

Placement Committee

a. Committee Charge

- i. The Placement Committee assists chapter members searching for new positions by communicating the availability of new positions. The committee also responds to potential employers with information about SEAALL members who are interested in new employment opportunities and serves as liaison between SEAALL members and prospective employers at the request of a SEAALL member.

b. Articles/Bylaws Statements

- i. There shall be the following standing committees: ... (4) Placement ... (*Articles, Art. VIII*)
- ii. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*)

c. Composition

- i. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
- ii. Maximum committee size is 5.
- iii. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
- iv. The incoming President may also solicit other individuals for committee membership, if necessary.
- v. Committee members will be appointed to two year terms to provide continuity for the committee.
- vi. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

d. Responsibilities

- i. Placement Assistance
 - (1) The committee serves as a clearinghouse for librarians seeking positions and employers seeking to fill positions by collecting resumes of librarians and forwarding resumes to interested employers.
 - (2) These services may be advertised through various means, including newsletter notices, chapter meetings and appropriate Internet discussion lists.
- ii. Internet Job Posting
 - (1) The committee monitors a variety of Internet listservs, posting relevant positions to the seaall-p discussion list.
- iii. Placement activities during the annual chapter meeting
 - (1) The committee will develop placement services notices for distribution to the membership with the preliminary program mailing. **[added 4/99]**
 - (2) The committee will organize Placement binders with resumes and jobs for use during the annual chapter meeting.
- iv. 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.
- v. Handbook
 - (1) The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.

vi. 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.

vii. 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. Handbook Editor

- (1) The committee will provide proposed additions and revisions to the procedures included in this Handbook.

ii. 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]**

iii. Local Arrangements

- (1) The committee will coordinate Placement activities scheduled for the annual chapter meeting with the Local Arrangements Committee.
- (2) The committee will produce placement activities forms for inclusion in the preliminary program mailing. **[added 4/99]**

iv. Newsletter/Public Relations

- (1) The committee will develop copy describing the chapter's Placement Services. Consult the most recent issue of the *Southeastern Law Librarian* for appropriate copy deadlines.

v. Program

- (1) The committee may work with the Program Committee to develop program proposals relevant to the charge of the Placement Committee.

vi. Other SEAALL Committees

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

f. **Reimbursement of Committee Expenses**

i. Ordinary Expenses

- (1) 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) 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
 - (a) Placement Committee reports.
 - (b) Minutes of committee meetings and conference calls.
 - (c) Placement Binders used during annual chapter meeting.

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/ Incoming Chair receives files from previous chair within one month of annual chapter
May 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 preliminary 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/ Handbook modifications due to editor two months prior to annual chapter meeting
February **[revised 4/99]**

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

March 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. Employer /Employee Listing form
- iv. Budget report