

Function: To transact the business of the Northern Section Association.

Duties: See Articles VI and VII of the Bylaws of the Northern Section for Membership, duties, authority and committee responsibilities of the Board of Directors.

1. Meet 3 times annually, unless more frequently convened by a majority of its members or the President.
2. A majority of the members of the filled positions of the Board of Directors shall constitute a quorum comprised of the elected officers and appointed chairs of the Section.
3. Adopt the Section Handbook which shall include:
 - a. Standing rules and Regulations of the Section
 - b. Duties of officers and descriptions and duties of the appointed chairs and committees
 - c. Any additions or changes in the Handbook shall be presented at one meeting and approved by a majority vote at a subsequent meeting of the Board of Directors; or it may be amended by a 2/3 majority vote at any meeting of the Board of Directors.
4. Approve committee chairs.
5. Adopt the annual budget.
6. Receive and act on committee reports and recommendations.
7. Fill elected officer vacancies on the Northern Section Executive Board as specified in the Bylaws.
8. Provide for the establishment of necessary procedures to assure the proper operation of the Northern Section Association.
9. Formulate policy as needed.

**BOARD
OFFICERS,
EXECUTIVE**

Function: To transact the business of the Northern Section Association.

Duties: See Articles VI, VII of the Bylaws of the Northern Section for Membership, duties, authority and committee responsibilities of the Executive Board.

Subject to the authority of the Board of Directors, when the Board of Directors is not in session, the Executive Officers, comprised of the president, President Elect, Past President, Secretary, Treasurer and Regional Representatives from each Region, shall have all the powers and authority of the Board of Directors subject to the direction of the Board of Directors except when prescribed by law, Standing Rules, and/or the Bylaws. A majority of the members of the Executive Officers shall constitute a quorum. The Executive officers shall have no power to adopt, amend, or suspend the Standing Rules.

1. Approve committee chairs.
2. Adopt the annual budget.
3. Receive and act on committee reports and recommendations.
4. Formulate policy as needed.
5. Fill elected officer vacancies on the NS Executive Board as specified in the bylaws.
6. Provide for the establishment of necessary procedures to assure the proper operation of the NS Association.

Authorization: See State Bylaws Professional Development Division-Curriculum Committee and State Bylaws Article VII, Sections 1, 2, 3 and 4; Section Bylaws Article VII, Sections 1, 2 and 3.

Function: To provide a program of curriculum development and information consistent with the needs of the instructional programs of the membership and goals of the organization.

Term: Two years. Appointed by the Section President with approval of the Section Board. One appointment per section expiring in alternate years, appointed members may serve one additional two-year term.

Duties: The primary responsibility is to participate as an active member of the CSLA Curriculum Committee and report the committee's activities to the Northern Section Board. As a Curriculum Committee Member, participate in the following activities:

1. Present curriculum-related activities at the CSLA State Conference. Emphasize current curriculum trends and needs, including work with the latest California Curriculum Frameworks.
2. Work cooperatively with Regional Representatives in presentations for Regional meetings.
3. Prepare curriculum related information for the CSLA Newsletter and forward information to the NS Newsletter/Webmaster Assistant for inclusion in the Home Page.
4. Work on curriculum related information for the CSLA Newsletter and forward information to the NS Newsletter/Webmaster Assistant for inclusion in the Home Page.
5. Develop liaisons with other curriculum-related organizations in the state.
6. Serve on the President's Award Committee.

Forms: online at <https://cslans.pbwiki.com/>

- Meeting Report
- Reimbursement

Budget Requirements:

1. Telephone and postage expenses.
2. Expenses as authorized by the State or Northern Section Board.

Reports:

1. Written reports at all NS Board meetings.
2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

Authorization:

See State Bylaws, Article IV and VII; Section Bylaws Article IV, Section 2 and Article VII.

Function:

To serve as Northern Section Technology Committee Representative on the State Technology Committee and to act as a liaison between the two while promoting and facilitating educational technology as an integral part of library media service and to support its implementation and integration throughout the curriculum.

Committee Membership:

State Bylaws provide that members of this committee will serve two year terms, with appointments expiring in alternate years. One representative from the Board of each Section, to be appointed by the Section President.

Term:

Two years staggered. Appointed by the Section President.

Duties:

1. Be an active member of the State Educational Technology Committee.
1. Work with the Regional Representatives to include technology in regional meetings.
2. Provide leadership to members in the area of educational technology communication, publications, presentations at conferences and regional meetings, advocacy and resource services.
3. Serve on the Technology Award Committee.
4. Report activities which include other professional organizations and agencies, e.g., Computer Using Educators (CUE), Education Council for Technology in Learning (ECTL), Association for Educational Communication and Technology (AECT), and what they are doing to promote and facilitate educational technology to Northern Section Board at meetings.

Forms:

online at <https://cslans.pbwiki.com/>

- Meeting Report
- Reimbursement

Budget Requirements:

1. Postage and telephone expenses.

Reports:

2. Other expenses as authorized by Northern Section Board.
1. Written reports at all NS Board meetings.
2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

Authorization: See State Board Bylaws Article VIII, Section Bylaws Article VIII.

Function: To assist in the formation and development of Friends of School Library groups in California schools in order to promote the development of quality school library programs.

Committee Membership:

Each Section President will appoint one representative. Five members (total) may be selected from a common geographical area where meetings are most feasible.

Term: One year, may be reappointed.

Duties:

1. Meet as needed to set goals, assess needs, and carry out the plans of the Committee.
2. Establish a calendar of activities that promote Friends/Advocates membership in CSLA.
3. Provide leadership, establish actives and promote Friends groups by planning and carrying out programs of CSLA that might include, but not be restricted to: Legi Day, Section workshops and conferences.
4. Establish and evaluate methods of communication with appropriate committees and officers of CSLA.
5. Locate and communicate with Friends groups in schools throughout the state. Network with local library Friends groups and Friends of Libraries, USA.
6. Promote successful Friends groups by sharing “ideas that work” in publications and workshops.

Forms: online at <https://cslans.pbwiki.com/>

- Meeting Report
- Reimbursement

Budget Requirements:

1. Telephone and postage expenses.
2. Other expenses as authorized by Northern Section Board.

Reports:

1. Written reports at all NS Board meetings.

2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

Authorization: See State Bylaws description of the Governmental Relations Committee, Legislative Division on Committee Membership; Northern Section Bylaws Section Article VII and VIII.

Function: To serve as Northern Section Governmental Relations Committee and on State Governmental Relations Committee and to act as liaison between the two.

Committee Membership:

The chairperson is appointed by the Section President. State Bylaws provide that the members of this committee serve two years, with appointments expiring in alternate years.

Term: Two years.

Duties:

1. Be an active member of the State Governmental Relations Committee.
2. Respond to legislation in a timely manner.
3. Provide information to the Northern Section Board and membership about legislation, credentialing, intellectual freedom issues, state and federal funding, and other legislative issues related to CSLA
4. Provide article to the NS Newsletter Editor/Webmaster on a regular basis.
5. Participate actively with the State GRC in pursuing new legislation which promotes school library media centers and materials.
6. Coordinate a plan for NS attendance at Legi-Day in Sacramento.

Forms: online at <https://cslans.pbwiki.com/>

- Meeting Report
- Reimbursement

Budget Requirements:

1. Telephone and postage expenses.
2. Other expenses as authorized by Section and/or State Boards.

Reports:

1. Written reports at all NS Board meetings.

2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

**INNOVATION
AWARD
COMMITTEE
PARTICIPANT**

Authorization: See State Bylaws, Professional Development Division: Innovation Award Committee; Northern Section Bylaws Article VI and VII.

Function: To recognize a school library media center that has developed an exemplary program that clearly demonstrates the vital role school libraries play in fostering lifelong learning.

Term: Two year staggered terms. Two members appointed by the Section President.

Duties: As a member of this committee the following guidelines and expectations are a part of your appointment:

1. Recommended timeline for the committee is as follows:
 - a. October--information is disseminated
 - b. March--applications due
 - c. May-- recommendation proposed to State Executive Board
 - d. November---present award at conference
2. Participate as an active member of the committee. *Under the direction of the State Chair*, establish procedures for evaluating applications. One school library media center name per nomination form/statement may be submitted. Highsmith, Inc. as the corporate sponsor of this award will be given direct credit as such.

Note: The recipient of this award is a library media center, not an individual.

3. Participate in judging based on this criteria:
 - * Significant contribution to students and/or staff
 - * Creative and/or innovative library media program development and implementation
 - * Ease of replication in other libraries of same type and level
 - * Minimal funds required for program execution

- * School library media center must be staffed by a full-time certificated LMT
- 4. The committee arranges for notification of winning school library media center, LMT, site principal, all applicants and other appropriate parties, and arrangements for presentation of award and participation of LMT at State Conference.
- 5. Arrangement for subsequent publicity including an article in *Good Ideas* is another task for the committee.

Forms: online at <https://cslans.pbwiki.com/>

- Reimbursement

**INNOVATION
AWARD
INFORMATION**

The purpose of the California School Library Association's Innovation Award is to recognize an exemplary and creative program developed by CSLA members who are credentialed for School Library Media Services and working at the site level with students and teachers. This program must clearly demonstrate the vital role school library media centers play in fostering learning. As outlined in INFORMATION POWER, a fundamental responsibility of the library media teacher is to provide the leadership and expertise necessary to ensure that the Library Media Program is an integral part of the instructional program of the school. This award will spotlight those programs which will exemplify the best synthesis of the library media teacher performing as a teacher, an information specialist, an instructional partner and a program administrator, and to develop a program that embodies the collaboration of teachers and the incorporation of curriculum and information skills.

The annual award is in the amount to \$1000, which will be granted to a library, rather than to an individual person for the purchase of library materials and/or equipment. The recipient of the annual award will be announced at the annual CSLA Conference. This award is sponsored by Highsmith, which markets supplies, equipment, and furniture for libraries. The award was first given in 1997.

The selection of a winner rests solely with the CSLA Innovation Award Committee, which was formed by the Vice President, Professional Development, and is composed of a committee chair and four members, two each appointed by the presidents of the Northern and Southern Sections. The final selection may be validated by a visit from at least one member of the committee.

The library media center selected must be within the state of California. However, the committee does not consider geographic location within California as a factor in the selection of the winning library.

Nomination for exemplary and creative programs may be made by library peers, administrators, teacher, or by personnel of the libraries nominated. CSLA is vitally interested in recognizing an individual library media program which directly and positively affects the learning of students and incorporated the cooperation of teachers.

Authorization: See NS Bylaws Article IV, Section 2

County composition of Regions:

Region I: [Coast] Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Solano, Sonoma

Region II: [North] Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo, Yuba

Region III: [Valley] Amador, Alpine, Calaveras, Fresno, Inyo, Kings, Madera, Mariposa, Merced, Mono, San Joaquin, Stanislaus, Tulare, Tuolumne

Region IV: [Bay] Monterey, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz

**JEWELL
GARDINER
MEMORIAL
AWARD**

Authorization: See Northern Section Bylaws Articles VII and VIII and Standing Rules 5, 10, 16, 19, 24, 25, 26, 27, 29, 31 (as of 9/9/99)

Function:

To inform the membership of the Jewel Gardiner Memorial Fund Program, to organize fundraising, encourage donations for the fund and select the award recipients, performing these functions within the duties and guidelines below.

Committee Membership:

Chair: Appointed by the President.

Members: Northern Section President and a member appointed by a representative from each region. The entire Northern Section Board can be consulted if necessary.

Term:

Two years.

Duties:

1. Determine at the Fall Board Meeting/Retreat in September, the amount of funds available for scholarships that are to be available for the fiscal year.
2. Conduct a major fundraising activity(ies) as determined necessary. Choices of raffles, or soliciting monetary donations from Library exhibitors/vendors or supporters are acceptable fund raising methods.
3. Regional appointees will oversee fundraising activities at each of the Regional meetings.
4. Encourage donations to the fund through the Newsletter, Journal and at all Section and Regional meetings encouraging them as memorials, and as celebrations of birthdays, anniversaries, new jobs, and retirements.
5. Acknowledge the receipt of gifts to the fund.
6. Prepare annually a promotional brochure describing the program and detailing means of qualifying for scholarships and distribute to library schools, colleges and universities offering credentials in Library Media Teaching county offices, CTA, and District offices.
7. Select, with assistance of the Committee and/or Northern Section board, the Scholarship recipients based on the relative merits of their applications and

the financial limits set for the year. Submit names of selected participants to the Northern Section Board for approval.

8. Receive from each scholarship recipient a brief statement concerning the uses and benefits derived. Such statements shall be used in the newsletter and/or website, or as publicity material. Obtain digital photos, when possible, for use in publicity.

Forms: online at <https://cslans.pbwiki.com/>

- Descriptive Brochure
- Application
- Reimbursement
- Meeting Report

Budget Requirements:

1. Postage and telephone expenses.
2. Printing expenses.
3. Expenses for fundraising events.
4. Publicity activities.
5. Other expenses as authorized by the Northern Section Board.

Reports:

1. Written reports at all NS Board meetings.
2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

**JEWELL
GARDINER
MEMORIAL
SCHOLARSHIP
FUND**

GUIDELINES FOR SELECTING RECIPIENTS:

1. Give particular attention to questions 6 and 7 on the application.
2. Preference is given to:
 - a. First time recipients.
 - b. Current CSLA/NS members.
 - c. Applicants with teaching experience.
3. The scholarship may be receivable a maximum of twice.
4. Schedule for grant applications:
 - a. August 1 for Fall term
 - b. November 1 for Spring term

MEMBERSHIP COMMITTEE

Time-line for activities of Northern Section Membership Committee:

SEPTEMBER

- Attend Fall Board Meeting/Retreat and present summary annual report.

DECEMBER-AUGUST

- Attend regional workshops and staff membership table or make arrangements for Region Representatives to do it.
- Mail follow-up letters to non-members members who attend Region Workshops.
- Contact CSLA office for list of new members. Post welcome with names on CALIB.

OCTOBER

- Plan membership campaign/utilize membership list.
- Post a membership drive on CALIB.
- Select committee members

NOVEMBER

- Attend meeting with State Membership Chair at State Conference.
- Mail follow-up letters for non-members who attended State Conference.
- Attend Northern Section Board meeting and present Section membership recruitment plan.

**LEADERSHIP
FOR
DIVERSITY**

Authorization: See State Bylaws Professional Development Division, Leadership for Diversity Committee; Articles VI and VII; Northern Section Bylaws, Articles VI and VII.

Term: One Year, appointed by the President, may be reappointed by the Section Board.

Duties:

1. Administer the CSLA Leadership for Diversity scholarship to recruit traditionally underrepresented groups into the school library media profession; raise money to fund the scholarships.
2. Develop communication links to the CSLA membership, e.g., column in the CSLA newsletter, articles in the CSLA Journal, to promote awareness and understanding of multicultural, multilingual resources, guidelines, and curriculum.
3. Encourage and facilitate the involvement of diverse populations in CSLA activities, e.g. conference presenters, state or regional committee membership, candidates for office.
4. Promote universal responsibility within CSLA for diversity issues.
5. Mentor CSLA members into leadership positions.
6. Expand Leadership for Diversity network groups throughout the state.

Forms: online at <https://cslans.pbwiki.com/>

- Reimbursement
- Meeting Report

Budget Requirements:

1. Telephone and postage expenses.
2. Other expenses as authorized by the Northern Section Board.

Reports:

1. Written reports at all NS Board meetings.
2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

Authorization: See State Bylaws Organizational Division: Newsletter and Educational Technology Division: Webmaster, Northern Section Bylaws Article VII.

Function: To solicit and gather material to submit to the State Newsletter Editor/Webmaster from each Member of the Board of Directors of the Northern Section Board on a monthly basis.

Committee Membership:

Chairs: Appointed by the President.

Members: Elected officers, appointed chairs, and membership-at-large share responsibility for submitting articles and information for each publication of the State Newsletter.

Term: One year.

Duties:

1. Perform all editing, layout, proofreading and related tasks involved in preparation of the monthly newsletter for publication. Ten newsletters are published each year (none during July and August).
2. Discuss with the President of the Northern Section Board the objectives of the newsletter and the type of information which will be of interest to the membership. Content of the newsletter should be balanced as far as possible in order to appeal to all the members.
3. Remind each officer of the specific information they should submit. Encourage Regional Representatives to submit information for each issue. Inform officers and members of dates of publications and deadlines for submission of articles to NS editor. Submission should be sent directly to the NS newsletter Editor in time to be forwarded to the newsletter Editor by the 15th of each month, for publication in the following month's newsletter.
4. Establish with the President and/or Board the "regular" features for each issue (e.g. President's message, NS Board Summary, future meetings, summaries of each meeting, upcoming regional events, news from the committee chairs).
5. The NS Editor will cooperate and consult the NS Board on content, style and acceptability of all contributed articles, with the understanding that the newsletter/Website, must meet state CSLA Newsletter/Website standards.

6. Publicize all upcoming activities, including Regional and Section meetings. Attend and make reports at meeting of the Northern Section Board.
7. Perform technical tasks such as inputting information, editing, proofreading and related tasks involved in maintaining and up-to-date Home Page, as directed by the State Webmaster.

Forms: online at <https://cslans.pbwiki.com/>

- Meeting Report

Budget Requirements:

1. Telephone and postage expenses.
2. Secretarial, publishing and printing expenses.
3. Other expenses as authorized by the NS Board.

Reports:

1. Written reports at all NS Board meetings.
2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

Authorization: State Bylaws, Article IV; Northern Section Bylaws, Article VIII, Standing Rule 3.

Function: To prepare a slate of nominees for election to appropriate Northern Section offices and to communicate election results to appropriate individuals.

Committee Membership:

Chair: President Elect

Members: Section President, and one member from each Region, selected by the Regional Representative of that Region

Duties:

1. Nominees must be current professional members.
2. When possible, a minimum of two candidates and no more than 5 shall be nominated by the committee for each elective office. Exceptions to the rule are subject to approval by the Section Executive Board.
3. Members input shall be presented to the nominating committee for consideration.
4. Contact nominees for acceptance & confirm CSLA membership.
5. Collect biographical data from each nominee for inclusion in the ballot mailing.
6. Candidates must be aware of responsibilities and time requirements of their proposed offices at the time they are contacted and asked to consider the office.
7. Time line for nominations and elections will coincide with the State time line.
8. Section President shall be responsible for notifying section nominees of the results of the election. When possible, a defeated candidate shall be notified prior to the notification of the successful candidate.
9. Prepare a list of names suggested as potential nominees to be given to Regional Representatives as possible committee members, program participants, etc.

Forms: online at <https://cslans.pbwiki.com/>

- Biographical information. (See forms) This should include name, degrees, credentials, present position, previous experience, professional activities, and a statement of philosophy. These can be mailed out after acceptance or completed over the course of phone conversation.

Budget Requirements:

1. Telephone and postage expenses.
2. Expense of travel to one nominating committee meeting if it cannot be held in conjunction with a regular Northern Section membership meeting.

Reports:

1. State Nominations Committee according to the established time line.
2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting

Elected Positions:

Office: Status:

- President Elect 3 years
- Treasurer 2 years
- Secretary 1 year
- 8 Regional Representatives 2 years staggered

Appointed Positions:

Committee: Status:

- Administrative Leadership 2 years staggered
- Ed. Technology 2 years staggered
- Leadership for Diversity no limits
- Public Relations 2 years
- Friends & Advocacy 1 year
- Membership 1 year
- Newsletter/web 2 years
- Government Relations 2 years
- Innovation Award Two 2 years, staggered
- Jewel Gardiner One 2 year
- Leadership for Diversity One No limits
- Membership One 1 year
- Newsletter/web One 2 years
- Paraprofessional/Professional One paraprofessional and One professional 2 years, staggered
- Public Relations One 2 years

Authorization: See State Bylaws Articles VI and VII; Section Bylaws, Articles VI and VII

Function: To represent the interests, issues, and concerns of CSLA paraprofessionals and to provide leadership in addressing those needs.

Committee Membership:

One paraprofessional/one professional member to be appointed by the Northern Section Board.

Term: Two years with membership on a rotating basis.

Duties:

1. Plan activities and services that will address the interests, issues, and questions of CSLA paraprofessionals.
2. Serve as a communications and networking link between paraprofessionals and other CSLA members and committees; write articles for the CSLA newsletter or establish a column.
2. Promote the library media “team concept” of library media teachers and the library technician.
4. Collaborate with state and regional conference committees to plan professional development sessions for paraprofessionals.
3. Develop a survey of paraprofessional needs.
4. Compile lists of sample job descriptions.
5. Explore career ladders for paraprofessionals.
6. Promote the library leadership “team concept” at school sites where there is no library media teacher or district librarian.
7. Collaborate with other CSLA committees to increase paraprofessional memberships and active participation on other standing committees.

Forms: online at <https://cslans.pbwiki.com/>

- Meeting Report
- Reimbursement

Budget requirements:

1. Telephone and postage expenses.
2. Other expenses as authorized by the Northern Section Board.

Reports:

1. Written reports at all NS Board meetings.
 2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.
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Authorization: See State Bylaws, Article IV, V, VI, and VII; Section Bylaws Article IV, V, VI, and VII

Function: To provide continuity between the previous Northern Section Board and the current Board, and serve on the State Executive Board.

Term: One year.

Duties:

1. Serve as a member of both the State and Section Board of Directors.
2. Chair NS Nominating Committee and serve on the State nominating committee.

Nominations Timeline:

Dec-Jan	Pursue candidates
Feb 1	State Slate finalized
Mar 1	Section Slate finalized & Bios Due
April 1	Ballots mailed
May 15	Candidates notified of election results

3. Act in an advisory capacity to the President.
4. Oversee the maintenance of the Northern Section Handbook by updating and/or initial preparation of sections of the handbook required, including distribution and index to motions.
5. Chair NS Budget Committee.
6. Chair the Professional Services Award Committee.
7. Serve on the Jewel Gardiner Scholarship Fund Committee.
8. Provide articles for the State Newsletter/Web site as appropriate.
9. Provide other duties as requested by the President and/or Board.
10. Act as parliamentarian at all NS Board meetings.
11. Serve as co-chair on Fall Board Meeting/Retreat.

Forms: online at <https://cslans.pbwiki.com/>

- Meeting Report.
- Reimbursement

Budget Requirements:

1. Postage and telephone expenses.
2. Other expenses as authorized by Northern Section Board.

Reports:

1. Written reports at all NS Board meetings.
2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

Authorization: See State Bylaws Articles IV, section 1; VI, section 1; and VII, section 1 & 3; Northern Section Bylaws, Article IV, V, VI, VII, & VIII.

Function: To perform the executive responsibilities of the Northern Section, and serve on the State Executive Board.

Term: One year.

Duties:

1. Call and preside at Northern Section Board meetings.
2. Serve as a member of the State Executive Board, reporting on Northern Section activities and concerns.
3. Establish and maintain an effective working relationship with the President-Elect and the Executive Board to assure continuity of leadership of the organization.
4. May represent the Northern Section at Southern Section, affiliated organizations, and other relevant meetings.
5. Appoint committee chairs with the recommendations and approval of the Northern Section Board of Directors.
6. Serve as ex-officio non-voting member of all committees.
7. Establish a Northern Section calendar and timeline, coordinating these with the State Office of Business Services. Provide copies to: Business Office, Northern Section Board, History and Archives Committee, and committee chairs. Revise as needed.
8. Notify all nominees for Section offices of the results of the election immediately after receiving the results from the State Election Committee.
9. Provide the newsletter editor/webmaster with articles as appropriate.
10. Serve on Northern Section Budget Committee.
11. Serve on both NS and State nominating committees.
12. Serve as co-chair on Fall Board Meeting/Retreat.

13. Contact region rep to coordinate Board lunch when Board meetings coincide with Regional workshops.

Forms: online at <https://cslans.pbwiki.com/>

- Committee appointment
- Meeting Report
- Reimbursement

Budget requirements:

1. Telephone and postage expenses
2. Expenses of travel to meetings, workshops, etc.
3. Other expenses as authorized by Northern Section Board

Reports:

1. Written reports of all Northern Section Board meetings.
2. Written reports of Northern Section activities to be presented at State Executive Board meetings.
3. Written report at Fall Board Meeting/Retreat, detailing activities of Northern Section for the past year.

Presidential Appointments:

1. Administrative Leadership Award (2)- 2 year staggered term
2. Ed. Technology Committee Representative-2 year term, staggered, with appointments expiring in alternate years. Members may serve one additional two-year term.
3. Paraprofessional/Prof. Committee Representative (2) 2 year staggered terms for continuity.
4. Leadership for Diversity Committee Representative-no term limits, may be reappointed.
5. Public Relations Committee Representative-2 year term
6. Friends/Advocates Committee Representative- 1 year term, may be reappointed.
7. Membership Committee Representative- 1 year term. may be reappointed.
8. Newsletter./Webmaster assistant, NS- 2 year term, may be reappointed
9. Governmental Relations Representative- 2-year term, with appointments expiring in alternate years.
10. Innovative Award-(2) 2 year staggered terms.
11. Curriculum Committee Representatives- (2) 2 year staggered terms, with appointment expiring in alternate years. Members may serve an additional two-year term.
12. Jewel Gardiner Memorial Scholarship Representative- 2-year term, may be reappointed.

Authorization: See State Bylaws, Article IV, Section 1; Section Bylaws, Article IV, Sections 1 and 6; Article VI, Section 1.

Function: To serve as a member of the State and Northern Section Boards, and to fill the office of President if that office becomes vacant; to assist the President and prepare to assume the presidency in the succeeding year.

Term: One Year

Duties:

1. Serve as a member of the Executive Board of the State Association.
2. Serve as a member of the Northern Section.
3. Act as presiding officer of the Northern Section in the absence or incapacity of the president.
4. Serve as assistant to the Northern Section president.
6. Provide information to the newsletter/webmaster editor for the Northern Section as appropriate.
7. Serve on the State President's Award Committee.
8. Serve as co-chair on Fall Board Meeting/Retreat.
9. Serve on budget committee for Northern Section.

Forms: online at <https://cslans.pbwiki.com/>

- Meeting Report
- Program Summary Forms
- Reimbursement

Budget Requirements:

1. Telephone and postage expenses.
2. Stationery and duplicating expenses not provided through the CSLA business office.
3. Other expenses as authorized by the Northern Section Board.

Reports:

1. Written reports at all NS Board meetings.

2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

Authorization: See State Bylaws Article VII, Sections 1,2,3 and 4; Section Bylaws Article VII, Sections 1,2, and 3.

Function: To serve on the State Public Relations Committee and act as liaison between the State and Northern Section. Committee and Northern Section.

Term: Two years, staggered with other members of the State Committee, to provide continuity in the planning of programs. Appointed by the Section President.

Duties

1. Work with the State Committee to plan and carry out a program of activities within the timelines established by the committee.
2. Publicize Jewel Gardiner Memorial grant program in emailings to members and distribute applications. Collect applications with the assistance of a committee, select recipients. Notify recipients and CSLA Northern Section Treasurer.
3. Receive from each grant recipient a brief statement concerning benefits derived from conference. Such statements may be used in the newsletter.
4. Solicit recommendations from the Northern Section Board to report to the State Public Relations Committee.
5. Keep the Northern Section Board informed of the plans, activities, timelines, and effectiveness of the committee.
6. Assist in evaluation of the effectiveness of the committee's activities.

Forms: online at <https://cslans.pbwiki.com/>

- Application for Conference Registration Grant
- Reimbursement

Budget Requirements:

1. Telephone and postage expenses.
2. Expenses as authorized by Section and State Board.

Reports:

1. Written reports at all NS Board meetings.
2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

Authorization: See NS Bylaws Article IV, VI, VII, and VIII

There shall be two Regional Representatives for each region in the Northern Section. Each shall be nominated from geographical areas and elected by the entire membership of the Northern Section. The Section Handbook shall delineate the geographical areas, which shall be designated to reflect regional interests with lesser consideration being given to the numbers of members represented.

Function: To assume a leadership role, thereby becoming a conduit between the Northern Section Board and the Membership, by planning and implementing at least one regional meetings that would provide programs and opportunities for Northern Section Membership of those regions to stay informed of CSLA state goals and objectives as well as local concerns.

Term: Two years, alternating terms.

Duties:

Program Planning Responsibilities

Regional Workshops

1. Assume responsibility as a team for regional representation for a minimum of one Regional meeting/workshop, which includes:
 - a. Plan and implement the meeting/workshop.
 - b. Assist in selecting site, determining format, developing and arranging speakers/presenters/program.
 - c. Consider a Jewel Gardner Scholarship Memorial Scholarship fundraising activity at each regional meeting. Assist the Chair of the Jewel Gardiner Scholarship Fund in selecting recipients based on relative merits of their applications and the financial limits set for the year.
 - d. Prepare program announcements and provide them to the webmaster, section President and the section newsletter editor so they may be emailed with the newsletter.
 - e. Provide membership information via sign-in sheets and membership brochures. Use appropriate forms (sign-in, receipts etc.) to maintain consistency. Arrange to have someone contact all attendees to thank

them for participation and encourage non-members to join the organization.

- f. Direct the treasurer to transfer profits to the Jewel Gardner
2. Assist in setting program dates for meetings/workshops.
3. Summarize activities to Northern Section Board and in reports to the NS newsletter/webmaster editor.
4. Assist the President with luncheon if necessary.

Regional Outreach Planning

1. Coordinate with appropriate committees to identify current needs (example Ed Tech, Professional/Paraprofessional)
2. Summarize activities to Northern Section Board and in reports to the NS newsletter/webmaster editor.

Membership Recruitment:

1. Attempt to recruit in all regions through personal contact, letters or phone calls.
2. Contact members who have not renewed and use appropriate form to report response to Past President. List to be provided by State Secretary.

Association Representation Responsibilities:

- a. Attend and participate in Northern Section Board meetings, workshops, media presentations, and other activities.
- b. Volunteer to serve on standing or ad hoc committees as needed.
- c. Report to Region members on trends, activities, and materials related to the purposes of the association at regional workshops.
- d. Submit news items and photographs to the NS newsletter/webmaster editor.

Forms:

online at <https://cslans.pbwiki.com/>

- Financial program summary
- Meeting Report
- Membership Call Log
- Reimbursement
- WORKSHOP FORMS:
 - e. 1099 report information
 - f. Additional insured request

- g. Program coordinator checklist
- h. Program coordination of registration activities guidelines
- i. Program summary form
- j. Receipt Form.
- k. Region Sign-in sheet
- l. Sample of program announcement
- m. W-9 request for taxpayer ID number

Budget Requirements:

- 1. Funds for Region program promotion to be distributed within adopted budget.
- 2. Telephone and postage expense.
- 3. Funds to attend authorized meetings, i.e., planning meetings with other Regional Representatives.
- 4. Stationery supplies.
- 5. Other expenses as authorized by Northern Section Board.

Reports:

- 1. Written reports at all NS Board meetings.
- 2. In addition, a written annual summary highlighting the activities of the position during the past year to be presented at the Fall Board Meeting/Retreat. To be submitted to the President before the Fall meeting.

Authorization: See State Bylaws Articles IV, V, VI; Section Bylaws IV, VI, & VII.

Function: To record the proceedings of the Section, maintaining records as required.

Term: One year.

Duties:

1. Maintain a register of the Board of Directors and committee membership during the term of office.
2. Notify Board members of scheduled meetings as requested by the President.
3. Record, prepare and distribute by email the minutes of Board of Directors meetings.
4. Provide forms for preparation of formal motions made at Board of Directors meetings.
5. Keep on file all minutes and committee reports presented to the Board of Directors during the term of office.
6. Provide officers and committees with documents or information necessary for the performance of their duties.
7. Maintain a basic record book for the Section containing: Bylaws, Rules of Order, Standing Rules, Lists of Officers and committees, Minutes, and Other records as required. Prepare and maintain an index to Motions.
8. Respond to correspondence as assigned.
9. Provide an order of business (as requested) to the President in advance of Meetings, including items gleaned from the minutes of previous meetings.
10. Provide absent Board members and committee chairs with copies of materials distributed at the Board meetings
11. Surrender the basic record book (see Duties #8 above) and Secretary's Manual to the incoming Secretary at the change-over meeting.
12. Submit a written report for the final Executive Board meeting with budget recommendations for the following fiscal year.

13. Assign subject headings to motions on a meeting-to-meeting basis, which will enable a smooth transfer to the index to motions.
14. Provide informational highlights of Board actions to the Newsletter Editor of the Northern Section for inclusion in both the Newsletter and the organization's home page.

Forms: online at <https://cslans.pbwiki.com/>

- Motion
- Meeting Report
- Sample minutes (See samples online at <https://cslans.pbwiki.com/>)

Budget Requirements:

1. Telephone and postage expenses.
2. Stationery supplies and duplicating expenses.
3. Other expenses as authorized by the board.

Reports:

1. Minutes as described above.
2. Correspondence as needed.
3. Final Executive Board meeting as described above.

Authorization: See State Bylaws Article IV, V, VI. Section Bylaws Articles IV, V, VI.

Function: To maintain all financial records of the Northern Section.

Term: Two years.

Duties:

1. Record all receipts and disbursements, having these records ready for audit by July 1. As permanent records, old ledgers shall be stored at CSLA Business Office. Other records shall be preserved by the Treasurer under guidelines established by State Treasurer and the Archives Committee.
2. Participate in financial planning of all Northern Section activities, including membership on the Northern Section Budget Committee.
3. Prepare the annual budget for final adoption. (See budget committee duties).
4. Provide the Northern Section Board and Committee Chairmen with copies of the budget as adopted by the State Executive Board.
5. Provide members of the Northern Section Board and Committee Chairmen with forms for submitting bills and claims, insurance coverage, tax reporting, etc.
6. Receive allotted portion of membership dues from the State Treasurer.
7. Receive and deposit all monies in accordance with Association rules.
8. Pay bills authorized by the budget or approved by the Northern Section Board. Payments are made by checks signed by the Treasurer. In the event of the absence or incapacity of the Treasurer, checks shall be signed by the President.
9. Prepare reports for the Northern Section Board and State Treasurer (as required).
10. Maintain a checking account in the name of the Northern Section and other accounts as necessary. (Jewell Gardener).
11. Keep an accurate ledger of all money received and paid, including original copies of all bills presented, and checks and stubs for bills paid.

12. Prepare, in conjunction with the incoming Section Treasurer, the necessary forms and signature cards required for the smooth transfer of accounts.
13. Prepare a current statement for each Northern Section Board meeting.
14. Submit a written budget recommendation at the first Northern Section Board meeting of the new fiscal year.

Forms: online at <https://cslans.pbwiki.com/>

- Annual budget
- Reimbursement forms.
- CSLA Chart of Accounts on which the annual budget is to be framed. (See Samples online at <https://cslans.pbwiki.com/>)
- Program summary forms. (See Samples online at <https://cslans.pbwiki.com/>)

Budget Requirements:

1. Telephone and postage expense.
2. Stationary supplies not provided by the State organization.
3. Duplicating expenses not provided through the Business Office of the State organization.
4. Other expenses as authorized by the Northern Section Board, including maintenance on Section owned computers and equipment.

Reports:

1. Prepare financial reports (statements) and submit quarterly to Northern Section Board.
2. Submit an annual report to the Board of Directors, surrendering all records at the organizational meeting each year.
3. Submit reports to the State Treasurer when requested to do so.
4. Submit to the State Treasurer any requested forms or reports.