

Membership Database Manager

a. Charge

- i. The Membership Database Manager is responsible for maintaining the SEAALL membership database. The database is used to prepare mailing labels and to create a SEAALL membership directory. The database may also be used for chapter demographic information and membership status.

b. Articles/Bylaws Statements

- i. None

c. Responsibilities

- i. Membership database
 - (1) Member information is entered from the dues form or membership brochure which is forwarded by the Treasurer.
 - (2) Information includes
 - (a) Basic address information: name, address, phone no., fax no., email address
 - (b) Coding for the type of library at which the member is employed
 - (i) firm, academic, court, associate, and student/other
 - (c) Year of most recent dues payment
 - (i) Customarily member names are deleted from the database only when a new member who replaces a previous member is identified.
 - (3) The database also includes information on the “complimentary” newsletter copies
 - (a) AALL entities
 - (i) President, Executive Director
 - (ii) Chapter Newsletter editors
 - (b) These entries are coded to identify their affiliation
 - (i) For ease of updating
 - (ii) To include/eliminate the entry for label production
 - (4) Updating of the database will be completed to the extent possible by September 1 each year.
- ii. Mailing labels
 - (1) Labels are produced as needed.
 - (2) When producing label sets, the Bylaws must be consulted for specific entities entitled to receive the planned mailing
 - (a) Current paid and life members receive ballots.
 - (b) Current paid, life members and “complementaries” receive newsletters.
 - (c) Current paid and previous year lapsed members receive dues notices.
 - (d) Current paid, life members and previous year lapsed members receive conference brochures.
 - (3) The appropriate Executive Committee member should be consulted when in doubt.
 - (4) Postal regulations for bulk mailings should be followed.
- iii. Membership directory
 - (1) Directory is currently produced in odd years.

- (2) A directory typically includes
 - (a) Articles of Incorporation and Bylaws
 - (b) An alphabetical listing of members with a separate listing for associate members
 - (c) A geographical listing.
 - (3) Directory distribution is typically as an insert to the *Southeastern Law Librarian*.
- iv. New members **[added 4/99]**
- (1) The database manager works with the Treasurer and the Membership Committee to identify all new chapter members.
 - (2) New members via dues notice
 - (a) Some new chapter members occur with the return of the annual dues notices.
 - (b) All dues notices are returned to the Treasurer. Copies of the paid dues notices are forwarded to the Database Manager. If a new member is indicated on the form, the Treasurer also sends a copy of the dues notice to the Membership Committee chair for appropriate welcome letters.
 - (3) New members via membership brochure
 - (a) New members who complete the form in the membership brochure return that form to the Treasurer. The Treasurer sends a copy of the new member form to the Database Manager for database update and to the Membership Committee chair for appropriate welcome letters.
- v. Membership Committee **[added 4/99]**
- (1) To assist the membership committee, the database manager will send a copy of the current membership list to the incoming membership Committee chair at least in April and an updated copy in September after the database has been updated. Additional lists and checks will be supplied as needed.
- vi. Chapter Finances **[added executive committee meeting - 4/17/97]**
- (1) Manager will monitor expenses/revenue during the year.
 - (2) Manager will notify outgoing President of total expenses/revenue prior to the annual chapter meeting.
- d. Relationship to SEAALL Officers, Other Administrative Positions or Committees**
- i. Executive Committee
 - (1) The Executive Committee will provide guidance on the preparation of mailing label sets should the Bylaws statements be inconclusive.
 - ii. Secretary
 - (1) The Database manager will provide labels for elections and articles and/or bylaws amendment mailings.
 - iii. Treasurer **[added 4/99]**
 - (1) The Database manager will provide labels/forms for dues notices.
 - iv. Handbook Editor
 - (1) The Database manager will provide proposed additions and revisions to the procedures included in this Handbook.

- v. Membership Committee **[added 4/99]**
 - (1) The Committee will work with the Membership database manager and the Newsletter/Publications Committee to produce the biennial membership directory.
 - (2) The Database manager will provide the committee chair with an updated membership list at least in April (at the change of committee chairs) and in September after the annual database update. Additional lists and checks will be supplied as needed.

- vi. Newsletter/Public Relations
 - (1) Production of the directory will be coordinated with the committee and the Membership Committee.
 - (2) The Database manager will provide labels for mailing the *Southeastern Law Librarian*.

- vii. Other Officers, Administrative Positions and Committees
 - (1) The Database Manager will provide the appropriate sets of mailing labels to other entities as requested with appropriate approval.

- e. **Reimbursement of Expenses**
 - i. Ordinary Expenses **[revised 4/99]**
 - (1) Ordinary expenses, such as phone calls, postage and copy changes incurred in the performance of maintenance of the membership database 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 of all standard sets of mailing labels.
 - (2) Standard sets include those required for mailing the *Southeastern Law Librarian*, for mailing annual election ballots, for mailing annual dues notices, for mailing program announcements for the annual chapter meeting and for mailing any Articles and/or Bylaws amendments votes.

 - iii. Expenses Not Previously Budgeted
 - (1) Should label sets be requested that will require reimbursement but which have not been previously budgeted, approval from the President and/or Executive Committee must be sought prior to undertaking the activity.
 - (2) The entity requesting the non-budgeted label sets is required to provide evidence of that approval.
 - (3) Upon approval, the President will forward the Reimbursement memo to the Treasurer for payment.

- f. **Chapter Records**
 - i. Receive from previous database manager
 - ii. Collect during term
 - iii. Convey to successor/Archives

- g. **Calendar of Responsibilities [revised 4/99]**
 - March/** Provide membership list to incoming Membership Committee chair.
 - April**

Provide mailing labels to Treasurer for dues notices.

April Chapter fiscal year begins

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

July Chapter membership year begins

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

September Database update completed

Provide updated membership list to Membership Committee chair.

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

January Provide mailing labels to Secretary for ballots/articles & bylaws changes.

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

h. Relevant Chapter Forms [revised 3/98]

- i. Dues Notice
- ii. Budget report
- iii. Reimbursement memo