

## **DISTRICT OFFICERS**

### **DISTRICT DIRECTOR**

#### **OFFICE RESPONSIBILITIES**

- Plan, schedule, and preside over one-three meetings of the District membership during term of office (see below for meeting procedures).
- Elicit needs and concerns from the District membership to be expressed to the Executive Board.
- Keep District members informed of NCCCLA activities.
- Promote the needs and concerns of the District and report its activities at Executive Board meetings and the annual Association business session.
- Send meeting announcements, photos of District events, and other District news to the Webmaster for posting on the NCCCLA website or social media sites.
- Ensure that meeting minutes are taken and written in a timely manner by the District Secretary; review minutes and send to the Webmaster for posting on the NCCCLA website (District minutes are to remain on the site for the current year only).
- Solicit nominations for District officers (Vice-Director and Secretary) and a CCLINC representative for LAC, to be voted on by the District membership during the annual conference District meeting, or, in lieu of this, during the District meeting held closest to the time of the annual conference.
- Participate as a voting member on the Executive Board.
- Maintain any documentation that might be useful to a successor. Documentation unique to the District may be maintained at the District level, subject to the Director's discretion.
- Perform any tasks assigned by the President.

#### **PROCEDURES FOR DISTRICT MEETINGS**

- Choose date, topic(s) of program, and location of meeting based on input from members. Meetings should be of approximately one-half day duration; hosting duties should rotate through the roster of member locations from meeting to meeting.
- Work with host library regarding arrangements for meeting room, refreshments, special equipment if needed, and lunch.
- Contact presenter(s) or otherwise arrange for program.

- Confirm program/meeting plans with presenter(s) and host institution as appropriate; request map of host campus/area as desired.
- Send an initial announcement and follow-ups to District members giving details of meetings (time/place and agenda); provide maps and encourage attendance.
- Conduct meeting, generally following this format:
  - Refreshments
  - Welcome from host
  - Greetings from District Director
  - Introduction of presenter(s)
  - Program (including time for discussion)
  - Introductions of members (if necessary)
  - Business session (including approval of minutes from previous meeting)
  - Announcements/sharing of library news/discussion by members
  - Adjournment
  - Lunch
- Send letters of appreciation to host institution staff and presenter(s) within one week of meeting – may be done via electronic mail.
- NCCCLA allocates \$300 per district annually for expenses. Copies of receipts should be sent via electronic mail to the President for approval; the President will notify the Treasurer to issue reimbursement to the appropriate District member(s).

## LENGTH OF TERM

The District Director will serve for two years; the current District Vice-Director will succeed the Director at the end of the term. Officers typically change over during the District meeting held at the biennial NCCCLA conference, but individual Districts may choose to make the change independently of (but near the time of) the biennial conference.

## DISTRICT VICE-DIRECTOR

### OFFICE RESPONSIBILITIES

- Assist District Director with planning and arrangements for District meetings.
- Assume the duties of District Director if the Director is unable to carry out the required length of term.
- Each summer, review and update membership and contact lists in MemberPlanet. All community college library employees should appear on one of these two lists (unless they have unsubscribed). The Membership Chair will update MemberPlanet based on the information provided by the District Directors.

- Perform any tasks assigned by the District Director.

## LENGTH OF TERM

The District Vice-Director will serve for two years and will then assume the role of District Director for an additional two years. Officers typically change over during the District meeting held at the biennial NCCCLA conference, but individual Districts may choose to make the change independently of (but near the time of) the annual conference.

## DISTRICT SECRETARY

### OFFICE RESPONSIBILITIES

- Record and write accurate minutes of District meetings (see Secretary section of *Handbook* for suggested format); send minutes to District Director for review. Make any corrections needed and return final copy to Director for posting on the NCCCLA website.
- Send out District-wide correspondence (may be electronic) as assigned by the District Director.
- Maintain an accurate list of District members.
- Perform any tasks assigned by the District Director.

## LENGTH OF TERM

The District Secretary will serve for two years. Officers typically change over during the District meeting held at the biennial NCCCLA conference, but individual Districts may choose to make the change independently of (but near the time of) the biennial conference.

## LAC

- Attend all meetings that pertain to the planning of the annual Library Director's Institute on behalf of the Library Administrators Council (LAC).
- Serve as a mentor to new library directors in their District membership.

Serve as a member of the Advocacy Committee for NCCCLA.

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