

**Greater Edmonton Library Association**

**Executive Handbook**

**Greater Edmonton Library Association**  
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## Introduction

This Handbook is a guide for the Greater Edmonton Library Association (GELA) Executive regarding the various duties that may not be covered by the Association's By-Laws. Copies of the revised Handbook will be distributed to the incoming Executive prior to the joint meeting of the past and present Executives. At this meeting, there will be an opportunity to discuss the duties as outlined; thus clarifying procedures Executive members should follow. Each member should keep a working copy of their duties and procedures, listing any changes that occur during the year so that revisions can be made to the handbook. Although this is an informal document that can be changed as the situation demands, it should be reviewed annually by each year's Vice-President, and revised as required.

### Our Mission

The Greater Edmonton Library Association (GELA) facilitates interaction between librarians, library technicians, library staff, students and other interested parties in Edmonton and surrounding areas. GELA also promotes continuing education opportunities and assists members in their professional development endeavours.

### A Brief History

GELA began as ELA, the Edmonton Library Association. Its first meeting was held on January 3, 1945. 1972 brought a Constitution, 1976 ELA's first Handbook, and 1979 its first logo. The 1980's saw ELA's first Membership Directory, and a name change to the Greater Edmonton Library Association.

## Common Duties for the Executive

Executive members shall be expected to:

1. Be acquainted with the By-Laws; particularly with those sections pertaining to their positions held on the executive.
2. Become familiar with their predecessor's records and take into consideration any suggestions presented in the annual report.
3. Keep accurate records of the activities pertaining to their offices.
4. Give one copy of all correspondence to the Secretary for Association records.

5. Present at each Executive meeting a progress report on the activities related to the Association, including suggestions to their successors.
6. Attend all Executive meetings of the Association and functions whenever possible.
7. Find other Executive members to carry out their duties or present their report if unable to attend an Executive meeting or function.
8. Welcome members and guests at events and/or meetings.
9. Give all records pertaining to their offices to the successors.
10. Encourage non-members and Association members to attend events.
11. Assist with Association events as necessary.
12. Provide a copy of all relevant materials to the Secretary for archival purposes.
13. Sit on Nominating Committee for the new executive, if they are not running for a position, and sit on the Professional Development grant committee.
14. Become aware of opportunities for co-sponsoring with other associations or institutions.

## President

1. In consultation with the Executive Committee, and with the assistance of the Vice-President, the President is responsible for setting goals and objectives at the beginning of each year.
2. Presides at all meetings of the Association and of the Executive Committee, and coordinates the planning and implementation of the Association's activities.
3. Is responsible for ensuring the deadlines of the Association are met, including:
  - a. A Nominating Committee is appointed at least two (2) months before the Annual General Meeting,
  - b. Motions of proposed amendment to the By-Laws are submitted in writing to the Secretary at least four (4) weeks prior to the Annual General Meeting or a Special Meeting so that members may be notified twenty-one (21) days prior to such meeting,
  - c. Councillors in charge of program planning, membership and publicity file reports with the Secretary at least one (1) month before the Annual General Meeting,
  - d. Members receive at least one (1) month notice before the Annual General Meeting.
4. In consultation with the Executive Committee, and with the assistance of the Secretary, shall draw up the agenda for the meetings of the Association and Executive Committee.
5. Is an *ex officio* member of all committees of the Association.
6. Chairs the Professional Development Grant Committee

7. The signing authority of the Association shall include two of the following: President, Secretary or Treasurer.
8. Presents an annual report at the Annual General Meeting.
9. Stores the President's records of the Association for the past three years. At the end of each year shall review, with the Secretary, the oldest records to ready one copy for donation to the Provincial Archives of Alberta (as of 1986/87, the Secretary's file will go to the Archives instead of the President's).
10. Attends meetings of the associations with which the Association is affiliated and reports their activities to the Executive Committee. In the event of being unable to attend, shall delegate the duty to the Vice-President or another Executive member.
11. Co-ordinates, along with the Vice-President, the introduction or thanking of speakers, special guests and volunteers, delegating this duty to another member of the Executive if this is felt to be more appropriate.
12. Contacts SLIS student executive or school about presenting and promoting the Association to new students and recruiting student representative
13. To oversee and communicate with student executive members.

## **Vice-President**

1. Presides at meetings of the Association in the absence of the President.
2. Represents the President at meetings and functions of other organizations that the President is unable to attend.
3. Should the office of the President be vacated, the Vice-President assumes presidential responsibilities.
4. Assists President in preparation of goals and objectives for the Association.
5. Coordinates, along with the President, the introduction or thanking of speakers, special guests and volunteers, delegating this duty to another member of the Executive if this is felt to be more appropriate.
6. Chairs the Nominating Committee, establishes the committee two months prior to the Annual General Meeting.
7. Coordinates the Executive elections at the Annual General Meeting.
8. During the year, will be aware of any changes of procedure that should be incorporated into the Handbook and prepares an updated copy of the Handbook before the Annual General Meeting. Any changes should be presented to the Executive for review before incorporating.
9. Assists with Association presentations to students groups.
10. Is responsible for maintaining and ensuring that both the information and style of the Association's website are current.

11. Will investigate and implement strategies for increasing the service effectiveness of the Association website for our members.
12. Will work closely with all of the Executive members to coordinate the flow of Association information on the website. Ensures all appropriate Association information is available in electronic format for users.
13. Is responsible for receiving all e-mail from the Association website, and for promptly responding to user requests for information.
14. Working with the Treasurer and the Publicity Councillor, administer the account with the Internet Service Provider that hosts the Association's website. The account is to be renewed by August 1st of each membership year. Ensures the Association's contact information is correct and linked on major library-related websites, search engines, et cetera.
15. Determines what the Association members want to see on the website, and incorporates new website elements that may be of interest.

## **Past-President**

1. The Past-President gives continuity to the activities of the Executive and the Association, by acting as advisor on procedures and projects based on his or her previous experience.
2. May assist the President and the Vice-President with the introduction or thanking of speakers, special guests and volunteers.
3. Is an *ex officio* member of all committees of the Association.

## **Secretary**

1. Assists the President with drawing up agendas for Executive meetings and sends notices and agendas of Executive meetings to the members of the Executive, with sufficient time to review before the meeting.
2. Takes minutes of all Executive meetings, annual and special meetings of the Association.
3. Sends copies of minutes to members of the Executive.
4. Provides an updated contact list of Executive members to all members of the Executive.
5. Maintains custody of current minutes of the Association.
6. Keeps copies of the subcommittees minutes
7. Handles internal Association correspondence as the President or Executive may direct.

8. Stores the Secretary's records of the Association for the past three years. At the end of each year reviews, with the President, the oldest records in order to ready one copy for donation to the Provincial Archives of Alberta.
9. Collects all publicity and correspondence for archival purposes.
10. Keeps a list of past Executive members
11. Keeps a list of unsuccessful executive candidates (including email address) from the past 2 years, and brings them to attention of the nominating committee chair when nomination process begins.

## Treasurer

1. Arranges for banking facilities, including signing authority.
2. Pays all bills by cheque.
3. Gives a financial update at each Executive meeting. Is able to give a full picture of the financial health of the Association at all times (that is, debits, credits and balances).
4. Receives money and writes receipts for all financial transactions including the handling of receipts for membership fees.
5. Maintains the current membership list, and provides it to other Executive members for events, if necessary.
6. Appoints auditors for the AGM.
7. Turns books over to appointed Auditors at the end of the fiscal year.
8. Completes the forms and documentation required by the Alberta Government in order to maintain the Association's status as a registered society under the *Societies Act*; files these forms with the Government on an annual basis. Copies of the instructions are sent to the Association post office box each year, usually in January and must be returned within 90 days.
9. Assists Program Councillors with financial details with regard to Association functions.
10. Maintains a list of members and past members. Sends the past year's list to the secretary for archiving after the AGM.
11. Creates and makes available the membership application. The paper form and the web form on the website must both be changed when edits are made.
12. Produces a membership report for each Executive meeting and the Annual General Meeting (often combined with the President's report). Include other demographics as appropriate (for example: continuing, new, student, fee-waived).
13. Assists Publicity and/or Program Councillor(s) in annual membership drive at the beginning of each year (around the time of Winter event).

## GST Information

As long as the Association maintains its not-for-profit status, then GST is not charged on membership dues. The Association does not have to pay GST on workshops as long as volunteers run them. When the Association co-sponsors a workshop with another organization that does charge GST, then print on the publicity materials that GST is included and let the co-sponsoring organization calculate their GST charge. It is only necessary to charge GST on the profitable portion of the workshop and, as it is impossible to know at the onset whether there will be a profit, it is best to calculate the GST after the workshop.

The Library Association of Alberta's GST number is R107624918.

## Program Councillors

1. Coordinate and set up the programs and meetings to be held during the year, including but not limited to, the details set out in Paragraph 3 below.
2. Co-operate with other organizations and institutions in planning joint meetings, workshops, et cetera.
3. Arrange specific details of programs with the assistance of other Executive members and/or volunteers as required, which may include, but is not limited to:
  - a. Confirming speakers;
  - b. Deciding dates;
  - c. Reserving meeting locations, caterers, and parking before final confirmations;
  - d. Defining specific needs for meetings, such as AV and computer requirements, and making room and refreshment arrangements;
  - e. Informing the Publicity Councillor of pertinent details in a timely fashion;
  - f. Budgets for programs should be discussed and approved by the executive whenever feasible.
4. Give a brief report on each event, providing feedback, background information, speakers, attendance, costs, advice and suggestions for future planning.
5. With the Treasurer and Publicity Councillor, plan the annual membership drive at the beginning of each year (around the time of Winter event).

## Publicity Councillor

1. Creates publicity/posters for all Association events.
2. Distributes announcements for programmes, electronically approximately one month in advance
3. Advertises electronically using the Jerome-L listserv and other listservs as appropriate.
4. Distributes program announcements and publicity using the most economical method possible: e-mail distribution list provincial, government, Edmonton Public Library, and University internal mailing systems, faxing, or other methods when appropriate
5. Assists Program Councillors with the creation of program booklets, signage, certificates, et cetera for Association events.
6. Notifies other associations, institutions, and Association members of the new Executive members after the Annual General Meeting.
7. Writes program articles following Association events and puts up on website.
8. If available, distributes a calendar of the year's meetings and events to the membership in the Fall of the year.
9. Sends copies of event marketing to the School of Library and Information Studies at the University of Alberta, and the Library Technician Program at MacEwan University. Copies could also be sent to individual EPL branches, and depending on the nature of the event, to other interested parties.
10. Working with the Treasurer, compiles and maintains a distribution list of email addresses of current members.
11. With the Treasurer and Program Councillor(s), plan the annual membership drive at the beginning of each year (around the time of Winter event).

## **Student Executive Members**

Two to four student executives will be solicited, up to two each from the SLIS MLIS program and the Grant MacEwan library technician program. Their duties will include acting as liaisons to their respective schools and assisting with the website under the direction of the VP. With the support of the Executive, Student Executive Members are encouraged to initiate projects or bring new ideas that may better serve the Association's student members as well as the wider Edmonton community.

## **Professional Development Grant Committee**

1. This Committee is chaired by the President and made up of at least one other member of the Executive or a member-at-large.

2. The President should establish this Committee a few months before the grant is awarded (normally the deadline is the end of February).
3. The Committee is responsible for the administration of the annual grant, including, but not limited to:
  - a. Advertising, setting a deadline, and distributing applications as required;
  - b. Reviewing applications according to criteria;
  - c. Ratifying recipients with the Executive; and
  - d. Contacting recipients, confirming conditions of acceptance, and awarding at the Annual General Meeting.

Note: Current Executive members and any member-at-large that sits on the Professional Development Grant Committee are not eligible to receive this grant.

## **Nominating Committee**

1. This Committee, chaired by the Vice-President, is made up of the members of the executive. The Committee must be formed at least two months before the date of the Annual General Meeting.
2. The Chair should have a current membership list (especially noting those members who checked off that they are interested in running), a copy of the By-Laws, and the Handbook, as well as materials used by past Nominating Committees.
3. Procedure is outlined in the By-Laws under "Elections and Terms of Office". The Committee should attempt to seek nominations representing each library type. Current Executive members should be approached first and asked if interested in letting their names stand, then the current membership can be approached.
4. The Committee is responsible to see that ballot forms are prepared and biographical information on nominees and proxy vote forms are distributed to the membership with the announcement of the Annual General Meeting, by coordinating with the Publicity Councillor.

## **Executive Vacancies: Nominations Outside of the Annual General Meeting**

1. The Nominating Committee will be dissolved after the AGM. If any vacancies remain, all members of the incoming executive will assume responsibility for filling the remaining or new vacancies on the executive.
2. New executives will only serve the remaining portion of the term. Rather than voting by the general membership, new executive nominees will be appointed by consensus by the sitting executive.
3. The sitting executive will continue to publicize the open position(s) and accept nominations until all vacancies are filled.
4. All nominees must be a current Association member and submit a short biography.
5. Before appointing the new executive member, the sitting executive and the new nominee will be required to spend at least three non-consecutive hours together (hereafter known as a “meet-and-greet”) to get to know each other and the position requirements.
6. The meet-and-greet will include at least:
  - a. One executive meeting, where the nominee will be invited as a non-voting contributing guest; and
  - b. One GELA event, if the nominee is new to the GELA community and/or has never attended a GELA event before.
7. After the meet-and-greet period has concluded, the sitting executive will hold a special meeting, without the nominee’s presence, to confer regarding the appointment. This meeting can be held at a special time, before a regular executive meeting, or remotely using any agreed-upon verbal or written method.
8. The new executive member will be appointed once the entire sitting executive reaches consensus. While an executive members can choose to abstain, no appointment will be made if there are any “no” votes.
9. The nominee is free to withdraw at any time before their official appointment.
10. In the rare case that there are multiple nominees for the same position, the nominees will be notified that they are not the only candidate. If they still choose to proceed, the meet-and-greets may overlap. And the sitting executive will hold the special meeting after all meet-and-greets have concluded.

# Annual General Meeting Checklist

## 3 Months in Advance

- Nominating Committee established
- Date chosen
- Venue chosen

## 5 Weeks in Advance

- AGM Mailout (must be early enough to provide 30 days notice):
  - Announcement of AGM
  - Notice of By-Law changes sent out
  - Slate of candidates
  - Proxy form
- Website updated
- Catering arranged
- Reports written:
  - President
  - Treasurer (audited statement for previous year and unaudited statement for current year)
  - Nominating Committee
  - Membership (may be incorporated in President's or the Treasurer's reports)
- Membership Directory (if applicable for the year) en route to printers

## 1 Week in Advance

- Posted to website:
  - President's Report
  - Treasurer's Report - Current year unaudited
  - Treasurer's Report - Previous year audited
  - Nominating Committee's Report
  - Membership Report (may be incorporated into another report)
  - Agenda
  - Minutes from last year's AGM
  - Ballots and slate of nominees
  - By-Law resolutions if applicable

## Before AGM

- Agenda prepared. It should include:
  - President's Report (may incorporate other reports)
  - Treasurer's Report (as above)
  - Membership Report
  - Appointment of the Auditors
  - By-Law changes if applicable
  - Nominating Committee Report
  - Election of Executive Officers
  - Announcements (award presentations, Spring banquet details, other upcoming events)
  - Other Business.
- Photocopying to hand out at AGM:
  - Agenda
  - Ballots and slate of nominees
  - By-Law resolutions if applicable.
- Tentative dates for transition meeting picked out
- Ballots

## At AGM

- Current membership list at the front entrance
- 1-2 Executives to sit at the front entrance and hand out ballots, reports, last year's minutes and membership directories, sign up new members if necessary, and receive proxies
- Ballot box
- Directional signs to the meeting room
- Tidbits that could be forgotten:
  - Motion to accept Minutes
  - Motion to accept auditors
  - Motion to accept audited financial statements from previous year
  - Motion to accept unaudited financial statements from the current year
  - Request for nominations from the floor (three times)
  - Motion to destroy ballots (once elections are complete)

# Archives

The Provincial Archives of Alberta (PAA) is where the Association's archives are stored. This is also where the records of GELA's precursor, Edmonton Library Association (ELA), are stored .

The Archives will store prior to three years, thus allowing the Association to have on hand the last three years for research purposes.

The Association will donate its records to the PAA on an annual basis. The records may be accessed during normal business hours of the PAA or by appointment. If loaning of materials is necessary, contact the Manager of Private Records at the PAA (780-427-1750) to determine options.

The Secretary is responsible for taking appropriate three-year-old and older material to the Archives and maintaining information about the Association's Archives account in the Executive's records.

Donated material should be in print form and include:

1. Membership Directory;
2. Executive meeting agendas and minutes;
3. Event advertising;
4. Program reports;
5. Status reports on memberships, finances, and strategic planning;
6. Annual General Meeting notice, nomination slate, biographies, agenda, minutes, financial statements and President's report;
7. Committee minutes;
8. All correspondence, other than newsletters and directories from other organizations; and
9. Photographs with copyright permission from the photographer (include a signed letter authorizing reproduction) and background information such as when, where, who, et cetera.