

Handbook Editor

a. Charge

- i. The Handbook editor is responsible for maintaining and distributing the *Chapter Handbook and Procedure Manual*.

b. Articles/Bylaws Statements

- i. None

c. Responsibilities

- i. Handbook revision and maintenance
 - (1) A new edition of the handbook is prepared annually.
 - (2) The editor attends Executive Committee meetings and chapter business meetings for potential handbook revisions.
 - (3) The editor monitors the *Southeastern Law Librarian* and other SEAALL communications for potential handbook revisions.
 - (4) The editor notifies all officers, committee chairs and individuals holding administrative posts of the production time line for handbook revisions.
 - (5) The editor provides drafts of all handbook modifications to those who have suggested changes and to other affected positions.
 - (6) Drafts of all handbook modifications are reviewed by the President and Vice-President/President-Elect.
 - (7) A limited supplement may be issued if Articles and/or Bylaws amendments or Executive Committee actions following the annual chapter meeting or the annual business meeting warrant.
 - (8) Complete editions will only be issued once per year.
- ii. Handbook distribution
 - (1) Handbooks are distributed in paper format to all officers, committee chairs and individuals holding administrative posts.
 - (2) New editions are distributed to all officers and administrative positions prior to the annual chapter meeting and by mail to those not in attendance. **[revised 4/99]**
 - (3) New editions are distributed to all committee chairs during the annual chapter meeting and by mail to those not in attendance. **[added 4/99]**
- iii. Chapter Finances **[added executive committee meeting - 4/17/97]**
 - (1) Editor will monitor committee expenses/revenue during the year.
 - (2) Editor will notify outgoing President of totals prior to the annual chapter meeting.
- iv. Website
 - (1) The editor will prepare for potential distribution of the handbook via the SEAALL website.

d. Relationship to SEAALL Officers, Other Administrative Positions or Committees

- i. President
 - (1) The President will provide counsel to the Handbook Editor when questions arise regarding Handbook revisions suggested by officers, committee members or those holding administrative positions.

- ii. Vice-President/President-Elect
 - (1) The Vice-President/President-Elect will provide information on committee chairs and complete committee membership lists.
 - (2) Assist the President in providing oversight for proposed Handbook revisions.
 - iii. Secretary
 - (1) The Secretary will provide copies of minutes from all Executive Committee meetings and chapter business meetings.
 - (2) The Secretary will provide election results and results from Articles and/or Bylaws amendments votes.
 - iv. Other Officers, Administrative Positions and Committees
 - (1) Other entities will provide proposed revisions to the appropriate Handbook sections.
- e. Reimbursement of Expenses [revised 4/99]**
- i. Ordinary Expenses
 - (1) Ordinary expenses, such as phone calls, postage and copy changes incurred in the performance of Handbook maintenance will not be reimbursed by the Chapter.
 - (2) Requests for reimbursement of expenses incurred for official expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
 - (3) Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.
 - ii. Budgeted Expenses
 - (1) The chapter will reimburse the cost of production and mailing of the annual handbook update and any subsequent supplemental updates.
 - (2) Typical budgeted expenses for the handbook include photocopying, binder purchase, and postage for mailing any handbooks not distributed during the annual meeting.
 - iii. Expenses Not Previously Budgeted
 - (1) Should projects be undertaken 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.
 - (3) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.
- f. Chapter Records**
- i. Receive from previous editor
 - (1) Master copy of handbook (print and electronic versions).
 - (2) Handbook editions for the past three years (print only).
 - (3) Minutes from all executive committee meetings and chapter business meetings (print).
 - (4) Correspondence regarding revisions for the previous three years (print and electronic).
 - (5) All formatting notes and procedural notes (print and electronic).
 - 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.

g. Calendar of Responsibilities

February/ Revised edition of handbook distributed to officers and individuals holding administrative posts

March during the annual chapter meeting.

March/ Editor attends Executive Committee meeting during annual chapter meeting.

April

Editor attends annual chapter meeting and reports on handbook activities during business meeting, if necessary.

Revised edition of handbook distributed to committee chairs during the annual chapter meeting.

Revised edition of handbook is distributed by mail to those not attending the annual chapter meeting.

April Chapter fiscal year begins

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

April/ Editor receives final list of committee memberships from President.

May

July Chapter membership year begins

Editor attends Executive Committee meeting during annual AALL meeting.

Editor attends annual chapter business meeting and reports on handbook activities, if necessary.

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

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

December/ Editor notifies all officers, committee chairs and individuals holding administrative positions

January of the production time line for annual handbook revision.

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

January/ Receive proposed handbook modifications two months prior to annual chapter meeting.

February

February/ Provide drafts of handbook modifications to appropriate officers and committee chairs.

March

h. Relevant Chapter Forms [revised 3/98]

i. Reimbursement memo

ii. Budget report