

SECTION 12
Saskatchewan Library Association
President's Handbook
June 2018

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Term of Office

- The president serves a two-year term and may not be elected to that position for more than two consecutive terms.
- Term officially begins at the board changeover meeting and the first message from the president is published in the July issue of SLAte.

Preferred Qualifications

- Previous SLA board experience and preferably with an executive position (vice-president, treasurer, president)
- Big picture ideas and visionary thinking
- Comfortable with chairing board meetings, leading conversations, summarizing discussions, and obtaining consensus on decisions or next steps
- Able to work approximately 6 hours a week on association business
 - Consultation with work supervisor and having a mutual understanding of this time commitment is strongly encouraged

Overview of Responsibilities

- Works with the executive director to lead in the strategic direction of the association
- In consultation with the board of directors, schedules and presides at all business meetings of the board of directors and executive committee
- Works with the executive director to draft agendas for business meetings of the board, executive committee, Annual General Meeting (AGM), and special meetings of the association
 - Recommended using cloud based platform to draft agenda items for meetings with the executive director, executive, and board
 - Track status of action items and timelines from aforementioned meetings
- Have oversight responsibilities for governance, personnel, and conference planning
- Ensures that meetings are conducted according to the rules accepted in the bylaws of the association (Sturgis)
- Ex-officio voting member of all committees
 - Attendance at all association committee meetings, except the board, executive, conference planning committee (CPC) team, and continuing education, is not required – reviewing notes from all other meetings is satisfactory
- Prepares a president's report and an executive report for every meeting of the board of directors.
 - May include any recommendations or discussion items to relevant committees or the board
- Presents a president's report and an executive report for the annual report at the AGM
- Writes a "President's Message" for each issue of the association's newsletter
- Serves in a liaison capacity with other organizations (e.g. The Partnership)

- Familiarity with SLA Handbook, SLA CPC Handbook, and SLA web site
- Familiarity with Sturgis Rules of Order (hardcopy is kept by current president)
- Understands how the consent agenda functions for chairing board meetings
- Signing officer of the association together with the treasurer, one of the vice-presidents, and the executive director
 - Board motion needed at changeover meeting for slate of signing officers for new year
 - Changes in executive and ED at any other point during the year requires a board motion for all signing officers
- Represents the association to the media, other associations, and in other formal capacities
- Automatically joins SLA's Advisory Council at the end of term
 - May be contacted by the new president for counsel, attend a meeting, etc.

Time Commitment

- Grand total of approximately 26 hours per month (baseline is approximately 10 hours per month for members-at-large)
- Breakdown of hours and duties:
 - Communications (via telephone, email, cloud based sharing platform, face to face) with executive director (approximately 2 hours per week)
 - Conversations include drafting agendas for executive and board meetings and discussing some association operations when issues arise
 - Chairs 6-7 board meetings a year (approximately 35 hours per year)
 - June changeover, October, November, January, March, April (optional), May (all are face to face except January and April)
 - Chairs up to 12 executive committee teleconferences approximately 1.5 hours per month
 - Committee work (executive, personnel, finance, continuing education, conference planning) approximately 3 hours per week

Caveats

Advocacy

- Association's public spokesperson and primary contact to media
- Signs letters to MLAs thanking them for their continued support of libraries and to visit their local library during One Book One Province (sent in February) and during Saskatchewan Library Week (sent in September)
- Signs letters to candidates in provincial political party leadership races
- Invite executive members of other library and related associations in Saskatchewan and moderate a discussion about everyone's activities ahead of provincial government budget day (March)

- Invite executive members of other library and related associations in Saskatchewan and moderate a discussion (teleconference or email) about everyone's activities and partnering during Saskatchewan Library Week (September)
- slapres@sasktel.net email can be used for communications

Budget

- SLA fiscal year runs from February 1st to January 31st
- A three-year budget is prepared by the executive director and treasurer in consultation with the executive and board, for the SaskCulture Annual Global Funding (AGF) Application
 - The last Global Funding Application was for 2016-2017 (year 1), 2017-2018 (year 2), and 2018-2019 (year 3). The next AGF application will be due on February 1, 2020. SaskCulture will explain the change.
 - The budget is revised when SaskCulture confirms the amount of funding that will come for those three years. The SLA Board aims to approve the revised budget at the November board meeting each year
 - The treasurer works with the executive director in the fall of each year to prepare a draft budget for the board's consideration at the first fall meeting (September or October). The final budget is usually approved at the November board meeting. The budget and a signed letter from the president and executive director comprise the annual submission and need to be submitted by December 1st annually as part of the AGF grants
 - Members of the executive and the executive director must schedule a meeting with a financial institution that SLA does financial business to sign paperwork for signing authority of financial documents
 - One of the first orders of business after changeover meeting
 - In the event there is a change of personnel on the executive or with the executive director then everyone must sign new paperwork
 - Encourage board members at August retreat to send financial asks for new initiatives for discussion at October board meeting
 - Assist drafting and co-signing with executive director the SaskCulture annual submission (due end of November)
 - Coordinates with executive director and treasurer to provide ongoing financial advice to the board and ensure that programs, as planned by the budget process, are realized
 - Ensures that the proposed budget has a sound financial basis and accurately reflects the plans of the association and that SLA can demonstrate its ability to meet the reporting requirements of SaskCulture on an ongoing basis

Conference Planning

- President, executive director, and CPC chair comprise the CPC executive team and there are two different CPC executive teams (upcoming year and 2 years out) that overlap starting in the summer
 - Ongoing meetings usually start in early summer for planning the immediate upcoming conference to be held the following calendar year and primary tasks are:
 - finalize a conference logo and tagline for the theme by early fall
 - draft a prospectus for exhibitors and sponsors by early fall
 - draft a conference program by early fall
 - Initial meetings usually start in late fall for planning the second conference to be held two years out and primary tasks are:
 - shortlist a venue in the host community and sign a contract by early spring the year before the conference
 - draft preliminary budget
 - CPC is the larger committee and includes all chairs of other committees and usually starts meeting early in the calendar year
 - president isn't required to attend all these meetings
- Near end of the AGM the president invites members to host a Saskatchewan Libraries Conference (2 years out)
 - If there is no interest then a call for expressions of interest goes out in June SLAte
 - If 2 or more individuals express interest then the president strikes a subcommittee of the board to review submissions and make a recommendation to the board in fall

Meetings

- Coordinate with executive director to schedule a short (approximately 60 minutes) board meeting during annual conference
 - Welcome and meet and greet for new, continuing, and outgoing members
 - Invite CFLA Prairie Provinces Board rep. (there is a budget line for travel)
 - Possible agenda items (if all incoming and continuing board members are present)
 - discuss a date and venue for the June board changeover meeting
 - decide whether or not to hold a summer retreat, and if so, select a date and venue
 - if not enough members are present then decisions/motions will need to be done as an electronic motion (e-motion)
- Explain expectations and responsibilities of being a board member, provide an overview of SLA's Handbook including governance (bylaws, articles, policies and procedures, committees, and office personnel at board changeover meeting)
- Post calls for agenda items approximately 2 weeks prior to all executive and board meetings
- Calls for board reports go out to all board members and SLA reps. to external organizations about 3 weeks prior to each board meeting

- Section 14.3 of the bylaws states the AGM agenda must be posted 15-30 days before the AGM
 - Call for reports for the annual report to be presented at AGM should go out in early March
 - AGM agenda and annual report can be posted on all SLA communications beginning in April
- Executive committee usually discusses high level items and sometimes brings recommendations for a decision to the board
- Executive adjudicates applications for the SLA Honourary Life Membership Award and recommends an individual to the board for a motion
 - All committees that adjudicate awards and bursaries (excluded CE grants) must bring to the board in the form of a motion their recommended recipient (e.g. motion log states: 2014-2015 – 46 MOTION to accept the recommendation of the Maureen Woods Education Bursary Subcommittee that Carrie-Anne Prefontaine is offered the 2015 Bursary, and in the event that she can't accept it, then Cindy Sjoberg would be offered the 2015 Bursary). Committee chairs need to include this in their reports so that the executive director can add the motions to the decision items section of the agenda for the board.
- Most board decision items that require funding and are not included in the current budget need a motion
 - Send president or designate and executive director to annual Partnership Summer Retreat in annual August (decision item with motion at afternoon board changeover meeting)
 - Send president or designate and executive director to annual Partnership Winter Retreat and OLA Super Conference in January/February (decision item with motion at November board meeting)
- E-motions can be done any time for non-contentious decision items:
 - Board should endorse newly elected board members in March (e-motion is acceptable) as a recommendation in a motion at the AGM
 - December holiday gift card or one-time salary bonus for office staff (optional and at discretion of the executive)
- Review maturing GICs and have a motion if actions are needed - renew, reinvest, withdraw, etc. (January board meeting)
- Motion to provide a province-wide Happy Hour in Nov. (August board meeting)
- Motion to form a nominating committee (November board meeting)
- Motion to transfer funds from annual conference profits to Mary Donaldson Award and Maureen Woods Education Bursary
 - Traditionally done at November board meeting once all expenses have been accounted
- Motion to accept conference exhibitor registration fees (November board meeting)
- Motion to accept conference delegate registration fees (November/January board meeting)

- Motion to endorse the slate of nominees for the new board (e.g. Motion to endorse the 20xx-xx SLA of Board of Directors Nominees to the 20xx AGM which will include:
 - President – [name]
 - Vice-President, Membership & Publications – [name]
 - Member-at-Large – [name]
 - Member-at-Large – [name]
- Ensure board member expectations form is annually updated at <https://saskla.ca/about/board>
- Familiarity with SLA's signing authority policy and types of documents the president and executive director usually sign
 - Co-sign with executive director annual MOU between Library and Archives Canada and SLA for the implementation of the TD Summer Reading Club (January)
- Confirm that SLA has filled all representatives to external organizations with board motions
- Confirm a parliamentarian for the AGM (must be an individual on the Advisory Council- past member of the executive)

Personnel

- Every new president must submit a completed Administration Centre Payroll Service Customer Authorization Form to Sask Sport Payroll in summer. This allows the president authorization to view all SLA employee payroll information. The executive director is the sole authorized person for payroll information.
- Ensure that all new staff complete and submit a Sask Sport Payroll Service Customer Authorization in order to start employment. Positions are classed as monthly on the form despite and salaries are listed as hourly in job advertisements.
- All new staff must complete a CRA TD1 form and a SK TD1 form (available from Sask Sport)
- All new staff can complete an optional direct deposit form
- All outgoing staff must complete a payroll inactive/termination form and submit it to Sask Sport. All unused vacation must be paid out.
- Sask Sport has additional forms that president must have on file for each new executive director to complete and submit to SaskSport
- Executive Committee should discuss a cost of living allowance (COLA) increase for office staff on a regular basis (2-3 years). The next deadline is fall 2018 as per the personnel handbook
- Schedule regular performance reviews with executive director as per personnel handbook