

CALIFORNIA SCHOOL LIBRARY
ASSOCIATION

Handbook



CSLA

California School Library Association

Established 1915

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EXECUTIVE BOARD

FUNCTION

To transact the business of the State Association.

- Organizational Liaisons
- Leadership Development

DUTIES

See articles V, VI, VII of the Bylaws for membership, duties, authority, and committee responsibilities of the Executive Board.

1. Define the role of and employ an Administrative Assistant and Conference Exhibits Coordinator to perform the duties and responsibilities as outlined in the Business Services Handbook.
2. Establish committees as appropriate.
3. Approve committee chairs.
4. Adopt the annual budget.
5. Receive and act upon committee reports and recommendations.
6. Formulate policy as needed.
7. Plan functions and/or activities of the State Association.
8. Approve additions or changes to the State Handbook.
9. Convene membership meetings as needed.
10. Fill elected officer vacancies on the Executive Board as specified in the Bylaws.
11. Adopt membership dues structure.
12. Provide for the establishment of necessary procedures to assure the proper operation of the Association.
13. Organize and specify geographical boundaries for section organizations.
14. Authorize the President to act on its behalf when necessary.

PRESIDENT

FUNCTION:

- To perform the executive responsibilities of the association at all times and to preside at all association, board, and business meetings.

DUTIES:

See Articles V, VI, and VII of Bylaws for terms of office, meetings, Executive Board membership and committee responsibilities.

1. Call and preside at Executive Board meetings and the annual membership meeting.
2. Select Co-chairs for the next conference, and serve on the Conference Planning Committee. Update the Conference Handbook / Documents [Google Drive Folder] as necessary.
3. Establish and maintain an effective working relationship with the President-Elect, Past-President, Administrative Assistant, and the Executive Board to assure continuity of leadership of the organization.
4. Appoint committee chairs upon the recommendation of the appropriate Vice President with the approval of the Executive Board. Where the appointment does not fall under the responsibility of a Vice President, the appointment should be made with the concurrence of the President-Elect and approval of the Executive Board.
5. Monitor the activities of the Administrative Assistant. Evaluate employees as per employee contracts.
6. Serve as ex officio non-voting member of all committees.
7. Participate in evaluating employees as per employee contracts.
8. Represent the Association to other state and national organizations, including the State Department of Education. Serve as an affiliate representative to AASL or select an affiliate designee as needed.
9. Conduct election(s) for amendments to the State Bylaws in the manner specified by the Bylaws Article XI.
10. Establish and/or implement long-range plans for the association.
11. Serve as a member of the Budget Committee.
12. Collaborate with Past President and President Elect with maintaining and updating the Organizational Liaisons Committee.
13. Oversee the activities of liaisons to other organizations.
14. Attend an annual planning meeting in January of the California Young Reader Medal Committee.

15. Submit a written report for the final Executive Board meeting.
16. The President shall appoint a Parliamentarian to serve for the year.

AFFILIATES

FUNCTION:

- To officially represent the organization as delegates to national organizations with which CSLA maintains an official affiliation. CSLA currently maintains an official affiliate relationship with the following organizations: **American Association of School Librarians (AASL)**

MEMBERS:

The President and President-Elect serve as affiliate representatives to the two organizations unless they are unable to attend. Any substitute for an affiliate shall be made with the concurrence of the President Elect and the Executive Board.

TERM:

Affiliate representatives shall serve two years during the time when they serve as President-Elect and President.

PROCEDURES:

1. Attend the national conferences of the affiliate organization and represent CSLA at affiliate assemblies.
2. Receive direction from the CSLA Executive Board concerning issues and resolutions to be presented.
3. Participate with their region in developing issues and resolutions to be presented at affiliate assemblies.
4. Submit written reports indicated actions and informational items for the Executive Board.
5. Write *Journal* and *Newsletter* articles on issues raised at affiliate assemblies

AFFILIATE NAME:

American Association of School Librarians (AASL)

PURPOSE OF ORGANIZATION: (Affiliation)

1. Provide for continuous communication that may be initiated by AASL or the affiliate. Either the affiliate or AASL may provide information and recommend action in areas such as legislation, intellectual freedom, job security, professional growth, program development, and professional relationships with other educational associations.
2. Serve as a clearinghouse for media information and publications.
3. Provide a direct opportunity for participation in AASL governance.
4. Broaden the base of the professional through the increase of personal memberships in AASL.

REQUIREMENTS FOR AFFILIATION:

1. The purpose of the organization must be compatible with those of AASL and verified by the organization's constitution and/or Bylaws.
2. The organization must hold regular conferences or meetings.
3. The organization must have a systematic channel of communication with its membership (e.g. newsletter).
4. In order for an organization to attain governance status, at least 10%, or 25 of its members whichever is less, including the president and the delegate, must be personal members of AASL.

Statement of purpose and requirements taken directly from AASL Plan for Affiliation. Revised. 5/99

PRESIDENT-ELECT

FUNCTION:

- To assist the President and prepare to assume the presidency in the succeeding year.

DUTIES:

See Articles V, VI, VII of Bylaws for terms of office, meetings, Executive Board membership, and committee responsibilities.

1. Serve as the presiding officer of the Association in case of absence or incapacity of State President.
2. Select Co-chairs for the next conference, and serve on the Conference Planning Committee. Update the Conference Handbook / Documents [Google Drive Folder] as necessary.
3. Plan and conduct an organizational workshop for incoming Executive Board members.
4. Participate in evaluating employees as per employee contracts.
5. Work with Vice Presidents – Membership, Professional Development, Government Relations, Communications, and as well as the State Treasurer as a member of the Budget Committee to prepare a working budget prior to the beginning of the new fiscal year and to present it to the Executive Board for approval.
6. Collaborate with President and Past President with maintaining and updating the Organizational Liaisons Committee.
7. Submit a written report for the final Executive Board meeting.
8. Coordinate the Presidents' Award Committee.
9. Develop and maintain files of regular reports, correspondence, and other items deemed appropriate for the archives throughout the term of office. Within one month of leaving office, forward all files created during term to the newly elected President-Elect. Within one month of leaving office, forward all files received from the predecessor to the History and Archives Committee.
10. Serve as an affiliate representative to AASL alongside the president:
 - a. Attend the national conferences of affiliate organizations and represent CSLA at affiliate assemblies. (or find a designee).
 - b. Receive direction from the CSLA Executive Board concerning issues and resolutions to be presented.
 - c. Participate with regions in developing issues and resolutions to be presented at affiliate assemblies.
 - d. Assist the President in submitting written reports indicating actions and informational items for the Executive Board.
 - e. Assist the President in writing *Journal* and *Newsletter* articles on issues raised at affiliate assemblies.

CONFERENCE COMMITTEE

FUNCTION:

- To plan and conduct the annual conference of the State Association.

COMMITTEE MEMBERSHIP

Chairs: Co-Chairs will be selected by the incoming President-Elect and appointed by the President with approval of the Executive Board in the year prior to the conference year. They shall report to the incoming State President-Elect.

Members: Appointed by the co-chairs as appropriate.

PROCEDURES/GUIDELINES

1. Review conference handbook in Google Drive.
2. Plan, with the assistance of the committee of the prior year, and the President, a timeline that will facilitate the conference at the time and place already determined through the site selection procedure and approved by the Executive Board.
3. Determine functions to be performed and appoint subcommittee chairs/individuals to perform functions.
4. Work with President on policy decisions that have implications for the Association that are not procedural.
5. Direct the work of the committees in keeping with the handbook and direction of the Executive Board.
6. Direct the Conference Treasurer to submit reports to the State Treasurer prior to all State Board meetings.
7. Attend Executive Board meetings as requested by the President-Elect to present and receive information about the conference.
8. Prepare a final conference report (including budget expenditures and proceeds) after the conference and prior to the final Executive Board meeting.
9. The State Treasurer will close the books and present the balance to the State Board.
10. Turn paper documents from conference and conference records over to designated conference chairs for the following year and organize Google Drive Conference folder for them.
11. Assist the incoming conference chairs in review of paper documents and Google Drive and preparations of initial timeline.
12. Develop and maintain files of regular reports, correspondence, and other items deemed appropriate for the archives throughout the term of office. Within one month of leaving office, President will prepare and organize all Google Drive files created during term to pass on to newly-elected President-Elect.
13. Within one month of leaving office, forward all paper files received from predecessor to the History & Archives Committee.

PRESIDENTS' AWARD COMMITTEE

California Teacher Librarian of the Year

FUNCTION:

- To recognize the Teacher Librarian(s) who best perform(s) the separate but overlapping roles of collaborative teacher, information specialist, instructional partner, and program administrator.

COMMITTEE MEMBERS:

Chair: State President-Elect
Members: President-Elect, Southern Section
President-Elect, Northern Section

PROCEDURES/GUIDELINES

1. Recommended timeline is as follows:
 - September: Disseminate information
 - November: Applications due
 - December: Recommendation proposed to the Executive Board by President-Elect
 - January/February: Present award at Annual Conference
2. Disseminate information concerning this award in the October CSLA *Newsletter*.
3. Create application following established guidelines.
4. Deadline for receipt of applications to CSLA is November.
5. Establish a procedure for evaluating applications and submit recommendations to the State Board in November.
6. Arrange for notification of recipient(s), all applicants, and other appropriate parties.
7. Arrange for the presentation of the award and participation of the recipient(s) at the State Conference.
8. Recipient(s) will receive engraved plaques.
9. Arrange for the recipient(s) to fulfill other obligations of the award.
10. Submit a written report for the final Executive Board meeting with budget recommendations for the following fiscal year.

PRESIDENTS' AWARD INFORMATION

The purpose of the California School Library Association's Presidents' Award is to recognize CSLA members who are credentialed for Teacher Librarian Services and working at the site level with students and teachers. As outlined in *Information Power*, a fundamental responsibility of the Teacher Librarian is to provide the leadership and expertise necessary to ensure that the Library Program is an integral part of the instructional program of the school. This award will spotlight a Teacher Librarian who is performing the separate but overlapping roles of collaborative teacher, information specialist, instructional partner, and program administrator.

The Presidents' Award money is for the purpose of financing the recipient's attendance at the CSLA State Conference. The \$400 may be applied to transportation, lodging, conference registration fees, and expenses.

The selection of the winner rests solely with the CSLA Presidents' Award Committee, chaired by the State President-Elect, and composed of the Section Presidents-Elect and section representatives from the CSLA Committee for Standards Integration. The final selection may be validated by a visit from at least one member of the committee.

The committee does not consider age, gender, religion, race, sexual orientation, national origin, nor geographic location within California as factors in the selection of the honoree.

The nomination may be made by library peers, administrators, teachers, or by the nominee herself or himself. Potential nominees should not hesitate to apply for the award because you feel you have not done enough as a member of CSLA. We are interested in recognizing an individual who, through the Library Program, directly affects students and teachers.

CONDITIONS OF AWARD ACCEPTANCE

1. Recipient will confirm in writing with the CSLA Presidents' Award Committee that he or she will attend the CSLA State Conference.
2. Recipient will provide confirmation in writing from his or her employer that he or she has approval to accept this financial award and to meet the requirements of conference attendance.
3. Recipient will agree to participate in certain conference-related functions that are requested in advance by the CSLA Presidents' Award Committee.
4. If the recipient is unable to complete terms of this award, he or she must notify the CSLA Presidents' Award Committee and return any funds received under the award.

Questions regarding the CSLA Presidents' Award may be directed to the CSLA Office: 888-655-8480

PRESIDENTS' AWARD APPLICATION
California School Library Association

Return to: CSLA - info@csla.net

Fax: 888-655-8480

Due:

Name of nominee: _____

Home address: _____

Street

City

State

Zip Code

Employer: _____

Name of institution: School/District

Job Title

Work Phone

Employer address: _____

Street

City

State

Zip Code

Submitted by: _____

Name

Work Phone

Home Phone

Please attach the following information to this application form:

1. List of nominee's valid credentials.
2. Four letters of recommendation describing the nominee's activities that reflect the roles of collaborative teacher, information specialist, instructional partner, and program administrator: One letter from the nominee's principal, one letter from a teacher, one letter from a student, and one letter from someone of your choice.
3. In no more than two pages, provide examples of the nominee's role as collaborative teacher, information specialist, instructional partner, and program administrator, as defined by *Information Power: Guidelines for School Library Media Programs* (1998).

IMMEDIATE PAST PRESIDENT

FUNCTION:

- To provide continuity between the previous Executive Board and the new Board.

DUTIES:

See Articles V, VI, and VII of Bylaws for terms of office, meetings, and Executive Board Membership.

1. Serve as chair of the Nominations and Election Committee.
2. Participate in evaluating employees as per employee contracts.
3. Serve as liaison for Special Interest Groups to the Executive Board.
4. Perform other duties as requested by the President and/or Executive Board.
5. Serve as a member of the Budget Committee.
6. Collaborate with President and President Elect with maintaining and updating the Organizational Liaisons Committee.
7. Oversee the Honorary Membership Committee, the Administrative Leadership Award Committee, and the Technology Award Committee.
8. Submit periodic reports to the appropriate persons and an annual written report prior to the final meeting of the Executive Board with a budget recommendation for the following fiscal year.
9. Develop and maintain files of regular reports, correspondence, and other items deemed appropriate for the archives throughout the term of office. Within one month of leaving office, forward all files created during term to the incoming Immediate Past President. Within one month of leaving office, forward all files received from the predecessor to the History and Archives Committee.
10. Recruit, recognize and act as a liaison for Sustaining Members as appropriate.
11. Notify all appropriate library journals, the American Library Association, and the Association for Educational Communications and Technology of the names of the officers for the year. This shall be done prior to leaving office one month prior to the end of the term of president.

FUTURE CONFERENCE SITE SELECTION

FUNCTION:

- To investigate and recommend future CSLA State Conference sites and dates to the Executive Board.

MEMBERSHIP:

President, President-Elect and Past President shall form a committee along with one former conference co-chair, the Exhibits Coordinator, and one additional member with conference planning experience, as needed. To be chaired by the senior member.

PROCEDURES/GUIDELINES:

1. Alternate sites between north and south.
2. When selecting sites and dates, take into consideration those activities planned by organizations that might create a conflict for CSLA members.
3. Work with a site selection specialist to create general specifications, determine price and availability, and arrange for site visits.
4. Submit a short list of site recommendations to the Executive Board for approval before site visits. Final site selection shall be submitted to the Executive board before signing the contract.
5. Arrange for digital copies of the contracts to be kept in the CSLA Office until the appropriate year; the Administrative Assistant will forward it to the newly elected President-Elect.
6. Submit periodic reports to the Past President and an annual report to the final Executive Board meeting with budget recommendation for the following fiscal year.

NOMINATIONS AND ELECTIONS

FUNCTION:

- To prepare a slate of nominees for election to appropriate state offices, to conduct the election, and to communicate election results to appropriate individuals.

COMMITTEE MEMBERSHIP:

Chair: Immediate Past President of the State Association.

Members: State President, State President-Elect, State Treasurer in first year of term, two Vice Presidents in first years of terms, and Northern Section and Southern Section Presidents and Presidents-Elect.

PROCEDURES:

See Article V of Bylaws for elected officers and terms of office.

1. Establish a timeline for the nomination and election procedure.
2. Publicize the nomination procedure and request nominations from members.
3. Provide no less than one nor more than five nominations of active eligible members for each office. Exceptions to this rule are subject to approval by the Executive Board.
4. Contact nominees for acceptance.
5. Confirm that the nominees are CSLA members.
6. Collect nominations and biographical data from section committees for inclusion in the ballot mailing.
7. Prepare an online ballot with biographical materials, and instructions for voting.
 - a. Biographical information shall include: name, degrees, credentials, present position, previous experience, professional activities, and a statement of philosophy.
 - b. Under each office title the individual names shall be listed in random order, not alphabetical order, and such order to be determined by a toss of the coin.
8. Conduct the election of section and state officers. As necessary, this shall include special elections for vacant offices.
9. The chair and two additional members will verify and validate the vote count. A plurality of votes actually cast shall be necessary for election. Should a tie vote result, the election shall be decided by a toss of the coin by the Nominations and Elections Committee Chair.
10. Final election results will be reported to the State President. The State Past President shall notify all state nominees of the results and notify both Region Presidents of the results of their Region elections. Region Presidents 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.

11. All nominees shall be notified of the results not later than 2 weeks following the election.
12. Prepare a written report to the Executive Board giving the final results of the election.
 - a. The Chair shall notify the *Newsletter* editor of the election results after all candidates have been notified. The election results shall be published in the next *State Newsletter*.
 - b. The Past President shall notify AASL all appropriate organizations and affiliates. This shall be done prior to leaving office at the end of October.
13. The Past President shall prepare a detailed report of the election that shall be signed and placed in the official records of the association maintained by the Administrative Assistant.

SPECIAL INTEREST GROUPS (SIGs)

FUNCTION:

- To give members within the organization who share a common interest or professional identity a more visible presence, a forum for communication among themselves and the Board, and opportunities for advocacy and professional growth.

MEMBERSHIP:

Officers: A coordinator is selected by the Special Interest Group and approved by the State Executive Board. Other officers as the SIG requires may be approved by the SIG membership.

Membership: Open to members of the Association whose interests may be served by a SIG.

Term: The coordinator serves for one year, renewable annually.

PROCEDURES/GUIDELINES:

1. Meet at least once a year at the state conference and, in addition, as often as needed to set goals, assess needs, discuss concerns, and carry out plans of the SIG.
2. Assess, on an ongoing basis, the main issues of concern to SIG members; develop action plans where practical and report as needed to the Past President.
3. Facilitate communication among SIG members by promoting discussion and maintaining a SIG membership roster.
4. Communicate with existing members and recruit new members through articles in the *CSLA Newsletter* and publications of related organizations.
5. Collaborate with other SIGs or organizations on mutually beneficial projects.
6. Use the name of the Association in activities and publications.
7. Select officers as needed to provide leadership and organization; promote participation of members in meetings, activities and projects; and represent the SIG at the State Conference.
8. Submit a written report to the Past President prior to the final Executive Board meeting. A SIG failing to submit a yearly report will be considered inactive.
9. A SIG's meeting time will be available during the state conference.
10. ASIG may be dissolved at its own written request, or by action of the Executive Board.
11. No SIG shall be associated with, or stem from, any commercially published program or package.

APPLICATION FOR FORMAL RECOGNITION AS A SPECIAL INTEREST GROUP OF THE CALIFORNIA SCHOOL LIBRARY ASSOCIATION

Please complete this form and return it to the Past President.

1. Name of the Special Interest Group.
2. The purpose of the Special Interest Group.
3. Although membership in the Special Interest Group is open to all members of the California School Library Association, this group is specifically oriented to the following population:
4. Please list the name and address of your coordinator(s). Use a separate piece of paper if necessary:

Name: _____

Address: _____

Street

City

State

Zip Code

Work Phone

Home Phone

Email address _____

5. Please attach a list of members. Be sure to include complete addresses with zip codes. All members and officers of the SIG must be members of the California School Library Association.

FOR ASSOCIATION USE ONLY:

Board Action: _____

Date: _____

ORGANIZATIONAL LIAISONS COMMITTEE

FUNCTION:

To develop and maintain active liaisons (or representatives) with other associations and organizations for the purposes of furthering the legislative goals of the association, sharing the mission or vision of the association, and creating long-term positive relationships that help share the association's advocacy efforts.

COMMITTEE MEMBERSHIP:

Chair: Appointed by the President upon the recommendation of the any of the State Executive Board Members and approval of the State Executive Board for two years. May be re-appointed. Must have served as a member of the Organizational Liaisons Committee for at least one year.

Members: Appointed by the Presidents. Members serve two-year terms, with appointments expiring in alternate years.

PROCEDURES/GUIDELINES:

1. Establish liaisons with associations and organizations whose interests align with the association. These may include but not be limited to:
 - a. American Association of School Librarians
 - b. California Teachers Association
 - c. California Federation of Teachers
 - d. California School Boards Association
 - e. California Parent Teachers Association
 - f. Joint Committee on Instructional Resources
 - g. Association of California School Administrators
 - h. County Superintendents
 - i. California Council for Social Studies
 - j. California Association of Teachers of English
 - k. California Reading Association
 - l. CUE (formerly Computer Using Educators) and ISTE
 - m. Divisions and Offices of the California Department of Education
 - n. California State Library
 - o. California Library Association
2. Seek and develop projects of mutual interests with liaison organizations.
3. Seek support for the association's legislative agenda from liaison organizations.
4. Assign committee members specific responsibilities for developing and maintaining liaison relationships and sharing conference information with possible CSLA attendance and representation as session/workshop presenters.
5. Report through the Presidents to the Executive Board on progress and activities of the liaisons.
6. Submit periodic reports and a written report to the Secretary in January for final Executive Board meeting with budget recommendations for the following fiscal year.

7. Review the Organizational Liaisons Committee page of the Handbook and submit revisions to the Secretary for the March Board meeting, including a review of appropriate function and procedures.
8. Review and update the Organizational Liaisons Committee page of the CSLA Web site and submit changes to the Secretary and Presidents throughout the year as needed.
9. Reports to the three Presidents:
 - a. Submit committee information in a timely manner for every Board meeting as requested. Submit budget recommendations for the following fiscal year for the March goal-setting Board meeting.
 - b. Submit a final written report of accomplishments and goals for the January Board meeting.

SECRETARY

FUNCTION:

- To record and disseminate the actions of the Executive Board meetings and state association membership meetings.

DUTIES:

See Articles V, VI of the Bylaws for terms of office, meetings, and Executive Board membership.

1. Record and prepare for distribution the Minutes of the Executive Board.
2. Maintain Minutes and any committee reports presented to the Executive Board during the term of office, in Google Drive.
3. Provide officers and committee chairs with documents or information necessary for the performance of their duties and responsibilities upon request.
4. Maintain a file of all existing committees and their membership during the term of office.
5. Respond to correspondence as assigned.
6. Provide forms for formal Motions made at face-to-face Executive Board meetings.
7. Submit a written report for the final Executive Board meeting.
8. Submit a budget recommendation for the following fiscal year.
9. Work with the Administrative Assistant to maintain and update the State Handbook and list of Standing Rules.
10. Assign subject headings to Motions on a meeting-to-meeting basis. Add motions to the computer database following approval of the Minutes, prior to the next scheduled meeting.
11. Post approved Minutes to the website for member access.
12. Act as an ambassador at the annual conference, welcoming and greeting the attendees and exhibitors. Attend all conference events where Board member presence is required.

TREASURER

FUNCTION

- To be responsible for all financial affairs of the Association, with the assistance of the administrative assistant.

DUTIES:

See Articles V, VI, and VII of the Bylaws for term of office, meetings, Executive Board membership, and committee responsibilities.

PROCEDURES/GUIDELINES:

1. Audits all payments and income as it relates to the budget
2. Audits budget
3. Reports at State Board Meetings
4. Reports at Conference (Membership Meeting)
5. Runs the budget meeting
6. Validates hours of the Administrative Assistant prior to monthly payment (with one of the presidents) on the 1st of every month
7. Submits the check (online) for payment of the Administrative Assistant on the 10th of every month
8. Has access to Wells Fargo Account online and ATM card
9. Has access to QuickBooks online.
10. Prepares documents as needed for the to file yearly taxes
11. Yearly Audit of financials - To be completed in May and reported to the board at the June meeting.
12. Act as an ambassador at the annual conference, welcoming and greeting the attendees and exhibitors. Attend all conference events where Board member presence is required.

BUDGET COMMITTEE

FUNCTION:

- To prepare and present a budget to the Executive Board for approval .

COMMITTEE MEMBERSHIP:

Chair: Treasurer

Members: President, President-Elect, Past President, Administrative Assistant, Conference Coordinator

Term: One year.

PROCEDURES/GUIDELINES:

1. The Treasurer will request from the President, Past President, Vice President - Communications, Vice President - Government Relations, Vice President - Membership, and Vice President - Professional Development anticipated budget incomes and expenditures.
2. The committee will review the estimated carry-over balance, estimate the projected membership to ascertain the estimated income for the State.
3. The Treasurer will prepare a written tentative budget to present at the budget meeting.
4. The Administrative Assistant will prepare a written working budget to present to the Executive Board for adoption as the annual budget at the June meeting.
5. The committee will participate in a mid-year review of the budget and at other times, if requested.

ADMINISTRATIVE ASSISTANT

DUTIES:

- **FINANCIAL:**

1. Pays all bills
2. Creates and Follows up with PO's
3. Prepares Membership payment to Regions (quarterly)
4. Deposits checks from mailbox
5. Attends and contributes to the budget meeting as a non-voting member
6. Deals with Authorize.net, Merchant Services, American Express.
7. Has access to Wells Fargo Account online, checkbook, credit card, and ATM card.
8. Completes taxes with our paid accountant.
9. Has access to QuickBooks online.
10. Makes payments to the Foundation based on NEON contributions (quarterly).
11. Distributes W-9 forms to vendors
12. Creates all reports necessary for Treasurer to complete their monthly and yearly presentations.
13. Uploads all invoices, purchase orders, and other documents into the shared drive.

- **NOMINATIONS AND ELECTIONS:**

1. Confirm that the nominees are CSLA members.
2. Collect nominations and biographical data from section committees for inclusion in the ballot mailing.
3. Prepare an online ballot with biographical materials, and instructions for voting.
 - a. Biographical information shall include: name, degrees, credentials, present position, previous experience, professional activities, and a statement of philosophy.
 - b. Under each office title the individual names shall be listed in random order, not alphabetical order, and such order to be determined by a toss of the coin.
4. Conduct the election of section and state officers. As necessary, this shall include special elections for vacant offices.
5. Give access to the database for all current board members.

VICE PRESIDENT OF MEMBERSHIP

FUNCTION

- To assume leadership in membership activities in the following areas:
 - History & Archives Committee
 - Membership Committee

DUTIES

See Articles V, VI, and VII of the Bylaws for term of office, meetings, State Executive Board membership, and committees.

1. CSLA Handbook:

- a. Upon taking office at the February meeting of the State Executive Board, review all committees listed in the CSLA Handbook under this division, consult with committee chairs and with Board members, and propose Handbook structural changes for the ensuing year including the adding or deleting of committees.
- b. Work with each committee chair on Handbook page revisions for the March meeting of the State Executive Board including review of appropriate function, procedures, and members for each committee.

2. CSLA Website

- a. Oversee changes to the committee pages that fall under the Membership Division.

3. Committees

- a. Chairs: Recommend names for committee chairs for appointment by the Vice President Membership and approval of the State Executive Board. Invite committee chairs to Board meetings as needed.
- b. Members: Use the CSLA online membership directory to verify that all committee members are members of CSLA. Use the Google Doc on the shared Division Folder to record committee member's names and contact information.
- c. Operation: Oversee the formation, deletion, and operation of committees under the division throughout the year, attending committee meetings as necessary as an ex-officio member. Make sure the meetings are calendared with the administrative assistant, and the meeting minutes are documented in the shared Division Folder.

4. Reports

- a. Prepare reports for each meeting of the State Executive Board on committee activities.
- b. Prepare a final written report for the January meeting that includes each committee's final report.
- c. Prepare a working budget for the division as a whole based on needs proposed by each committee chair. This budget is to be submitted to the Budget Committee in March for discussion

and review prior to Board approval.

- d. Develop and maintain files in the Google Drive Shared Division Folder. Include agenda, minutes, correspondence, and other items deemed appropriate for the CSLA archives throughout term of office. Print them as part of the annual report and turn them in during the February meeting.

5. Other Duties

- a. Provide leadership and information in recognizing needs of membership that may be met by a function of the division.
- b. Facilitate the General Session: Membership Meeting at the annual conference.
- c. Act as an ambassador at the annual conference, welcoming and greeting the attendees and exhibitors. Attend all conference events where Board member presence is required.
- d. Perform additional duties as assigned by the State Executive Board.
- e. Network with other organizations that may be involved in areas of interest to the general membership associated with this division.

MEMBERSHIP COMMITTEE

FUNCTION

- To assume leadership in recruiting and maintaining membership.

COMMITTEE MEMBERSHIP

Chair: Appointed by the President upon recommendation of the Vice President of Membership and approval of the State Executive Board. Reports to the Vice President of Membership.

Term: Two years; may be reappointed.

Members: Vice President of Membership, Northern and Southern Region Presidents. Other members-at-large, as needed, appointed by the Vice President of Membership

Term: Two years; may be reappointed.

PROCEDURES AND GUIDELINES

See Article III of the Bylaws for types of membership.

1. Regular duties:

- a. Examine membership types, dues, and benefits and make recommendations for restructuring to the VP Membership for the March Board meeting.
- b. As needed, plan an annual membership recruitment drive in consultation with the VP Membership and CSLA Board.
- c. Update the CSLA membership application and/or renewal forms as needed and submit to the Board for approval.
- d. Develop membership publicity, in consultation with the Communication Division's Public Relations Committee, in print, electronic, and other appropriate formats.
- e. Consult with the VP Membership on changes to the online Membership Directory. · Coordinate statewide membership activities with the Northern and Southern Region Membership Chairs.

2. CSLA Handbook:

- a. Review the Membership Committee page of the Handbook and submit revisions to the VP Membership for the March Board meeting, including a review of appropriate function and procedures.

3. CSLA Website:

- a. Review and update the Membership Committee page of the CSLA Website and submit changes to the VP Membership throughout the year as needed.

4. Conference duties:

- a. Attend the annual state conference.
- b. Consider presenting a Concurrent Session on the advantages of membership, perhaps as part of a new member orientation.

5. Reports to the VP Membership:

- a. Submit committee information in a timely manner to the Board if requested.
- b. Submit a final written report of accomplishments and goals for the January Board meeting.
- c. Submit committee member names and updated contact information using the Google Drive shared Membership Folder.

HISTORY AND ARCHIVES COMMITTEE

FUNCTION:

- To oversee the acquisition, preservation, maintenance, and display of the archival material of California School Library Association (CSLA) and all preceding associations dating back to its founding in 1915.

COMMITTEE MEMBERSHIP:

Chair: Appointed by the President upon the recommendation of the Vice President of Membership and approval of the State Executive Board. Reports to the Vice President of Membership.

Term: One year; may be reappointed.

Members: Appointed by the Vice President of Membership upon recommendation of the Chair.

Term: One year; may be reappointed.

PROCEDURES AND GUIDELINES:

1. Regular duties:

- a. Retrieve from all CSLA officers' pertinent and appropriate reports, correspondence, programs, photographs, memorabilia, and other items that were created by them and their committee chairs during their terms in office and which are deemed appropriate for archives.
- b. Identify materials worthy of preservation which chronicle the history of the association and deposit them in the:

Urban Archives Center
California State University, Northridge
Oviatt Library, Room 4
Nordhoff Street
Northridge, CA 91330

- c. Create indexes and other finding aids designed to make the materials accessible. · Periodically mount displays of historical interest at conferences and workshops.

2. CSLA Handbook:

- a. Review the History and Archives Committee page of the Handbook and submit revisions to the VP Membership for the March Board meeting.

3. CSLA Website:

- a. Review and update the Membership Committee page of the CSLA Website and submit changes to the VP Membership throughout the year as needed.

4. Conference duties:

- a. Committee members attend the annual state conference.
- b. Consider presenting a Concurrent Session on CSLA history, perhaps as part of a new member orientation.

5. Reports to the VP Membership:

- a. Submit committee information in a timely manner to the Board if requested.
- b. Submit a final written report of accomplishments and goals for the January Board meeting. Submit committee member names and updated contact information using the Google Drive shared Membership Folder.

RETIREES COMMITTEE

FUNCTION:

- To promote CSLA advocacy and involvement for currently retired members.

COMMITTEE MEMBERSHIP:

Chair: Appointed by the President upon the recommendation of the Vice President of Membership and approval of the State Executive Board. Reports to the Vice President of Membership.

Term: One year; may be reappointed.

Members: Appointed by the Vice President of Membership upon recommendation of the Chair.

Term: One year; may be reappointed.

PROCEDURES AND GUIDELINES:

1. Regular duties:
 - a. Meet to discuss CSLA needs as shared by VP Membership or other Executive Board members and how the Retiree Committee can help.
 - b. Identify committees that members could attend and share expertise with. Report findings to Retiree Committee meetings to discuss further action steps.
 - c. Meet to share retirement pathways and current and future plans and plan for committee events.
2. CSLA Handbook:
 - a. Review the Retiree Committee page of the Handbook and submit revisions to the VP Membership for the March Board meeting.
3. CSLA Website:
 - a. Review and update the Membership Committee page of the CSLA Website and submit changes to the VP Membership throughout the year as needed.
4. Conference duties:
 - a. Committee members attend the annual state conference, as needed or feasible.
 - b. Consider presenting Concurrent Sessions for future and current retirees; mentoring; and/or anything based on committee membership, as applicable.
5. Reports to the VP Membership:
 - a. Submit committee information in a timely manner to the Board if requested.
 - b. Submit a final written report of accomplishments and goals for the January Board meeting. Submit committee member names and updated contact information using the Google Drive shared Membership Folder.

VICE PRESIDENT ANTI-BIAS/ANTI-RACISM

FUNCTION:

- To assume leadership in ensuring that this organization addresses the issues of bias and racism and tries to foster a welcoming inclusive environment.
 - Committee Membership: Leadership for Diversity

DUTIES:

See Articles V, VI of the Bylaws for terms of office, meetings, and Executive Board membership.

1. CSLA Handbook:
 - a. Upon taking office at the February meeting of the State Executive Board, review all committees listed in the CSLA Handbook under this division, consult with committee chairs and with Board members, and propose Handbook structural changes for the ensuing year including the adding or deleting of committees.
 - b. Work with each committee chair on Handbook page revisions for the March meeting of the State Executive Board including review of appropriate function, procedures, and members for each committee.
2. CSLA Website:
 - a. Oversee changes to the committee pages that fall under the Anti-Bias/Anti-Racist Division.
3. Committees:
 - a. Chairs: Recommend names for committee chairs for appointment by the Vice President Anti-Bias/Anti-Racism and approval of the State Executive Board. Invite committee chairs to Board meetings as needed.
 - b. Members: Oversee the Leadership for Diversity Scholarships for Teacher Librarians and Classified Members. Works with the VP of Professional Development to schedule conference workshops and concurrent sessions to attempt to ensure inclusion and diversity.
 - c. Operation: Oversee the formation, deletion, and operation of committees under the division throughout the year, attending committee meetings as necessary as an ex-officio member. Make sure the meetings are calendared with the administrative assistant, and the meeting minutes are documented in the shared Division Folder.
4. Reports:
 - a. Prepare reports for each meeting of the State Executive Board on committee activities.
 - b. Prepare a final written report for the January meeting that includes each committee's final report.
 - c. Prepare a working budget for the division as a whole based on needs proposed by each committee chair. This budget is to be submitted to the Budget Committee in March for discussion and review prior to Board approval.
 - d. Develop and maintain files in the Google Drive Shared Division Folder. Include agenda, minutes, correspondence, and other items deemed appropriate for the CSLA archives throughout term of office.

5. Other Duties:

- a. Collaborate with other VP and the Classified Representative to attempt to ensure inclusion and diversity.
- b. Provide leadership and information in recognizing needs of membership that may be met by a function of the division.
- c. Network with other organizations and bodies that may be involved with the areas associated with this division.
- d. Sit on the California School Library Foundation board as a member at large.
- e. Present the Leadership for Diversity Scholarships at the annual conference.
- f. Act as an ambassador at the annual conference, welcoming and greeting the attendees and exhibitors. Attend all conference events where Board member presence is required.
- g. Perform additional duties as assigned by the State Executive Board.

LEADERSHIP OR DIVERSITY COMMITTEE

COMMITTEE MEMBERSHIP

Chair: Appointed by the President upon recommendation of the Vice President Anti-Bias/Anti-Racism and approval of the State Executive Board. Reports to the Vice President Anti-Bias/Anti-Racism.

Term: Two years; may be reappointed.

Members: One member from each Section appointed by the Section Boards. Other members-at-large, as needed, appointed by the Vice President of Anti-Bias/Anti-Racism upon recommendation of the Leadership for Diversity Chair.

Term: Two years; may be reappointed.

PROCEDURES AND GUIDELINES

See Article VII of the Bylaws.

1. Regular duties

- a. Develop communication links to CSLA membership to promote awareness and understanding of multicultural, multilingual resources, guidelines, and curriculum. Utilize a variety of media outlets (e.g. CSLA Newsletter, Journal, Website, CALIB, etc.) to promote diversity.
- b. Encourage and facilitate the involvement of diverse populations in CSLA activities, including the annual Conference, workshops, leadership positions, and committee work.
- c. Network with other organizations that may be involved in areas of interest to the general membership associated with this division.

2. Leadership for Diversity scholarship:

- a. Administer the Leadership for Diversity scholarship to recruit traditionally under-represented groups into the school library media profession.
- b. Raise money to fund the Leadership for Diversity scholarship and deposit funds with CSLA Treasurer.
- c. The LFD Chair will contact the recipient one year later and provide follow-up information to the CSLA Board.
- d. Report to the CSLA Past President as well as to the Vice President Anti-Bias/Anti-Racism: fundraising amount, scholarship recipient, plans for presentation of the award at the state conference, and follow-up information on the recipient as requested by the State Executive Board.

3. CSLA Handbook:
 - a. Review the LFD Committee page of the Handbook and submit revisions to the VP the Vice President Anti-Bias/Anti-Racism for the March Board meeting.
4. Conference duties:
 - a. Committee members attend the annual state conference and assist at the CSLF table.
 - b. LFD Committee Chair presents the scholarship at the conference award ceremony.
5. CSLA Website: Review and update the LFD Committee page of the CSLA Website and submit changes to the VP the Vice President Anti-Bias/Anti-Racism throughout the year as needed.
6. Reports to the Vice President Anti-Bias/Anti-Racism:
 - a. Submit committee information in a timely manner to the Board if requested.
 - b. Submit a final written report of accomplishments and goals for the January Board meeting.
 - c. Submit committee member names and updated contact information using the Google Drive shared Anti-Bias/Anti-Racism Folder.

LEADERSHIP FOR DIVERSITY SCHOLARSHIP

PURPOSE:

Recognizing the need for teacher librarians who reflect the diversity of California's multicultural, multilingual population, the California School Library Association (CSLA) has established a Leadership for Diversity Scholarship. The scholarship amount is \$1,500 per recipient. More than one scholarship can be given based on money available.

GUIDELINES:

1. Applicant must be a member of a traditionally underrepresented group.
2. Applicant must be enrolled in a California Commission on Teacher Credentialing-accredited teacher librarian credential program.
3. Applicant must show evidence or ability to complete the program, e.g., college transcript or other verification.
4. Applicant must intend to work as a teacher librarian in a California school library media center for a minimum of three years.
5. Financial need will be taken into consideration in awarding the scholarship.
6. A personal statement, two letters of reference, and a college transcript or other verification must accompany the application form. It must be postmarked no later than May 30 and mailed to:

ATTN: Leadership for Diversity Committee
CSLA Office
6444 E Spring Street #237
Long Beach, CA 90815
Or email: info@csla.net

7. The scholarship certificate/s will be presented to recipients at the annual CSLA Conference. Other applicants will be notified of the results by the Leadership for Diversity Committee.
8. Scholarship money will be sent to the recipient by the CSLA Treasurer immediately after evidence of the student's enrollment in a credential program is received.
9. The LFD Committee Chair will contact the scholarship recipient/s for follow-up information one year after receiving the scholarship, and later as needed.

LEADERSHIP FOR DIVERSITY CLASSIFIED SCHOLARSHIP

PURPOSE:

Recognizing the need for teacher librarians who reflect the diversity of California's multicultural, multilingual population, the California School Library Association (CSLA) has established a Leadership for Diversity Scholarship. The scholarship amount is \$1,000 per recipient. More than one scholarship can be given based on money available.

GUIDELINES:

1. Applicant must be a member of a traditionally underrepresented group.
2. Be enrolled in a community college program for school library technical services certification.
3. Applicant must intend to work as a classified staff member in a California school library media center for a minimum of three years.
4. Financial need will be taken into consideration in awarding the scholarship.
5. A personal statement, two letters of reference, and a college transcript or other verification must accompany the application form. It must be postmarked no later than May 30 and mailed to:

ATTN: Leadership for Diversity Committee
CSLA Office
6444 E Spring Street #237
Long Beach, CA 90815
Or email: info@csla.net

6. The scholarship certificate/s will be presented to recipients at the annual CSLA Conference. Other applicants will be notified of the results by the Leadership for Diversity Committee.
7. Scholarship money will be sent to the recipient by the CSLA Treasurer immediately after evidence of the student's enrollment in a credential program is received.
8. The LFD Committee Chair will contact the scholarship recipient/s for follow-up information one year after receiving the scholarship, and later as needed.

VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT

FUNCTION:

To assume leadership in professional development activities in the following areas:

- [Professional Development \(PD\) Committee](#)
- [Committee for Standards Integration \(CSI\)](#)
- [Research Task Force/Committee](#)
- Collaboration with [Conference Committee](#)
- Journal

DUTIES:

See Articles V, VI, VII of the Bylaws for term of office, meetings, State Executive Board membership and committees.

1. CSLA Handbook:

- a. Upon taking office at the February meeting of the State Executive Board, review all committees listed in the CSLA Handbook under this division, consult with committee chairs and with Board members, and propose Handbook structural changes for the ensuing year including the adding or deleting of committees.
- b. Work with each committee chair on Handbook page revisions for the March meeting of the State Executive Board including review of appropriate function, procedures, and members for each committee.

2. CSLA Website:

- a. Oversee changes to the committee pages that fall under the Professional Development Division.

3. Committees:

- a. Chairs: Recommend names for committee chairs for appointment by the Vice President of Professional Development and approval of the State Executive Board. Invite committee chairs to Board meetings as needed.
- b. Members: Use the CSLA online membership directory to verify that all committee members are members of CSLA. Use the Google Doc on the shared Division Folder to record committee member's names and contact information.
- c. Operation: Oversee the formation, deletion, and operation of committees under the division throughout the year, attending committee meetings as necessary as an ex-officio member. Make sure the meetings are calendared with the administrative assistant, and the meeting minutes are documented in the shared Division Folder.

4. Reports:

- a. Prepare reports for each meeting of the State Executive Board on committee activities. Prepare a final written report for the January meeting that includes each committee's final report.
- b. Prepare a working budget for the division as a whole based on needs proposed by each committee chair. This budget is to be submitted to the Budget Committee in March for discussion and review prior to Board approval.

- c. Develop and maintain files in the Google Drive Shared Division Folder. Include agenda, minutes, correspondence, and other items deemed appropriate for the CSLA archives throughout the term of office and provide them annually.

5. Other Duties:

- a. Provide leadership and information in recognizing needs of membership that may be met by a function of the division.
- b. Act as an ambassador at the annual conference, welcoming and greeting the attendees and exhibitors. Attend all conference events where Board member presence is required.
- c. Perform additional duties as assigned by the State Executive Board.
- d. Network with other organizations that may be involved in areas of interest to the general membership associated with this division.

PROFESSIONAL DEVELOPMENT COMMITTEE

FUNCTION:

- To coordinate professional development activities for CSLA members, including webinars, workshops, and other opportunities
- To partner with other professional organizations in fostering opportunities for CSLA members and other educators in the State of California
- Work with CUE to co-sponsor, plan, and implement an Information Literacy Summit during the annual CUE Conference.

COMMITTEE MEMBERSHIP:

Chair: Appointed by the President upon recommendation of the Vice President of Professional Development and approval of the State Executive Board. Reports to the Vice President of Professional Development.

Term: One year; may be reappointed for one additional year.

Members: Vice President of Professional Development, Chair of CUE Library Media Educator Network, Vice President of Government Relations, other members-at-large, as needed, appointed by the Vice President of Professional Development

Term: Two years; may be reappointed.

PROCEDURES AND GUIDELINES

1. Regular duties:

- a. Plan and promote professional development opportunities for the betterment of CSLA members and for school library staff
- b. Maintain partnerships with other professional organizations
- c. Organize the CUE Information Literacy Summit
 - i. Establish a timeline for summit planning.
 - ii. Work in conjunction with CUE leadership to select the keynote speaker and the theme of the summit.
 - iii. Solicit ideas about speakers and topics from the Committee for Standards Integration.
 - iv. Invite speakers to submit proposals and make recommendations to CUE leadership.
 - v. Design, produce, and disseminate promotional materials and publicity for the summit.
 - vi. Submit a written report to the Vice President of Professional Development before the next state board meeting that follows the summit.

2. CSLA Handbook:

- a. Review the Professional Development Committee page of the Handbook and submit revisions to the VP of Professional Development for the March Board meeting, including a review of

appropriate function and procedures.

3. CSLA Website:

- a. Review and update the Professional Development Committee page of the CSLA Website and submit changes to the VP of Professional Development throughout the year as needed.

4. Conference duties:

- a. Attend the annual state conference.
- b. Consider presenting a Concurrent Session.

5. Reports to the VP of Professional Development:

- a. Submit committee information in a timely manner to the Board if requested.
- b. Submit a final written report of accomplishments and goals for the January Board meeting.
- c. Submit committee member names and updated contact information using the Google Drive shared Professional Development Folder.

COMMITTEE ON STANDARDS INTEGRATION (CSI)

FUNCTIONS:

- To promote and facilitate the implementation and integration of the California Model School Library Standards in the school library program and throughout the K-12 curriculum.
- To promote and facilitate the implementation and integration of educational technology in the school library program and throughout the K-12 curriculum.
- To support the implementation and integration of education standards (e.g., Common Core State Standards, Next Generation Science Standards, International Society for Technology in Education) in K-12 curricula.
- To manage the recipient selection, presentation, and documentation of the *Good Ideas Award*.
- To manage the recipient selection, presentation, and documentation of the Educational Technology Award.
- To produce the Good Ideas issue of the CSLA Newsletter.

COMMITTEE MEMBERSHIP:

Chair: Appointed by the President upon the recommendation of the Vice President of Professional Development, and approval of State Executive Board. Must have served as a member of the Committee on Standards Integration. Reports to the Vice President of Professional Development.

Term: One year; may be reappointed for one additional year.

Members: One curriculum and one educational technology representative from each Region Board appointed by the Region President, and as many additional representatives from each Region appointed by the Committee on Standards Integration Chair as the Chair deems necessary. All efforts should be made to assure an equal number of members from Northern and Southern Region. The Vice President of Professional Development will also be a member of the committee. Appointments should reflect geographical and professional diversity from each Region. Each year the recipient of the Educational Technology Award and the Good Ideas Award will be invited to join the Committee on Standards Integration as a member.

Terms: Two years; may be reappointed.

OVERALL PROCEDURES/GUIDELINES:

1. Meet as needed each year to set goals, assess needs, and carry out plans of the committee. Recommended minimum of two meetings per year, one at the CSLA Conference, the other at the CUE Conference.
2. Because of the dynamic nature of educational standards, including technology, CSLA members should be surveyed and their needs reported to the membership regularly and systematically.
3. Collaborate with other CSLA committees to ensure standards integration across K-12 curricula.

4. Be informed of what other professional organizations and agencies, e.g., Computer Using Educators (CUE), International Society for Technology in Education (ISTE), Association for Educational Communications and Technology (AECT), Association for Supervision and Curriculum Development (ASCD) and others (such as subject-specific professional educational associations) are doing to promote and facilitate educational standards. Develop relationships with these groups through communication, attending meetings, recommending representatives, and working collaboratively with them.
5. Provide leadership to members in the area of library and educational technology through communication, publications, presentations at conferences and regional meetings, advocacy, and resource services.
6. Identify and develop means to promote and advance member knowledge and expertise in the integration of library standards and educational technology into the school library program and K-12 curriculum.
7. Communicate with members through a monthly column in the CSLA Newsletter. Submit articles, features, tips, etc., to the newsletter and other publications that are timely and appropriate to meet current library and educational standards needs of members.
8. Identify and recognize exemplary implementation of library standards and educational technology by individuals in specific school library programs.
9. Administer the Technology Award.
 - a. Set application timeline
 - b. Review Applications
 - c. Award recipient at Annual Conference
10. Review and update CSLA Handbook and/or CSLA Website pages for the committee with suggestions submitted to the Vice President—Professional Development for the March meeting of the State Executive Board, and further corrections to be submitted on an as-needed basis.
11. Submit a written report in January to the Vice President—Professional Development for final Executive Board meeting with budget recommendations for the following fiscal year.

TECHNOLOGY AWARD (CSI Committee)

PURPOSE OF THE AWARD:

To recognize the Teacher Librarian who best demonstrates leadership in using technology for instruction and promoting their integration of technology into the school instructional program.

PROCEDURES/GUIDELINES:

1. Recommended timeline is as follows:

April:	Disseminate information
October:	Applications due
December:	Recommendation to State Board by Committee on Standards Integration.
January/February:	Technology Award presented at Conference

2. Qualifications to apply for this award include:
 - a. currently working as a Teacher Librarian
 - b. have a current Teacher Librarian credential
 - c. be a member of CSLA
3. The nominee may nominate her/himself or be nominated by another teacher librarian, a classroom teacher, an administrator, or a student.
4. At least three letters of recommendation are required, one each from a teacher, an administrator, and the person making the nomination. Additional letters (no more than three) may be submitted by other teachers, administrators, or students. Letters will describe specific examples of how the nominee promotes technology as a tool for learning and collaborates with teachers and students to integrate technology with curriculum.
5. Nominations must include three letters of recommendation and the application form.
6. An award in the amount of \$1,000, to be used for the purchase of technology that enhances users' access to information, and a plaque honoring the recipient will be provided by a commercial vendor who will receive appropriate acknowledgment for sponsorship. In addition to the \$1,000 award, the vendor will fund the production of the plaque.
7. The recipient will be responsible for making at least one presentation related to the use of technology at a CSLA conference or workshop acceptable to the committee.
8. Information regarding application for this award will be disseminated in the CSLA Newsletter, in other appropriate publications, and at workshops, conferences, and meetings.
9. An application form following established guidelines will be prepared and submitted to the Vice President—Professional Development for approval.
10. The deadline for receiving applications in the CSLA office will be set by the Past President.
11. All completed application forms will be sent to the CSLA office:

12. CSI's recommendation for award recipient will be submitted to the State Board before the December meeting.
13. Notification will be made to the recipient, all applicants, and other appropriate parties in a timely manner.
14. Presentation of the award and participation of the recipient will take place at the State Conference.
15. Submit a written report to the Vice President of Professional Development for the final Executive Board meeting with budget recommendations for the following fiscal year.

CALIFORNIA YOUNG READER MEDAL COMMITTEE

Function:

To introduce young readers in California to a variety of book genres and formats, give them an opportunity to honor their favorite books and authors, and develop and cultivate a love of recreational reading.

Committee membership:

The CYRM program is sponsored by four statewide organizations committed to books and reading. A committee of representatives from each organization coordinates CYRM activities at the state level. The committee develops a promotional packet about the program and provides all the materials needed for participation.

There are 13 members on the CYRM committee.

- Four members from the California Reading Association (CRA)
- Three members from the California Association of Teachers of English (CATE)
- Three members from the California Library Association (CLA)
- Three members from the California School Library Association (CSLA)

Term: 3 years for each member

Committee roles

- CYRM Committee Chair (1 year)
- Corresponding Secretary (3 years)
- Recording Secretary/Treasurer (3 years)
- Publicity Chair (1 year)
- Technology Chair and Apprentice (3 years)
- Ballots and Nomination Chair (3 years)
- Merchandise Chair (3 years)

Procedures/Guidelines:

1. Each member is responsible for attending four meetings per year. Absence from three consecutive CYRM Committee meetings or from a total of four CYRM meetings in a three-year term constitutes automatic removal from the committee.
2. Responsibilities of Committee Members include but are not limited to the following:
 - a. Read and evaluate a list of all nominated books each year for final approval at the October meeting.
 - b. Record scores on Google docs. Scores are from 1 to 5, with 1 being low and 5 being high. Discuss and finalize notes for nominations on Google docs and emails.
 - c. Count ballots at each April meeting.
 - d. Maintain confidentiality of nomination and ballot results.
 - e. Participate in CYRM panels, workshops, and book-talks at the annual conferences, as needed. Host with their sponsoring organization one of the Committee meetings. Responsibilities: meeting

location and breakfast/luncheon arrangements.

- f. Promote the CYRM program in schools, libraries, and conferences.
- g. Plan an annual medal presentation /concurrent sessions with their sponsoring organization's conference committee.
- h. Help at the CYRM information booths at the annual conferences, as needed.
- i. Serve as liaison between the sponsoring organization and the CYRM Committee for the sharing of ideas, suggestions, and concerns.
- j. Publicize and promote CYRM activities among the Board and the members of the parent organization, and write newsletter articles as needed.
- k. Gather medal promotional ideas from their constituents to share with the committee and for workshops and symposia.
- l. Serve on ad hoc committees.
- m. Develop ideas for the annual Resource Guide, write for the Resource Guide, and meet Resource Guide deadlines.
- n. Serve as CYRM Committee officer as rotation brings offices to each organization. · Inform Secretary/Treasurer of new member information prior to the January transitional meeting. 3. Timeline for Committee members:

January -- October:	Read books from the nominated reading list
October -- February:	Complete individual assignment for the Resource Guide
February -- July:	Edit the Resource Guide for final production by August 1 st .

JOURNAL

FUNCTION:

To produce the CSLA Journal.

COMMITTEE MEMBERSHIP:

Editor

Desktop Publishing

Editorial Review Board

Advertising Coordinator

CSLA Vice President, Communications

Journal Staff

CSLA Vice President, Professional Development

Editor: Editorial Board and Journal Staff: Appointed by the Committee Chair.

Publisher: Term: Two years. May be re-appointed.

Journal Staff: Term: Two years. May be re-appointed.

PROCEDURES/GUIDELINES:

1. Perform all editing, layout, proofreading, and related tasks to production and delivery for the Bi-annual Journal
2. Meet with a committee to determine the following to meet the Bi-annual deadlines.
 - a. Determine who will be the authors of articles that we will ask to write.
 - b. Determine what deadlines will be given to the authors.
 - c. Determine when the content will be given to the publisher.
 - d. Determine when the finished project will be presented to Vice President of Communications.
3. Work with a staff to ensure all deadlines are communicated and met.
4. Maintain a Google Calendar of planned meetings and submission deadlines.
5. Upload Newsletter to Neon blasts for review by the Vice President of Communications. Send newsletter pdf files to be uploaded onto the CSLA website.
6. In collaboration with the Vice President- Communications, establish and maintain guidelines for submission, acceptance and editing of submissions to the newsletter.
7. Exercise final responsibility for all editorial decisions related to the Journal.
8. Attend and make reports at meetings of the State Executive Board as invited by the Vice President Communications.
9. Submit periodic reports to and keep in regular contact with the Vice President-Communications.

VICE PRESIDENT OF GOVERNMENT RELATIONS

FUNCTION:

To assume leadership in association activities in the following areas:

- Legislation
- Credentialing Issues
- Intellectual Freedom

DUTIES:

See Articles V, VI, and VII of the Bylaws for term of office, meetings, Executive Board membership and committees.

1. CSLA Handbook:

- a. Upon taking office at the February meeting of the State Executive Board, review all committees listed in the CSLA Handbook under this division, consult with committee chairs and with Board members, and propose Handbook structural changes for the ensuing year including the adding or deleting of committees.
- b. Work with each committee chair on Handbook page revisions for the March meeting of the State Executive Board including review of appropriate function, procedures, and members for each committee.

2. CSLA Website:

- a. Oversee changes to the committee pages that fall under the Government Relations Division.

3. Committees

- a. Chairs: Recommend names for committee chairs for appointment by the Vice President Government Relations and approval of the State Executive Board. Invite committee chairs to Board meetings as needed.
- b. Members: Use the CSLA online membership directory to verify that all committee members are members of CSLA. Use the Google Doc on the shared Division Folder to record committee members names and contact information.
- c. Operation: Oversee the formation, deletion, and operation of committees under the division throughout the year, attending committee meetings as necessary as an ex-officio member. Make sure the meetings are calendared with the administrative assistant, and the meeting minutes are documented in the shared Division Folder.

4. Reports

- a. Prepare reports for each meeting of the State Executive Board on committee activities. Prepare a final written report for the January meeting that includes each committee's final report.
- b. Prepare a working budget for the division as a whole based on needs proposed by each

committee chair. This budget is to be submitted to the Budget Committee in March for discussion and review prior to Board approval.

- c. Develop and maintain files in the Google Drive Shared Division Folder. Include agenda, minutes, correspondence, and other items deemed appropriate for the CSLA archives throughout term of office. Print them as part of the annual report and turn them in during the February meeting.

5. Other Duties

- a. Review and update the CSLA Legislative Priorities in collaboration with the legislative committee to guide legislative actions on an annual basis for approval by the Executive Board and posted on the website.
- b. Provide leadership and information in recognizing needs of membership that may be met by a function of the division.
- c. Help direct the advocacy efforts of CSLA's legislative lobbyist.
- d. Work with California Department of Education, State Board of Education, California State Library, and other organizations in legislative and intellectual freedom matters related to interests and purposes of CSLA.
- e. Network with other organizations that may be involved in areas of interest to the general membership associated with this division.
- f. Act as an ambassador at the annual conference, welcoming and greeting the attendees and exhibitors. Attend all conference events where Board member presence is required.
- g. Perform additional duties as assigned by the State Executive Board.

LEGISLATION COMMITTEE

FUNCTION:

To engage in on-going analysis of pending state, federal, and local legislation affecting school library services and personnel and to provide leadership in initiating, supporting, or opposing such legislation. Works with credentialing programs and CDE to engage in analysis of current and proposed changes to credentialing requirements.

COMMITTEE MEMBERSHIP:

Chair: Appointed by the President upon the recommendation of the Vice President of Government Relations and approval of the Executive Board for one year. Must have served as a member of the Legislation Committee.

Members: Representatives are appointed from each Region of CSLA. Members serve two-year terms, with appointments expiring in alternate years. The School Library Consultant from the California Department of Education will serve as an ex-officio non-voting member.

PROCEDURES/GUIDELINES:

1. Review and update the CSLA Legislative Priorities to guide legislative actions on an annual basis for approval by the Executive Board and posted on the website.
2. Examine federal, state, and local legislation affecting school library programs, services, and personnel.
3. Recommend, subject to the Executive Board's approval, the positions of the association on individual items of legislation in accordance with the following categories:
 - a. SPONSOR - Initiate legislation, obtain author or co-authors, and assume responsibility for obtaining support for enactment.
 - b. SUPPORT - Actively lobby legislation introduced or proposed which is in the interest of the association.
 - c. APPROVE - Favor legislation but not actively lobby for it.
 - d. NEUTRAL or NO POSITION
 - e. DISAPPROVE - Disfavor legislation but not actively lobby against it.
 - f. OPPOSE - Actively lobby against legislation that is contrary to the interests of the association.
 - g. WATCH - Monitor legislation and bring any significant amendments to the GRC Legislation Committee for possible change in position.
4. When a position on legislation is required before an Executive Board meeting is scheduled, the position may be approved by the State President, Vice President of Government Relations, and Legislation Committee Chair.
5. Report to the Executive Board directly or through the Vice President of Government Relations, and to the

membership through existing publications, committee newsletters, workshops, or other means.

6. Actively solicit membership response to committee direction and decisions.
7. Work with the Organizational Liaisons Committee to develop relationships with allied organizations to increase Legislation Committee effectiveness.
8. Encourage the initiation of legislation favorable to educational matters related to the interests and purposes of CSLA.
9. Represent the Association before legally constituted bodies that may create, effect, support, or oppose legislation.
10. Submit periodic reports and a written report to the Vice President – Government Relations in January for final Executive Board meeting with budget recommendations for the following fiscal year.
11. Review and update CSLA Handbook and/or CSLA Website Legislation Committee pages with suggestions submitted to the Vice President - Government Relations for the March meeting of the State Executive Board, and further corrections to be submitted on an as needed basis.
12. Review the Legislation Committee page of the Handbook and submit revisions to the Vice President – Government Relations for the March Board meeting, including a review of appropriate function and procedures.
13. Review and update the Legislation Committee page of the CSLA Web site and submit changes to the Vice President – Government Relations for the March Board meeting. Submit additional revisions throughout the year as needed.
14. Reports to the Vice President – Government Relations:
 - a. Submit committee information in a timely manner for every Board meeting as requested. · Submit budget recommendations for the following fiscal year in March
 - b. Submit a final written report of accomplishments and goals for the January Board meeting.

INTELLECTUAL FREEDOM COMMITTEE

FUNCTION:

To assume leadership and serve as a resource in areas *regarding* First Amendment issues related to California school libraries.

COMMITTEE MEMBERSHIP:

Chair: Appointed by the President upon the recommendation of the Vice President of Government Relations and approval of the State Executive Board for one year. May be re-appointed. Must have served as a member of the Intellectual Freedom Committee for at least one year.

Members: A minimum of three members to be appointed by the Chair. Members serve two-year terms, with appointments expiring in alternate years.

PROCEDURES/GUIDELINES:

1. Present concurrent session at annual conference with specific subject emphasis to be determined by the committee. Be available to present at other conferences when requested.
2. Provide information, when requested, on any of the following issues:
 - a. academic freedom
 - b. intellectual freedom
 - c. selection policies
 - d. challenges to materials
 - e. acceptable use policies
 - f. copyright issues
 - g. free equitable access to library media materials
3. Produce and update, as necessary, resources on above mentioned issues.
4. Provide updated lists of contact people and/or organizations that are available to assist when specific problems or challenges arise.
5. Report to the membership through existing publications, workshops, or other means.
6. Submit periodic reports and a written report to the Vice President – Government Relations in January for final Executive Board meeting with budget recommendations for the following fiscal year.
7. Review the Intellectual Freedom Committee page of the Handbook and submit revisions to the Vice President – Government Relations for the March Board meeting, including a review of appropriate function and procedures.
8. Review and update the Intellectual Freedom Committee page of the CSLA Web site and submit changes to the Vice President – Government Relations for the March Board meeting. Submit additional revisions throughout the year as needed.
9. Reports to the Vice President – Government Relations:

- a. Submit committee information in a timely manner to the Board if requested.
- b. Submit a final written report of accomplishments and goals for the January Board meeting. ·
Submit committee member names and updated contact information using the Google Drive shared Government Relations Folder.

VICE PRESIDENT OF COMMUNICATIONS

FUNCTION

To assume leadership in communications activities in the following areas:

- Newsletter
- Blog
- Public Relations
- Website
- Social Media
- Collaboration (Listserv)
- Journal

DUTIES

See Articles V, VI, and VII of the Bylaws for term of office, meetings, State Executive Board membership, and committees.

1. CSLA Handbook:
 - a. Upon taking office at the February meeting of the State Executive Board, review all committees listed in the CSLA Handbook under this division, consult with committee chairs and with Board members, and propose Handbook structural changes for the ensuing year including the adding or deleting of committees.
 - b. Work with each committee chair on Handbook page revisions for the March meeting of the State Executive Board including review of appropriate function, procedures, and members for each committee.
2. CSLA Website:
 - a. Oversee changes to the committee pages that fall under the Communications Division.
3. Committees:
 - a. Chairs: Recommend names for committee chairs for appointment by the Vice President Communications and approval of the State Executive Board. Invite committee chairs to Board meetings as needed.
 - b. Members: Use the CSLA online membership directory to verify that all committee members are members of CSLA. Use the Google Doc on the shared Division Folder to record committee member's names and contact information.
 - c. Operation: Oversee the formation, deletion, and operation of committees under the division throughout the year, attending committee meetings as necessary as an ex-officio member. Make sure the meetings are calendared with the administrative assistant, and the meeting minutes are documented in the shared Division Folder.
4. Reports:
 - a. Prepare reports for each meeting of the State Executive Board on committee activities. · Prepare

a final written report for the January meeting that includes each committee's final report.

- b. Prepare a working budget for the division as a whole based on needs proposed by each committee chair. This budget is to be submitted to the Budget Committee in March for discussion and review prior to Board approval.
- c. Develop and maintain files in the Google Drive Shared Division Folder. Include agenda, minutes, correspondence, and other items deemed appropriate for the CSLA archives throughout the term of office. Print them as part of the annual report and turn them in during the February meeting.

5. Other Duties:

- a. Provide leadership and information in recognizing needs of membership that may be met by a function of the division.
- b. Network with other organizations that may be involved in areas of interest to the general membership associated with this division.
- c. Act as an ambassador at the annual conference, welcoming and greeting the attendees and exhibitors. Attend all conference events where Board member presence is required.
- d. Draft press and news releases for CSLA President, in order to increase visibility of CSLA and member issues and accomplishments.
- e. Perform additional duties as assigned by the State Executive Board.

WEBMASTER

FUNCTION:

- To administer the CSLA Website.

DUTIES:

Webmaster: Appointed by the President upon recommendation of the Vice President of Communications and approval by the Executive Board. Reports to the Vice President of Communications.

Term: Two years; may be reappointed.

PROCEDURES/GUIDELINES:

1. Perform technical tasks such as inputting information, editing, proofreading, and related tasks involved in maintaining an up-to-date website.
2. Develop and maintain guidelines, add appropriate links, and perform other related tasks necessary for maintaining the website.
3. Update web pages as requested by CSLA board members.
4. Update web pages that are part of the Neon membership login.
5. Attend and make reports at meetings of the State Executive Board when invited.
6. The elected officers at the State and Region level are responsible for sending regular updates to the Webmaster for keeping the information accurate and current.
7. Reports to the Vice President of Communications.

LISTSERV MODERATOR

FUNCTION:

- To administer Google Group: CALIBK-12.

DUTIES:

Collaboration Moderator: Appointed by the President upon recommendation of the Vice President of Communications and approval by the Executive Board. Reports to the Vice President of Communications

Term: Two years. May be re-appointed.

PROCEDURES/GUIDELINES:

1. Moderates the CSLA Listserv.
2. Develop and maintain guidelines as developed in conjunction with the Communications Committee.
3. Review all messages and posts to ensure they meet guidelines
4. Reports to the Vice President of Communication.

NEWSLETTER EDITOR

FUNCTION:

- To produce the CSLA Newsletter through Neon and Blog

Duties:

Editor: Appointed by the President upon recommendation of the Vice President of Communications and approval of Executive Board. Reports to Vice President of Communications.

Contributors: Appointed by the President upon recommendation of the Vice President of Communications and approval of Executive Board. Reports to Vice President of Communications.

Term: Two years; may be reappointed.

PROCEDURES/GUIDELINES:

1. Oversee, collect and post blog posts from contributors. Blog posts will be the content for the Monthly Newsletter Blast.
2. Perform all editing, layout, proofreading and related tasks to production and delivery for the monthly newsletter through Neon Blasts
3. Ten monthly newsletters are posted through Neon blasts each year (none during July and August)
4. Meet with a committee to determine what content will be part of the monthly newsletter and if any edits need to be done.
5. Maintain a Google Calendar of planned meetings and submission deadlines.
6. Upload Newsletter to Neon blasts for review by the Vice President of Communications by the end of the month.
7. In collaboration with the Vice President- Communications, establish and maintain guidelines for submission, acceptance and editing of submissions to the newsletter.
8. Exercise final responsibility for all editorial decisions related to newsletter and blog content.
9. Attend and make reports at meetings of the State Executive Board as invited by the Vice President Communications.
10. Submit periodic reports to and keep in regular contact with the Vice President-Communications

PUBLIC RELATIONS COMMITTEE

FUNCTION:

- To prepare or update a plan for statewide public relations activities and, with Board approval, to carry out these plans.
- To develop and maintain methods of communication with membership on topics of importance and timeliness.

COMMITTEE MEMBERSHIP:

Chairs: Chairs representing the membership regions are appointed by the President upon the recommendation of the Vice President of Communications and approval of Executive Board.

Members: Members are appointed by the Committee Chair from Northern Region and Southern Region Public Relations Committee Representative, appointed by the Region President, with approval of Region Board. State Membership Vice President. Other members may be appointed by the Committee Chair.

Term: 2 year staggered terms to provide for continuity in the planning and programs.

PROCEDURES/GUIDELINES:

1. Work to plan a program of activities for the next year to present to the Board in February for action and budget planning.
 - a. Create the list of Conferences for the next year to set up Public Relations Booth staffing.
 - b. b. Devise a Public Relations goal for the year. Present the goal to the State Board for approval at the February meeting with the goal of implementation beginning in April.
2. Carry out the plans approved by the Board within the timelines established by the committee.
3. Evaluate the effectiveness of the yearly program and utilize results to plan for next year.
4. Refer to Regions those activities and proposed plans which are best carried out at the section level.
5. Monitor updates to social media accounts, website and Google Group: CALIB K-12 as needed to keep membership informed on issues of importance.
6. Reports to the Vice President-Communications
 - a. Submit committee information in a timely manner to the Board if requested.
 - b. Submit a final written report of accomplishments and goals for the January Board meeting.
 - c. Submit committee member names and updated contact information using the Google Drive shared Communication Folder.

SOCIAL MEDIA

FUNCTION:

- To administer the CSLA social media

DUTIES:

Social Media Manager:	Appointed by the President upon recommendation of the Vice President of Communications and approval by the Executive Board. Reports to the Vice President of Communications.
Contributors:	Appointed by the President upon recommendation of the Vice President of Communications and approval of Executive Board. Reports to Vice President of Communications.
Term:	Two years; may be reappointed.

PROCEDURES/GUIDELINES:

1. Oversee, collect and post to social media on behalf of CSLA
2. Monitor social media (Facebook, Twitter, Instagram, Youtube)
3. Develop and maintain guidelines for maintaining the relevant social media.
4. Reach out to various members for content with the understanding that region and board members should be working to provide content
5. Attend and make reports at meetings of the State Executive Board when invited.
6. Reports to the Vice President-Communications

GRAPHICS DESIGNER

FUNCTION:

- To create and design content for other positions

DUTIES:

Graphics Designer: Appointed by the President upon recommendation of the Vice President of Communications and approval by the Executive Board. Reports to the Vice President of Communications.

Term: Two years; may be reappointed.

PROCEDURES/GUIDELINES:

1. Create and distribute graphics and designs for:
 - a. Conferences
 - b. Professional development
 - c. Social Media
 - d. Publications
 - e. Website
2. Attend and make reports at meetings of the State Executive Board when invited.
3. Reports to the Vice President-Communication

VP CLASSIFIED LIBRARY PERSONNEL OR STAFF

FUNCTION:

- To assume leadership in representing the interests, issues, and concerns of CSLA classified members and to act as chair of the Classified Committee. Reports directly to the Executive Board.

QUALIFICATIONS:

Currently employed as a classified employee in a school library.

Term of Office: Two years; may be reelected

DUTIES:

1. CSLA Handbook:
 - a. Upon taking office at the February meeting of the State Executive Board, review and propose Handbook structural changes for the ensuing year.
 - b. Work with the Classified Committee on Handbook page revisions for the March meeting of the State Executive Board including review of appropriate function, procedures, and members for the committee.
2. CSLA Website:
 - a. Review and update the Classified page of the CSLA Web site and submit changes to the webmasters throughout the year as needed.
3. Reports
 - a. Prepare reports for each meeting of the State Executive Board on committee activities.
 - b. Prepare a final written report for the January meeting that includes a final report.
 - c. Prepare a working budget for the Classified Committee based on its needs. This budget is to be submitted to the Budget Committee in March for discussion and review prior to Board approval.
 - d. Develop and maintain files in the Google Drive Shared Folder. Include agenda, minutes, correspondence, and other items deemed appropriate for the CSLA archives throughout the term of office. Print them as part of the annual report and turn them in during the February meeting.
4. Other Duties
 - a. Provide leadership and information in recognizing needs of membership that may be met by a function of the classified division.
 - b. Network with other organizations that may be involved in areas of interest to the general membership associated with this division.
 - c. Act as an ambassador at the annual conference, welcoming and greeting the attendees and

exhibitors. Attend all conference events where Board member presence is required.

- i. Consider presenting a concurrent session of special value to classified personnel. Recruit and develop classified staff members to present sessions of special value at regional section events and the annual conference.
 - ii. Serve as chair of the Classified Committee.
 - iii. Use the CSLA online membership directory to verify that all committee members are members of CSLA. Use the Google Doc on the shared Division Folder to record committee member's names and contact information.
 - iv. Make sure the meetings are calendared with the Administrative Assistant, and the meeting minutes are documented in the shared Classified Folder.
- d. Perform additional duties as assigned by the State Executive Board.

CLASSIFIED COMMITTEE

MEMBERSHIP:

Chair: The Classified Representative

Members: Unlimited number of classified members appointed by the Classified Representative. Geographical balance will be taken into consideration. All committee members must be members of CSLA.

Term: Two-year staggered terms for continuity.

PROCEDURES/GUIDELINES:

1. Regularly assess classified needs statewide.
2. Annually review a sampling of statewide classified job descriptions.
3. Plan activities and services that will address the interests, issues, concerns, and questions of CSLA classified members.
4. Serve as a communications and networking link between classified and other CSLA members and committees; e.g.; write articles for the *CSLA Newsletter* and put out items of interest on CALIB and on the CSLA "Classified Committee" web page.
5. Promote the "team concept" of teacher librarian and library classified personnel.
6. Members of the committee shall collaborate with state conference committee and regional representatives to plan staff development sessions for classified personnel.
7. Explore and promote career ladders for classified personnel.

CSLA AWARDS POLICY

PURPOSE:

- To recognize individuals for various contributions to the school library media field. To provide consistency in the awards given by CSLA from one year to the next and from one award to the next.
- To ensure that CSLA is recognized as the organization giving the award.

AWARD LEVELS

CERTIFICATE: To recognize contributions of committee members, officers, and others. May be given by any elected officer of CSLA, state or section.

- Contains logo and name: California School Library Association
- Wording may differ based on reason for award.
- Contains date, name, and office of the officer giving the certificate.

PLAQUE: For official awards established by the CSLA Board: Administrative Leadership, Honorary Membership, Presidents' Award, Technology Award, Innovation Award, Legislative STAR Award.

- Standard-size wood plaque. Recommend approximately 8" X 10".
- Standard-size brass plate, type font, and type size. (See example)
- CSLA logo affixed to brass plate.
- Up to two lines indicating purpose of award. (See below)

DETAILS

- All awards must contain the CSLA logo.
- If joint award with other professional organization, the format, etc., may differ based on input from both organizations.
- Sponsored awards contain the phrase. "Sponsored by_____" at bottom of brass plate. No company logos on award itself, though company mentioned in literature about the award and logo may appear in printed information.
- CSLA will select one vendor to provide award plaques. All orders for awards will go through the Business Office.

WORDING:

- **PRESIDENTS' AWARD:** To honor a Teacher Librarian best performs the roles of collaborative teacher, instructional partner, information specialist, and program administrator as defined in *Information Power*.
- **TECHNOLOGY AWARD:** To honor a Teacher Librarian who displays leadership in using technology for instruction and promoting the integration of technology into the school instructional program.
- **ADMINISTRATIVE LEADERSHIP AWARD:** To honor an administrator who has made influential, unique, and sustained contributions to effective school library programs.
- **HONORARY MEMBERSHIP:** To honor members who have made outstanding contributions to school library media programs and the Association over a sustained period of time.

POLICY STATEMENT ON USE OF MAILING LISTS

The California School Library Association (CSLA) will sell the names and addresses of members who agree to have their names distributed to those organizations which:

1. Wish to contact CSLA members about products and services of particular interest to school libraries and librarians.
2. Submit the materials to be mailed to CSLA for approval by the Administrative Assistant or the president of CSLA. Approval must be obtained before any items may be sent.
3. Sign an agreement that includes a provision for limited use of the list.

The price of this service will be determined on an annual basis by the president of CSLA or the Administrative Assistant based on the charges of similar organizations, and such price may vary with the format in which the information is provided. The mailing list may be sold in any format that CSLA chooses to provide.

CSLA PUBLICATION GUIDELINES

(For projects not covered by existing CSLA publication guidelines and to ensure already established standards are maintained.)

Ad Hoc Editorial Committee

When such a committee is needed (see procedures below), the current CSLA President will identify members as appropriate for focus of publications:

- VP Communications, VP Membership, VP Government Relations, VP Professional Development.
- Representative from relevant CSLA committee (e.g. Curriculum, Ed. Technology)
- CDE Library Consultant
- CSLA Treasurer or other fiscal representative from CSLA Board

Note: This committee should remain in place for the duration of the process for approving the publication (see procedures) regardless of their changed election status.

Basic Criteria

The publication supports the school library community in California and in the United States.

Procedures

1. Author(s) prepare proposal and submit to CSLA President. Proposal must include:
 - a. Purpose of project
 - b. Abstract/Summary
 - c. Outline of proposed content
 - d. Timeline for completion
 - e. Publishing/Distribution date
 - f. Budget (anticipated cost plus recommendations for funding)
2. President acknowledges receipt of proposal to author(s)
3. President establishes an ad hoc editorial committee as defined above and gives proposal to the committee.
4. Editorial committee reviews proposal for compliance with basic criteria and for general relevance to mission of CSLA. Committee considers proposed timeline and negotiates with the author(s) any changes as needed.
5. Editorial committee returns proposal to CSLA President with specific recommendations based on the following:
 - a. Author to proceed with project as described in proposal.

- b. Author to clarify, expand, and/or otherwise revise proposal.
 - c. President to reject project based on lack of compliance with basic criteria as defined above.
6. President returns proposal to the author with the committee's recommendations.
- a. If "proceed" has been recommended:
 - i. Author completes the publication/project and submits final draft to the President. President forwards to original ad hoc committee members.
 - ii. Committee reviews completed project and returns to author with suggested revision, or
 - iii. Submits to Board for final approval
 - iv. Contract with publisher/printer will be drawn up and unless other agreements are made, copyright resides with CSLA.
 - b. If "revise" has been recommended:
 - i. Author revises proposal and resubmits to the ad hoc editorial committee for review.
 - ii. Committee reviews resubmitted proposal and makes a further recommendation to CSLA President.
 - iii. President returns proposal to author with editorial committee recommendations. · If "rejected" has been recommended by the ad hoc committee, President returns proposal to author with written statement as to reasons for rejection.

REIMBURSEMENT POLICY

Reimbursements from the California School Library Association State or Section Treasury shall be made for travel and any other necessary expenses incurred by Executive Board Officers, committee chairs and members, official representatives and delegates of the State or Section to other associations or their conferences, or others authorized by the Executive Board or the Presidents to represent the State or Sections.

1. Reimbursement for automobile travel will be made at the current Board established rate, with car pooling as far as possible. On longer automobile trips, reimbursement will be up to the limit of the lowest reasonably available air travel cost.
2. Reimbursement for air travel will be at economy or tourist class fare.
3. Reimbursement will be made for actual costs of taxicabs, bridge tolls, airport buses and parking, not to exceed \$20.00.
4. Reimbursement for lodging will be made for double occupancy as appropriate.

Receipts shall be attached for public transportation, lodging, etc. (for items over \$10.00) to reimbursement claims, as applicable to items 2, 3, and 4 above.

Variations in allowable reimbursement may be made by a majority vote of the State or Section Boards.

Reimbursements shall not be made for expenses incurred in attending State or Section meetings and conferences for which the member has a reasonable professional obligation to attend. Extra expenses incurred in attending to special meetings in connection with the above may be claimed. This policy is subject to interpretation by the Boards responsible.

CSLA Year At a Glance

Mo#	Month to Start	Event	Responsible Office	Committee Name
03	March	Support CDE Library Survey	VP of Professional Development	PD Committee
04	April	Technology Award	VP of Professional Development	CSI
01	January			
02	February	CSLA Conference	President-Elect	Conference Committee
12	December	CUE Information Literacy Summit	VP of Professional Development	CSI
12	December	California Young Reader Medal (CYRM)	VP of Professional Development	PD Committee
10	October	President's Award	President-Elect	President's Award Committee
06	June	Budget Review	Treasurer	Budget Committee
02	February	Membership Meeting	VP of Membership	Membership Committee
01	January	Leadership for Diversity Scholarship		Leadership for Diversity
02	February	Award	VP of Membership	Committee
06	June	Review and Update CSLA Handbook		

CSLA Current Committees

Office	Committee Name	Committee Responsibility 1	Committee Responsibility 2	Committee Responsibility 3
President-Elect	Conference Committee			
President-Elect	Presidents' Award Committee			
Immediate Past President	Future Conference Site Selection			
Treasurer	Budget Committee			
VP of Membership	Membership Committee			
VP of Membership	History and Archives Committee			
VP of Professional Development	CSI Committee	Technology Award		
VP of Professional Development	Research Task Force Committee	Journal		
VP of Professional Development	Professional Development Committee	CUE Information Summit	CDE Library Survey	CYRM
VP of Government Relations	Legislation Committee			
VP of Government Relations	Intellectual Freedom Committee			
President/Past-President/ President-Elect	Organizational Liaisons Committee			
VP of Government Relations	Leadership Development Committee			
VP of Communications	Public Relations Committee			
VP of Anti-Bias/Anti-Racism	Leadership for Diversity Committee			
Classified Representative	Classified Committee			

SUPPORTING DOCUMENTS

CLA Position Paper on School Libraries. CLA, California Library Association. November 1990.

Program Standards for School Library Media Specialist Preparations. AASL, American Association of School Librarians. 2001.

Resolution in Support of Credentialed Library Media Professionals in School Library Media Centers. IRA, International Reading Association. May 2000.

Resolution #11: On Appropriate Staffing for School Libraries. CATE, California Association of Teachers of English. June 1981.

School Library Media Programs and Staffing. CRA, California Reading Association. June 1994.
<<http://www.californiareads.org>.>

Swofford, Sam, Ed.D., CCTC Executive Director. Memo to All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing. 25 Apr 2000. Approval of Amendments to Title 5, Section 80052, Pertaining to Authorization for Service as a Library Media Teacher. California Commission on Teacher Credentialing, Sacramento. <<http://www.ctc.ca.gov/codcor.doc/000013/000013.html>>