Board Reports

Board reports are required of all officers, committee chairs, paid staff and state representatives at every meeting.

Items which should be included in reports include:

1. Procedural changes.

2. Problems arising and their solutions or lack thereof.

3. Financial statements, including expenditures actual and desired.

4. Programs or projects initiated, accomplished, considered or recommended.

Any officer or chair submitting a report should see that his successor receives a copy of that report along with other appropriate papers, when officeholders change each year.

Executive Board Reports

A – Committee Reports

Committee reports shall include recommendations for board action when appropriate rather than merely reports of options. A committee recommendation is a motion that does not require a second. The nature of these reports will hinge upon the stated purpose of these individual committees.

B - State Reports

Shall be in writing and on-line only (due one week before a board meeting) and shall be included in the newsletter in summarized or full format. Should include information on how the state representative has worked on actions requested of them, such as membership calls, letters, etc., as well as newsworthy items from member states such as significant new appointments, controversies, innovative programs, and library-related legislation.

C - Paid Staff Reports

The Executive Secretary, Newsletter Editor, Portal Administrator and Webmaster should prepare reports and an opportunity to ask questions should be provided.

Special Note

Any committee or officer to whom Association funds have been entrusted should provide an accounting of the disposition of those funds to the Executive Board and the Executive Secretary, even if no further report is appropriate.

All reports are distributed electronically ahead of each meeting and must be sent to the Board list and posted on the website one (1) week before every board meeting. Paper copies are not distributed; attendees are responsible for bringing their own copies of all documents.

1-1 1 President
1-2 2 Vice President
1-3 3 Past President
1-4 4 Recording Secretary
CPA Community Portal Administrator
ES Executive Secretary
NE Newsletter Editor
WM Webmaster
ST-1 Arizona State Representative
ST-2 Colorado State Representative
ST-3 Kansas State Representative
ST-4 Montana State Representative
ST-5 Nebraska State Representative
ST-6 Nevada State Representative
ST-7 New Mexico Representative
ST-8 North Dakota State Representative
ST-9 Oklahoma State Representative
ST-10 South Dakota State Representative
ST-11 Utah State Representative
ST-12 Wyoming State Representative
CO-1Administration Committee
CO-2 Bylaws and Procedures Sub-Committee
CO-3 Awards Committee
CO-4 Communications Committee
CO-5 Leadership Institute Committee
CO-6 Membership Committee
CO-7 Nominating Committee
CO-8 Professional Development Committee