

ASDAL

Association of Seventh-day Adventist Librarians

President's Manual

By

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INCOMING PRESIDENT'S GUIDE TO CALENDAR OF ACTIVITIES

June (Conference Time)

- Treasurer sends out membership renewals.
- Pack the conference planning manual.
- Give conference planning manual to incoming conference chair.
- Receive gavel.
- Take good notes of actions and changes in officers and committee memberships; double check with secretary for accuracy.
- Meet with Conference Planning Committee and help conference chair and onsite coordinator get started.
- Secretary* should collect all recordings of the full conference (not just the business sessions) and all handouts in order to make accurate minutes and to turn over to archives.
- Meet with new Executive Committee to set focus & meeting schedule.
- Encourage the nominating committee to begin work during the conference.

July

- Update the directory based on newly elected officers and committee members.
- Secretary* should distribute the Executive Committee minutes.
- Get list of actions & recommendations from secretary (past).

August

- In coordination with secretary*, finalize lists of officers, committee members, and chairs and submit to web coordinator.
- Begin following up actions voted during the conference.
- Begin working with the different committees.
- Remind committee members and officers to renew membership in order to continue holding office.
- Secretary should begin working on full business session minutes.

September

- Get in touch with Nominating Committee to check on progress.
- Secretary should have the full minutes ready and distributed to the Executive Committee for comments and corrections.

October (October 15 deadline for ASDAL Action, Fall issue)

- Submit President's Message to ASDAL Action editor.
- Keep ongoing communication with Executive Committee and other committees.
- Nominating Committee may call for volunteers/suggestions in Fall issue of ASDAL Action as needed.
- Secretary* must publish the Highlighted Minutes of the Conference in the Fall issue of ASDAL Action.
- Secretary collections statistical data from library directors and have them in by Nov. 30. *This is the first job of the new secretary.*

*May be past secretary if a new secretary's term is just beginning.

November

- As soon as dates of conference are known, write letters of invitation/announcement/notification of upcoming conference to each SDA union and conference educational superintendent, NAD union papers, *Journal of Adventist Education*. Encourage each educational superintendent to send at least one school librarian.
- Secretary distributes statistical summaries to library directors, Assist. Sec. of the Board of Higher Education, and the Director of Education in the GC.

December

- Review slate of nominations and present to the Executive Committee.

January (Jan. 15 deadline for *ASDAL Action*, Winter issue)

- Nominating Committee submits slate of officers with brief bios to *ASDAL Action*; may call for suggestions/volunteers for positions still open.
- Treasurer submits membership list to *ASDAL Action* & President.
- Membership directory must be issued with the winter issue of *ASDAL Action*.
- Secretary announces availability of the statistics in the Winter issue of *ASDAL Action*.
- Conference chair calls for papers and participation; announces conference program, theme, basic info such as lodging, transportation, tours; and puts the conference registration form in *ASDAL Action* and the organization's web site. (For international conferences, information should be announced earlier because people need to plan earlier.)
- Be sure list of officers and committees is still accurate before they get published in the conference program.
- Call for interim reports from all committees/sections, etc.

February

- Nominating Committee mails out ballots with instructions that completed forms be sent to the president by deadline (president and nominating committee chair set the deadline date together).

March

- Conference planners should receive applications for presentations.
- Work with Site planning Committee to project future sites and to specifically confirm the next two conference sites.

April (April 15 deadline for *ASDAL Action*, Spring issue)

- Submit Preliminary Business Agenda to *ASDAL Action*.
- Conference Chair must have the full conference program and registration published in *ASDAL Action* and the website.
- Secretary should have the final copy of the full minutes of the previous conference ready for the upcoming conference.
- Verify accuracy of list of officers and committees before they get published in the conference program.

May

- Receive and count ballots & inform all nominees & chairs.
- Finalize Agenda for Executive Committee and Conference business meetings.
- Project positions that need to be filled and prepare a Nominating Committee Guide that shows positions that need to be filled, terms of office, and other relevant descriptions or information from the Constitution, Bylaws, and Standing Rules. This makes the work of the nominating committee easier since they need to begin work right away.
- Prepare year-end report.

June (Conference Time)

- Pack the gavel.
- Present year-end report.
- Chair the Executive Committee: choose parliamentarian, elect coordinators, etc. –Review what will be covered during the business sessions.
- Chair the conference business sessions.
- First Business Session: establish quorum and clarify who may vote; announce results of election; choose Nominating Committee and give the Nominating Guide to newly elect members; choose Resolutions Committee; announce parliamentarian.
- Check ad hoc committees if they have reached their max of 3 years, in which case they need to elect new officers or establish as standing committee.
- Before the conference closes, see to it that all committees have chairs.
- Sit with conference chair & onsite coordinator to help them get started.
- Last business session: give conference chair and onsite coordinator time to promote the upcoming conference; confirm the next two conference sites.
- At the last business session or at the banquet, pass on the gavel to the next president.
- At the banquet, recognize members who have recently or soon will retire. Have cards signed and sent to retirees not in attendance.