

Service to SEAALL Committee

a. Committee Charge

- i. The Service to SEAALL Committee is charged with receiving nominations, selecting candidates and giving an award to the chapter member who has made special, significant and sustained contributions to the Chapter.

b. Articles/Bylaws Statements

- i. There shall be the following standing committees: ... (10) Service to SEAALL. (*Articles, Art. VIII*)
[added annual meeting - 4/18/97]
- ii. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*)

c. Composition

- i. The committee is composed of the Immediate Past President and the two immediately previous award winners.
- ii. The committee chair is the previous winner who is serving his/her last year on the committee.

d. Responsibilities

- i. SEAALL Service Award
 - (1) Solicit and compile information about potential award candidates.
 - (a) Use all appropriate media for solicitation of candidates including *Southeastern Law Librarian*, seaall-l, announcements during chapter meetings, etc.
 - (2) Criteria are:
 - (a) Candidate must have given special service to the chapter.
 - (b) Candidate must have a sustained record of service to the chapter.
 - (c) Candidate must have been a chapter member for at least five years.
 - (d) Current and immediate past officers are not eligible.
 - (3) The award does not have to be presented every year.
 - (4) Language of Award plaque
 - (a) Example 1:

DISTINGUISHED SERVICE
AWARD
PRESENTED TO
name here
◇◇◇◇◇◇◇◇◇◇
BY THE
SOUTHEASTERN CHAPTER, A.A.L.L.

design here

IN RECOGNITION OF
SUSTAINED SPECIAL SERVICE
TO THE CHAPTER
◇◇◇◇◇◇◇◇◇◇
date

- (b) Example 2:

PRESENTED TO
name
BY THE
SOUTHEASTERN CHAPTER, A.A.L.L.
IN RECOGNITION OF
HER/HIS SUSTAINED, SPECIAL SERVICE
TO THE CHAPTER

design here

date

- ii. Review award criteria as needed.
- iii. Review committee composition as needed.
- iv. Develop information to assist the committee in making the award.
- v. Chapter Finances **[added executive committee meeting - 4/17/97]**
 - (1) Chair will monitor committee expenses/revenue during the year.
 - (2) Chair will notify outgoing President of totals prior to the annual chapter meeting.
- vi. Handbook
 - (1) The committee will review the procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
- vii. Reporting **[revised 4/99]**
 - (1) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year..
- viii. Meetings
 - (1) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. **[revised 4/99]**
 - (2) Minutes will be recorded for each conference call and meeting.
 - (3) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. **[revised 4/99]**
 - (4) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (5) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.
- e. **Relationship to SEAALL Officers, Administrative Positions or Other Committees**
 - i. President
 - (1) The committee will keep the President informed of its activities as appropriate.
 - ii. Handbook Editor
 - (1) The committee will provide proposed additions and revisions to the procedures included in this Handbook.

iii. Education/Publications

- (1) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. **[added 3/98]**

iv. Newsletter/Public Relations

- (1) The Committee will provide articles on the award to the *Southeastern Law Librarian*. Articles will include a solicitation for nominees and a report on the winner. Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.

v. Other SEAALL Committees

- (1) The Committee will develop relationships with other SEAALL committees as needed.

f. Reimbursement of Committee Expenses

- i. Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. **[revised 4/99]**

ii. Budgeted Expenses

- (1) The chapter will reimbursement the cost of the plaque that is presented to the award winner.
- (2) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. **[revised 4/99]**

iii. Expenses Not Previously Budgeted

- (1) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- (2) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. **[revised 4/99]**
- (3) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

g. Chapter Records

i. Receive from immediate past chair

- (1) Committee files for the previous three years.
- (2) Copies of any project files for the previous three years.

ii. Collect during term

- (1) Items enumerated above.

iii. Convey to successor/Archives

- (1) Items enumerated above.
- (2) Older files and materials are to be sent to SEAALL archives.

h. Calendar of Responsibilities

- March/** Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the
April President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

April Chapter fiscal year begins

Southeastern Law Librarian copy due April 30. **[added 3/00]**

**April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

Chair solicits ideas for special projects from committee members.

June Chair prepares Annual Committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

July Chapter membership year begins

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

Southeastern Law Librarian copy due July 30. **[added 3/00]**

October *Southeastern Law Librarian* copy due October 30. **[added 3/00]**

January *Southeastern Law Librarian* copy due January 30. **[added 3/00]**

**January/
February** Handbook modifications due to editor two months prior to annual chapter meeting **[revised 4/99]**

**February/
March** Chair prepares committee report. Report is due to President one month prior to annual chapter meeting.

Expense/revenue reports due to the President one month prior to the annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/ Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL

May Archives within one month following annual chapter meeting, but no later than May 15.

i. Relevant Chapter Forms [revised 3/98]

- i. Annual Committee Report
- ii. Reimbursement memo
- iii. Budget report