Committee in 1991. It was re-established as Personnel Administration Subcommittee under the Member Services Committee in 1996.

### *COMPOSITION*

10 members, including the chair.

### *FUNCTIONS*

- To keep Association members informed of important developments in the area of personnel issues.
- To gather, publish and distribute data relating to salary and working conditions of library personnel in New Jersey.
- To recommend to the Executive Board programs relating to salary and employee conditions.
- To work with the New Jersey Department of Personnel to explore and to clarify relevant issues as they arise.
- To provide assistance to members seeking information relating to personnel practices.

## **Publications Subcommittee**

### *AUTHORIZATION*

Established in 1944. Established as a Subcommittee under the Professional Development Committee in 1996. Re-established as a Subcommittee under Members Services Committee in 2003.

### *COMPOSITION*

10 members, including the chair, plus chairs of the Editorial Boards of the subcommittee

### *FUNCTIONS*

- To explore recommend and implement effective modes of communication about Association activities among members and the New Jersey library community.
- To oversee and coordinate the publication of all aspects of the newsletter and web page.

## **Publications Subcommittee: Newsletter Editorial Board**

### *AUTHORIZATION*

Established as a subcommittee under the Publications Subcommittee in 2003.

### *COMPOSITION*

7 members, including the chair, as recommended by the Publications Subcommittee to the President for appointment to the board.

### *FUNCTIONS*

- To oversee all aspects of the publication of the newsletter
- To implement editorial policy

## **Publications Subcommittee: Web Page Editorial Board**

### *AUTHORIZATION*

Established as a subcommittee under the Publications Subcommittee in 2004.

### *COMPOSITION*

7 members, including the chair, as recommended by the Publications Subcommittee to the President for appointment to the board

### *FUNCTIONS*

- To develop the web page as the primary online, interactive means of communication about Association activities among members and the New Jersey library community
- To implement editorial policy
- To oversee all aspects of production, publication and archiving of the web page.

## **Scholarship Subcommittee**

### *AUTHORIZATION*

Established in 1925. Established as an Ad Hoc Committee under the Member Services Committee in 1996. Changed to Scholarship Subcommittee under Member Services in 2003.

### *COMPOSITION*

10 members, including a representative from the Investment Subcommittee.

### *FUNCTIONS*

- To provide information about awards and eligibility rules to NJLA members.
- To review criteria for selection of scholarship winners and present recommended changes to the executive board.
- To advertise scholarship opportunities and benefits to prospective applicants.
- To solicit information about the availability of occasional specific scholarships, such as Hinsdale (East Orange) and Karma.
- To review credentials of candidates, to interview selected candidates, and to select and notify recipients.
- To determine scholarships to be awarded pending funds available from Investment Subcommittee.
- To certify the names of the winners to the President, the Treasurer, and the Chair of the Investment Subcommittee.
- To arrange for appropriate recognition and announcements at the annual meeting.
- To cultivate scholarship winners for membership and leadership in the association.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### *AUTHORIZATION*

Created as a Standing Committee in 1996.

### *COMPOSITION*

15 members, including chair and vice-chair, plus the chairs of the subcommittees under this committee.

### *FUNCTIONS*

- To identify the professional development needs of the Association.
- To develop opportunities for professional growth and networking, either within the Committee or by working with other sections, roundtables, committees and task forces.
- To develop core competencies for the profession, and to work with committees and sections to develop additional competencies.
- To promote the benefits of professional development and to inform the membership of opportunities available to them.
- To interact with the state's library schools and communicate the profession's needs and expectations.
- To coordinate the activities of the Conference Subcommittees, the Leadership and Education Subcommittee, and all other subcommittees and task forces under this committee.

### **Conference Subcommittee**

#### *AUTHORIZATION*

Established as a Committee in 1960. Reorganized as a Subcommittee of the Professional Development Committee in 1996, absorbing the following previous subcommittees of the Conference Committee: Hospitality, Program and Room Arrangements.

#### *COMPOSITION*

10 or more members including the chair(s), president, first vice-president (president-elect,) chair of Exhibit Subcommittee, plus at least 6 more members.

#### *FUNCTIONS*

- To plan and organize all the activities and other matters relating to the Association's Conferences.
- To communicate program proposal requirements and other information to sections and committees to ensure the greatest participation among the groups.
- To develop an overall program schedule, including programs from sections, roundtables, and committees as well as additional special events.
- To advertise and promote conference attendance to the membership and other interested parties.
- To disseminate registration and schedule information to members.
- To oversee and organize activities of the Exhibit Subcommittee
- To work to develop a marketing plan for the conference and to identify and pursue sources of revenue and sponsorship opportunities, e.g. advertisements in the Conference Program
- To identify conference sites and dates and aid in negotiation of favorable terms with host location.

### **Conference Subcommittee: Exhibit Subcommittee**

#### *AUTHORIZATION*

Established as a subcommittee in 1962. Established as a Standing Committee in 1970. Re-established as a Subcommittee of Conference Committee in 1982. Established as an Ad Hoc Committee of Conference Subcommittee in 1996. Changed from an Ad Hoc Committee to a Subcommittee in 2003, at the same time that the Conference Subcommittee: Registration/Tickets Ad Hoc Committee was dissolved.

#### *COMPOSITION*

6 or more members, including the chair(s), plus at least two commercial members.

### *FUNCTIONS*

- To communicate conference information and registration/booth reservation information to potential exhibitors.
- To promote positive relations with and acknowledge the needs of the exhibitors.
- To increase traffic and promote visits to the exhibits by conference attendees.
- To arrange materials and exhibit space during Conference.
- To recommend exhibitor fees to the Conference Subcommittee.
- To recommend to the Conference Subcommittee plans for any exhibitor function.
- To report its activities to the Conference Subcommittee.

### **Leadership and Education Subcommittee**

#### *AUTHORIZATION*

Established as a Special Committee in 1949. Established as a Standing Committee in 1950. Re-established as a Subcommittee of the Professional Development Committee in 1996.

#### *COMPOSITION*

10 members, including the chair.

Effort should be made to include NJLA representatives from library education.

#### *FUNCTIONS*

- To study and review the needs for library education in New Jersey in all fields of library service and on all levels of training including continuing education.
- To recommend methods of meeting these needs.
- To encourage participation in leadership roles in the Association and provide training for potential leaders.
- To liaison with the Nominations and Elections Subcommittee to review the leadership needs of the Association.
- To liaison with continuing education providers in the state and communicate professional needs and expectations.

## **PUBLIC POLICY COMMITTEE**

#### *AUTHORIZATION*

Government Relations Committee established in 1974 to replace the Federal Relations and State Legislation Committees. Library Development Committee established in the 1930s as Library Planning Committee. Established as Special Committee in 1949 as Regional Library Planning Committee. Changed to Library Development Committee in 1952. Established as a Standing Committee in 1955. Government Relations Committee and Library Development Committee absorbed into Public Policy Committee in 1996.

#### *COMPOSITION*

20 members, including chair and vice-chair

#### *FUNCTIONS*

- To monitor legislative initiatives and legislation, both in the state and in the nation, and to recommend a course of action for the Association and for the professional community.
- To work with appropriate agencies to initiate new legislation.

- To develop a legislative platform and recommend such to the Executive Board.
- To train members to be effective legislative advocates.
- To familiarize officials attending the Annual League of Municipalities Conference and other government functions with library issues and NJLA activities, and to encourage attendance at these functions by library staff and trustees
- To study issues facing libraries in New Jersey and to recommend appropriate steps to address these issues.
- To coordinate the activities of the Intellectual Freedom Subcommittee and all other subcommittees and task forces under this committee.
- Organizes annual legislative day in Washington.
- In an emergency, the Committee may act on legislation without the formal approval of the Executive Board, but with the consent of the President.

### **Intellectual Freedom Subcommittee**

#### *AUTHORIZATION*

Established as a Special Committee in 1954. Established as a Standing Committee in 1962. Re-established as a Subcommittee under the Public Policy Committee in 1996.

#### *COMPOSITION*

10 members including the chair.

#### *FUNCTIONS*

- To review, analyze and study matters relating to intellectual freedom.
- To educate members and disseminate information relating to matters of intellectual freedom.
- To provide information and assistance to members on matters relating to intellectual freedom.
- To develop statements which explain current intellectual freedom issues and their implications for libraries, to be adopted by the Executive Board.
- To provide prompt information if needed in an emergency.
- In an emergency, the Subcommittee may act on legislation without the formal approval of the Executive Board, but with consent of the President and the Chair of the Public Policy Committee.

## **PUBLIC RELATIONS COMMITTEE**

#### *AUTHORIZATION*

Established in 1925. Established as a Standing Committee in 1929.

#### *COMPOSITION*

15 members, including chair and vice-chair, plus chairs of the subcommittees under this committee.

#### *FUNCTIONS*

- To publicize the activities of the Association.
- To cooperate with other agencies and organizations to keep the public informed about library services.
- To establish relations with other organizations, foundations and businesses to partner in the promotion of services in libraries.
- To promote a positive public image of libraries and library personnel and to encourage others to do likewise.
- To issue press releases on major initiatives of the organization.

- To oversee the Association's involvement with statewide public relations activities.
- To monitor issues and New Jersey press for public relations opportunities
- To coordinate the activities of the Honors and Awards Subcommittee, and all other subcommittees under this committee.

### **Honors and Awards Subcommittee**

#### *AUTHORIZATION*

Resolutions established as a Standing Committee in 1937. Honors and Awards established as a Standing Committee in 1972. (Formerly part of the Combined Trustee Relationships and Trustee Award Committees, and established as a Standing Committee in 1962.) Committees combined and name changed in 1984. Re-established as a Subcommittee of the Public Relations Committee in 1996. Renamed Honors and Awards Subcommittee in 2003.

#### *COMPOSITION*

10 members, including the chair.

#### *FUNCTIONS*

- To identify and establish appropriate honors and awards to recognize individuals and/or groups for meritorious accomplishments in the field of library service.
- To recommend to the Executive Board particular individuals or groups to be honored by appropriate citation at the Annual meeting.
- To consider for recognition by resolution, persons or groups who have made significant contributions to the profession, including those of notable achievements, recent retirees and those who have died, and to report these names to the Executive Board for their consideration.
- To recommend to the Executive Board any submission to any national awards, including a NJ trustee for the ALA library trustee citation.
- To draft and present all citations and resolutions for the approval of the Executive Board, then to the membership for consideration
- To file a copy of each resolution in the Archive and to send a copy to the person concerned or, in the case of a deceased person, to the next of kin.

**Adopted by the NJLA Executive Board on May 15, 2007.**

# NJLA Organization Chart

May 2007

