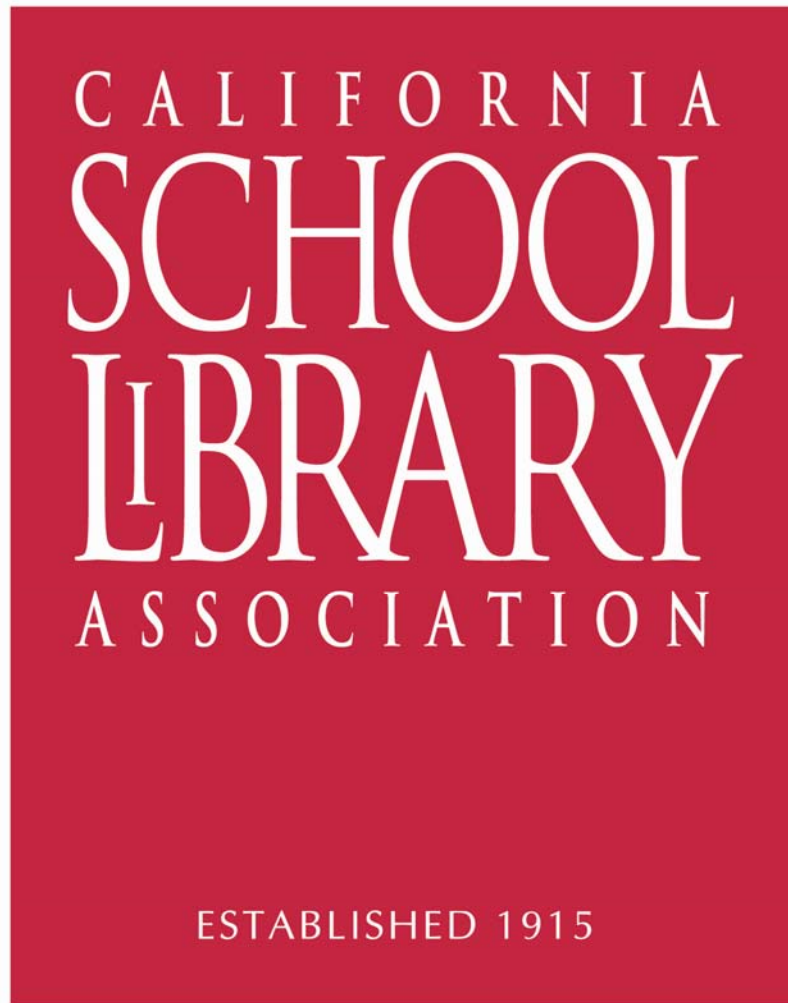


Southern Section



*Learning through
Books, Media and Technology*

Handbook

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

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

Term: One year.

Duties:

1. Call and preside at Southern Section Board meetings.
2. Represent the Southern Section at Northern Section, affiliated organizations, and other relevant meetings.
4. Appoint committee liaisons/members as required by the State Executive Board Handbook with the recommendations and approval of the Southern Section Board.
5. Serve as ex-officio non-voting member of all committees.
6. Establish a Southern Section calendar and timeline, coordinating these with the State Executive Board. Provide copies to: State Office, Southern Section Board, History and Archives Committee, and committees. Revise as needed.
7. Notify all nominees for Southern Section offices of the results of the election immediately after receiving the results from the State Election Committee.
8. Provide the newsletter editor with articles as appropriate.
9. Serve on the Southern Section Budget Committee.
10. Serve on the State nominating committee.
11. Serve as a member of the State Executive Board.

Forms: Reimbursement Forms

Budget Requirements:

1. Telephone and postage expenses.

2. Expenses of travel to Southern Section Board meetings, Southern Section workshops, etc.
3. Other expenses as authorized by Southern Section Board.

Reports:

1. Oral reports at all Southern Section Board meetings.
2. Written reports of Southern Section activities to be presented at State Executive Board meetings.
3. Written report at change-over Southern Section Board meetings.

Authorization: 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 Southern Section Boards; 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 Southern Section Board.
3. Act as the presiding officer of the Southern Section in the absence or incapacity of the president.
4. Serve as assistant to the Southern Section President.
5. Serve as Chair for all Southern Section scholarships.
6. Serve as Southern Section representative to the John Blanchard Scholarship Committee.
7. Serve on the Southern Section Nominating Committee and State Nominations and Election Committee.
8. Provide information to the newsletter editor/webmaster for the Southern Section as appropriate.
9. Serve on regional workshop committees as appropriate.
10. Serve on the President's Award Committee.
11. Plan the Southern Section Board retreat that precedes the beginning of term as Southern Section President.
12. Serve as a member of the Budget Committee, along with the President, Immediate Past President, and Treasurer, and prepare a budget for Southern Section Board approval.

Forms:

Reimbursement Forms
Scholarship/Grant Application Forms

Budget Requirements:

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

Reports:

1. Written reports at Southern Section Board meetings as needed.
2. Written annual report at close of year.

Authorization: State Bylaws, Article IV and VI; Section Bylaws, Article IV and VI.

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

Term: One year.

Duties:

1. Serve as member of both the State Executive and Southern Section Boards.
2. Act in an advisory capacity to the Southern Section President.
3. Serve on the Southern Section Grants and Scholarship Committee.
4. Serve as Chair of the Nominating Committee.
5. Serve on the State Membership Committee.
6. Provide articles for the newsletter as appropriate.
7. Oversee the maintenance of the Southern-Section Handbook by up-dating and/or initial preparation of sections of the Handbook as required, including distribution.

Forms: Reimbursement Forms

Budget Requirements:

1. Postage and telephone expense.
2. Other expenses as authorized by the Southern Section Board.

Reports:

1. Oral and written as needed during year to keep the Southern Section Board advised of activities.
2. Final written report at end of year.

Authorization: State Bylaws Article IV and VI, Section Bylaws Articles IV and VI.

Function: To maintain all financial records of the Southern 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 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 Southern Section activities, including membership on the State Budget Committee.
3. Prepare the annual budget for final adoption. (See Budget Committee Duties).
4. Provide the Southern Section Board and Committee liaisons with copies of the budget as adopted by the State Executive Board.
5. Provide members of the Southern 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 Southern 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 Southern Section Board and State Treasurer (as required).
10. Maintain a checking account in the name of the Southern Section and other accounts as necessary.
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 Southern Section Treasurer, the necessary forms and signature cards required for the smooth transfer of accounts.
13. Prepare a current statement for each Southern Section Board meeting.
14. Submit a written budget recommendation at the first Southern Section Board meeting of the new fiscal year.]

Forms:

Insurance Forms
Reimbursement Forms
Tax forms (1099)

Budget Requirements:

1. Telephone and postage expenses.
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 Southern Section Board, including maintenance on Section-owned computers and equipment.

Reports:

1. Prepare financial reports (statements) and submit to Southern Section Board and State Executive Board at regularly scheduled meetings.
2. Submit an annual report to the State Executive Board at the organizational meeting each year.
3. Surrender all records immediately after preparing the end of the year (June 30th) report for the State treasurer.

Authorization: State Bylaws Article IV and VI, Section Bylaws Articles IV Section 1, and VI Section.

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

Term: One year.

Duties:

1. Keep a register of the Southern Section Board membership and committee liaisons for reference at meetings.
2. Notify Southern Section Board members of scheduled meetings as requested by the President.
3. Prepare and distribute the minutes of Southern Section Board meetings and Section meetings.
4. Provide forms for preparation of formal motions made at Southern Section Board meetings.
5. File copies of committee reports and other records, not including those specifically assigned to other offices.
6. Maintain a basic record book for the Southern Section containing: Bylaws, Rules of Order, Standing Rules, Lists of officers and committees, Minutes, and other records as required.
7. Handle correspondence as assigned.
8. Provide an order of business (as requested) to the President in advance of meetings, including items gleaned from the minutes of previous meetings. Such an order of business to be established by Standing Rule.
9. Provide appropriate materials for inclusion in records maintained by the committee on History and Archives.
10. Provide absent board members and committee with copies of materials distributed at the Southern Section Board meetings. Distribute copies of minutes to members of the State Executive Board.

Forms:

Reimbursements Forms

Motion Forms

Budget Requirements:

1. Telephone and postage expenses.
2. Stationary supplies and duplicating expensed not provided through the CSLA Business Office
3. Other expenses as authorized by Southern Section Board

Reports:

1. Minutes as described above
2. Correspondence as needed.
3. Surrender the basic record book (see Duties #8 above) to the incoming Secretary at the organizational meeting.

Authorization: Section Bylaws Article IV, Sections 1; Article VI

There shall be two Regional Representatives for each region in Southern Section. Each shall be nominated from geographical areas and elected by the entire membership of the Southern 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 be a conduit between the Southern Section Board and the Membership, particularly in program planning, informational dissemination of information, and general activities of the Section.

Term: Two years, alternating terms.

Duties:

Program Planning Responsibilities

Southern Section Spring Workshop

1. Assume responsibility for the region's assignment related to the Southern Section Spring Workshop.
2. Provide oral reports to the President and the Executive Board on progress made toward the region's responsibilities for the Southern Section Spring Workshop.

Region Workshop

1. Plan and hold one workshop during the school year.
2. Summarize activities to Southern Section Board.

Actively recruit membership in conjunction with the State Membership Committee.

1. Obtain up-to-date membership list from State Office on a regular basis.
2. Make appropriate contacts within region for names of persons who may be potential members.
3. Make personal contact with existing members and potential members.

Attend and participate in Southern Section Board meetings, workshops, media presentations, and other activities.

Serve on standing or ad hoc committees.

Discuss and vote on issues, problems, and business matters as appropriate.

Serve on workshop committees and participate in workshop activities requested.

Report to Region members on trends, activities, and materials related to the purpose of the association.

Submit news items and photographs to the newsletter editor.

Forms:

1. Reimbursement form
2. Insurance form

Budget Requirements:

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

Reports:

1. Written reports at Southern Section Board meetings as needed.
2. Written annual reports at Transition Southern Section Board meetings.

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

Function: To solicit and gather material and publish a newsletter of interest to members of Southern Section. To cooperate with the State newsletter editor in joint newsletters as designated.

Term: One year. Appointed by the Southern Section President.

Duties:

1. With the approval of the Southern Section Board and with the State newsletter editor, prepare issues and determine approximate dates of publication and deadlines for the submission of articles.
2. Discuss with the Southern Section President and 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.
4. Establish with the Southern Section President and/or Board the “regular” features for each issue (e.g., President’s message, Southern Section Board summary, future meetings, summaries of each meeting).
5. Cooperate and consult with Southern Section Board on content, style and acceptability of all contributed articles, with the understanding that the Newsletter must meet state CSLA Newsletter standards.

Forms: Reimbursement forms

Budget Requirements:

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

Reports:

Written reports as requested by the President.

Authorization: State Bylaws Article VII, Section 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 Southern Section President.

Duties: The primary responsibility is to participate as an active member of the CSLA Curriculum Committee and report the committee's activities to the Southern 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 State Frameworks.
2. Work cooperatively with Regional Representatives in presentations for Regional meetings.
3. Prepare curriculum related information to the CSLA Newsletter.
4. Work on curriculum related publications; such as, *Information Literacy*, *Good Ideas Newsletter*, and *PQR, TLC's*, etc;
5. Develop liaisons with other curriculum-related organizations in the state.
6. Serve on the State Presidents' Award Committee.

Forms: Reimbursement Forms

Budget Requirements:

1. Telephone and Postage Expenses
2. Other expenses as authorized by the Executive Board.

Reports: Written reports as requested by the President.

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

Function: To assume Section leadership in obtaining new and renewed memberships. Coordinate activities with the State Membership Committee. .

Term: One year. Appointed by the Southern Section President.

Duties:

1. Serves as member of the State Membership committee.
2. Cooperate with the time-line established by the State Membership Committee, coordinating activities with the State Membership Chairman.
3. Organize membership campaign for members, utilizing the forms provided by the State and such other publicity materials as shall be deemed necessary.
4. Work with local contact persons such as Regional Representatives, county librarians and A-V Coordinators, etc. to recruit potential members, recognizing the several categories of membership described in the State Bylaws, article III.
5. Coordinate contact to non-renewing members by region representatives,.
6. Provide membership recruitment tables at appropriate meetings and workshops,
7. Keep an accurate file of current membership in the Southern Section.
8. Contact non-members who attend Regional Workshops.

Forms: Membership forms, membership brochures

Budget Requirements:

1. Postage and telephone expenses.
2. Expenses as authorized by Section and State Boards.

Reports:

1. Written reports as requested by the President.

Authorization: State Bylaws, Article VII, Sections 1,2,3 and 4; Section Bylaws Article VII, Sections 1,2and3.

Function: To serve as Southern Section Legislation Committee Representatives and to act as liaison between the two.

Membership:

Per the State Handbook one representative from the Board of each Section be appointed by the Section President and two representatives from each Section at large be appointed by the Legislation Chairperson.

Term: Two years.

Duties:

1. Be an active member of the Legislation Committee.
2. Respond to legislation in a timely manner.
3. Provide information to the Southern Section Board and membership about legislation, credentialing, intellectual freedom issues, state and federal funding, and other legislative issues.
4. Provide articles to the Southern Section Newsletter Editor as needed.
5. Participate actively with the state Legislation Committee in pursuing new legislation which promotes school library media centers and materials.

Forms: Reimbursement Form

Budget Requirements:

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

Reports:

1. Oral reports at all Southern Section Board meetings.

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

Committee Membership:

Not less than 7 or more than 11 members; one paraprofessional/one professional member to be appointed by the Northern Section Board and one paraprofessional/one professional member by the Southern Section Board. Other members will be volunteers with the approval of the committee chairperson; geographical and paraprofessional/professional balance will be taken into consideration.

Term: Two years with membership on a rotating basis.

Duties:

1. Plan activities and services which 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.
3. Promote the library media “team concept” of library media teachers and library technician.
4. Collaborate with state and regional conference committees to plan professional development sessions for paraprofessionals.
5. Develop a survey of paraprofessional needs.
6. Compile lists of sample job descriptions.
7. Explore career ladders for paraprofessionals.
8. Promote the library leadership “team concept” at school sites where there is no library media teacher or district librarian.
9. Collaborate with other CSLA committees to increase paraprofessional memberships and active participation on other standing committees.

Forms: Reimbursement forms

Budget requirements:

1. Telephone and postage expenses.

2. Other expenses as authorized by the Southern Section Board.

Reports:

1. Written reports as requested by the President.

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

Function: To serve on State Public Relations Committee. To serve as liaison between State Public Relations Committee and Southern Section.

Term: Two year term staggered with other members of State Committee. Appointed by the Southern Section President.

Duties:

1. Work with the State Public Relations Committee to plan and carry out a program of activities.
2. Solicit recommendations from the Southern Section Board to report to the State Public Relations Committee.
3. Carry out plans approved by the State Board within the timelines established by the committee.
4. Keep the Southern Section Board informed of the plans, activities, timelines, and effectiveness of the committee.
5. Assist in evaluation of the effectiveness of the committee's activities.

Forms: Reimbursement Forms

Budget Requirements:

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

Reports:

1. Written reports as requested by the President.

Function: To promote diversity in the leadership and ranks of CSLA and the profession, and to address the information needs of California's multicultural, multilingual students.

Committee Membership:

One member appointed by the Southern Section Board. The committee shall have an unlimited number of members.

Term: One Year

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: Reimbursement forms

Budget Requirements:

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

Reports:

1. Written reports as requested by the President.

Authorization: State Bylaws, Article P/; Section Bylaws, Article IV, Section 1 and 6; Article VI, Section 1.

Function: To serve as Southern Section Technology Committee Representative on the State Technology Committee and to act as a liaison between the two.

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, and five additional representatives from each section appointed by the Educational Technology Chair.

Term: Two years. Appointed by the Southern Section President.

Duties:

1. Be an active member of the State Technology Committee.
2. Attend meetings of the Technology Committee.
3. Provide leadership to members in the area of educational technology through communication, publications, presentations at conferences and regional meetings, advocacy, and resource services.
4. Serve on the Technology Award Committee.

Forms: Reimbursement Form

Budget Requirements:

1. Telephone and postage expenses.
2. Expenses as authorized by the Southern Section and/or State Boards.

Reports:

1. Written reports as requested by the President.