



# SCLA Officer Guide

Thank you for accepting a leadership role as an SCLA Section, Round Table, Committee, or Interest Group officer.

This short guide is designed to orient officers to the organization and management of SCLA. This is not the [handbook or bylaws](#); the official bylaws always have authority over this document.

## First Steps After the Conference

1. Email [web.scla@gmail.com](mailto:web.scla@gmail.com) with the updated contact information for your officers (include name, committee position, home library, and email). Note in your email that the contact information is being sent for inclusion in the Board of Directors discussion list (for committee chairs only) as well as to update your committee's webpage (for all officers).
2. Subscribe to the general SCLA discussion list (<http://www.scla.org/discussion-list>)
3. Familiarize yourself with content on the SCLA website, <http://www.scla.org>.
4. Review and update your committee's page on the website as appropriate (see SCLA website/social media procedures below).
5. Familiarize yourself with the SCLA [Handbook](#) and [Bylaws](#). This can be found by clicking on the "[About SCLA](#)" tab on the website. These bylaws are an active and frequently referenced document.

## Executive Committee vs. Board of Directors, Secretary vs. Executive Secretary

- The SCLA Executive Committee consists of the President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Secretary, Treasurer, Past President, and Executive Secretary. The list is at <http://www.scla.org/executive-officers>
- The SCLA Board of Directors consists of the Executive Committee, as well as the chairs of each Section, Round Table, Committee, and Interest Group, and association liaisons.
- The Secretary is an elected officer and manages the minutes for association meetings.
- The Executive Secretary is a paid professional who handles the administrative functions of SCLA, such as payments and finances, individual membership records, and committee membership records.
- Refer to the [Handbook](#) for additional details about roles and responsibilities.

## Board of Directors Responsibilities

- Board of Directors members are to subscribe to the Board of Directors discussion list. If you are not receiving emails from this discussion list, contact [web.scla@gmail.com](mailto:web.scla@gmail.com)
- All SCLA Board of Directors members, or designee, are expected to attend the quarterly Board of Directors meetings. These are usually held in Columbia on a Thursday morning in April, June, and August.
- A Leadership Retreat is held each January/February in Columbia for all SCLA officers. These usually take place on a Saturday.
- Each Section, Round Table, Interest Group, Committee, and Association Liaison is expected to email the Secretary an update/report of announcements or activities at least one week prior to each quarterly meeting.
- Each Section, Round Table, Interest Group, Committee, and Association Liaison is

- expected to email an end-of-year report to the Secretary.
- Each Section, Round Table, and Interest Group should sponsor a session for the annual conference. Either present the session yourselves, or place a call for members to submit proposals for you to choose from and then select one as being sponsored by your committee. These sponsored sessions are usually accepted by the conference planning committee.
- Refer to the handbook for additional responsibilities of your committee.

### Using the General SCLA Discussion List

- The general Discussion List is for all members of SCLA (only subscribed SCLA members may send and receive messages via the discussion list).
- Anyone may post directly to the list at any time. Send an email directly to [SCLA\\_List@scala.memberclicks.net](mailto:SCLA_List@scala.memberclicks.net) to send a message to all SCLA members subscribed to the list. Be aware that this list is moderated, so it may take up to 48 hours for the email to be sent. If you are not subscribed, go to <http://www.scla.org/discussion-list> for subscription instructions.
- Remember that your replies to discussion list emails go to ALL members of the list and not to the individual sender.

### Using the Board of Directors SCLA Discussion List

- The Board of Directors Discussion List is for all members of the Board of Directors and members will be added when the email is sent to [web.scla@gmail.com](mailto:web.scla@gmail.com) naming them the chairs. It can be used for announcements or discussion.
- Anyone may post directly to the list at any time. Send an email directly to [Board\\_of\\_Directors@scala.memberclicks.net](mailto:Board_of_Directors@scala.memberclicks.net) to send a message to the Board of Director members. This list is not moderated.
- Remember that your replies to discussion list emails go to ALL members of the list and not to the individual sender.

### The SCLA Website and Social Media

- The Marketing Committee handles website updates and manages social media.
- Website (blog) posts: If you wish to share information on the main page of the SCLA website, send an email to [web.scla@gmail.com](mailto:web.scla@gmail.com). Please include a headline, text, and any images or attachments in your email.
- Other website updates: If your committee/section/round table/interest group page requires updates, please email [web.scla@gmail.com](mailto:web.scla@gmail.com).
- Social media coverage: If you would like social media coverage of your blog post or event, please state that in your email to [web.scla@gmail.com](mailto:web.scla@gmail.com).
- Other questions or requests about the website should be sent to [web.scla@gmail.com](mailto:web.scla@gmail.com). A member of the committee will respond to you. *Do not email requests to individual committee members.*
- The committee attempts to address all requests within two business days. More complicated requests may require more time, but you will be notified if that is the case.

### Communicating with Your Committee Members

- The Executive Secretary maintains a current list of all SCLA members. Upon request, an Excel report can be generated of current members of your group. The current reports are important to use because memberships continually change as memberships renew and expire.
- When sending out emails to your group members, it may be helpful to copy and paste the email addresses from the current Excel report into the BCC field of the

message.

## Virtual Meetings and Webinars

- All groups may use SCLA's GoToMeeting subscription to provide members a platform for conducting virtual meetings and webinars. Up to 25 simultaneous users may attend meetings via gotomeeting.com.
- The login information is: username: [scla@capconsc.com](mailto:scla@capconsc.com), password: *scla1087*
- This account is for SCLA business only.
- Use the Support feature (articles, training videos, etc.) in GoToMeeting to familiarize yourself with using the software, and experiment until you are comfortable and confident. SCLA does not have staff available to train or assist members for using the software.

## Budget

- Sections and Round Tables are encouraged to provide continuing education opportunities for their membership and librarians across the state.
- If costs are expected to be incurred, you can submit a Reimbursement Request Form found at: <http://www.scla.org/about-scla>
- For any funds collected in excess of incurred expenses, 50% will go to the general association's funds and 50% will go to the Section(s) or Round Table(s) sponsoring the program.
- Reimbursement guidelines are covered in greater detail in the SCLA Handbook ("Reimbursement Policy for Association Expenses")

## Updating the Bylaws

- If you find that the bylaws pertaining to your Section, Round Table, Committee, or position are not sufficient or up to date, you can propose changes.
- Any proposed changes to the bylaws must be presented to the Board of Directors at a meeting and approved by the last Board of Directors meeting before the annual conference. Once approved by the Board, proposed changes are presented to the membership to be voted on at the business meeting that takes place during the annual conference.

## Transitioning to New Officers

- If you do not seek reelection as an officer, prepare a plan for the transfer of duties and documents to new officers.
- All SCLA elections occur at or by the annual conference.
- All Section/Round Table/Committee/Interest Group Chairs are expected to attend the Board of Directors meeting held at the conclusion of the annual conference.

## Questions? Need Help?

- Ask someone! The Executive Committee is always available for questions and support. Contact information can be found on the website at <http://www.scla.org/executive-officers>.