

## **New Jersey Library Association Code for Committees and Their Subcommittees**

All members of the Association are encouraged to participate on the committees and subcommittees of the Association.

This document outlines guidelines for ideal composition of committees and subcommittees. Unless otherwise noted in this document, the following procedures will apply to committee appointments.

The first vice-president (president-elect) will select among applicants and solicit among other individuals with identified expertise to serve beginning the following year on committees and their subcommittees. All committee and subcommittee members must be individual members of the Association except where noted.

When possible, appointments to committees and subcommittees will be representative of the geography, the types and sizes of libraries throughout the state, and the positions of librarians in New Jersey libraries, within their makeup.

Committee terms begin on July 1st. Members are appointed for a two-year term. They may apply for reappointment for up to two additional consecutive two-year terms, thus making their tenure six years. Members must be off a committee for one year in order to be eligible for reappointment to that committee. Any member who does not attend two consecutive meetings without cause may be removed from a committee by the chair.

Committee appointments are staggered to ensure continuity. Term limits on committee appointments ensure that all members of the Association have the opportunity to participate. At the discretion of the first vice-president (president-elect), a member may be asked to serve longer on a committee to function as vice-chair and chair.

The chair of each committee will succeed into that position, having been appointed as the vice-chair by the first vice-president (president-elect) the previous year and approved by the Executive Board of the Association.

Committees and their subcommittees are empowered to meet at least two times per year, dates to be determined by the chair and membership. Chairs report regularly to the president and first vice-president (president-elect) of the Association and are responsible for maintaining records of the group's activities.

Subcommittee are arranged under the umbrella of the main committees as listed here: the Executive Board, the Finance Committee, the Member Services Committee, the Professional Development Committee, the Public Policy Committee and the Public Relations Committee. See the attached organization chart.

The list of committees and their subcommittees is reviewed annually by the Organization Subcommittee and revised as necessary by the Executive Board of the Association.

A task force may be established by the Executive Board or any committee or subcommittee of the Association, with the approval of the president. A task force will be appointed as the need arises to carry out a specific task, at the completion of which it automatically ceases to exist. Task forces are not considered permanent in nature; therefore, they will not be included in the Code.

## **NJLA EXECUTIVE BOARD**

Subcommittees included under the Executive Board are: the Budget Subcommittee, the Bylaws Subcommittee, the Employee Relations Subcommittee, the Organization Subcommittee, and the Planning Subcommittee.

### **Bylaws Subcommittee**

#### AUTHORIZATION

The Constitution & Bylaws Committee was established as a Standing Committee in 1962. Re-established as a Subcommittee of the Executive Board in 1996 to be activated as needed. Changed to a Standing Subcommittee in 2003. Renamed the Bylaws Subcommittee in 2007 after the adoption of new Bylaws and the abolishment of the Constitution in 2006.

#### COMPOSITION

Chair and 4-6 Executive Board members and the Parliamentarian

#### FUNCTIONS

- To review the Association's Bylaws
- To act on suggestions for the revision of the Bylaws
- To make recommendations for revision of the Bylaws
- To prepare the proposed revision of the Bylaws for distribution to members
- To transmit to the ALA Committee on Constitution and Bylaws all changes in the NJLA Bylaws as they are adopted by the membership

### **Employee Relations Subcommittee**

#### AUTHORIZATION

Established as an ad hoc committee to search for an Executive Director in 1980. Established as a Standing Committee in 1981. Changed to an Executive Board Committee in 1985. Re-established as a Subcommittee of the Executive Board in 1996.

#### COMPOSITION

Immediate past president, president and first vice-president (president-elect) and Treasurer or Budget Subcommittee Chair. The past president serves as chair.

#### FUNCTION

- To review annually the contracts and job descriptions for all employees of the Association for approval by the Executive Board
- To review periodically the personnel policies for employees of the Association for approval by the Executive Board
- To annually evaluate the performance of the Executive Director
- To annually review the evaluations of all other employees by the Executive Director
- To make annual salary and other compensation recommendations for all Association employees for approval by the Executive Board
- To study and recommend action as needed on related employee matters
- To support continuing education and professional development for Association employees

#### **Budget Subcommittee**

##### AUTHORIZATION

Finance committee established as a Special Committee in 1942. Established as a Standing Committee in 1943. Re-established as a Subcommittee of the Executive Board in 1996. Re-named Budget Subcommittee in 2007.

##### COMPOSITION

Chair, treasurer, president, first vice-president (president-elect), Executive Director and up to three additional board members

##### FUNCTIONS

- To prepare an annual budget subject to the approval of the Executive Board
- To project future expenditures and to recommend possible ways of meeting the expenses involved
- To review Association investments annually
- To implement, review and evaluate the financial plan of the Association
- To periodically review procedures and controls relating to financial management of the Association

#### **Organization Subcommittee**

##### AUTHORIZATION

Established in 1935 as the Committee on Committee Procedure to study the role and the status of the Association's committees and to develop a Code for Committee Procedures for Standing Committees. Established as a Standing Committee in 1937. Structure Subcommittee of the Planning Committee established in 1984. Name changed to Committee on Organization in

1986. Re-established in 1996 as a Subcommittee of the Executive Board to be activated as needed. Merged with Section Coordinating Subcommittee of the Executive Board in 1999. Re-established as a Standing Subcommittee of the Executive Board in 2003.

#### COMPOSITION

Chair and at least three additional board members.

#### FUNCTIONS

- To study the structure of the Association and to make recommendations to the Executive Board as to any changes
- To revise the Code as deemed necessary
- To monitor, refer, or address reports of Code of Conduct violations, in coordination with the Executive Director or President, as appropriate
- To monitor and support activities of committees, subcommittees and sections
- To recommend addition and dissolution of committees, subcommittees and sections, as appropriate

### **Planning Subcommittee**

#### AUTHORIZATION

NJLA Executive Board Planning and Action Committee was established as a Special Committee in 1967. Renamed Planning for Action in 1967. Name changed to Planning Committee in 1982. Re-established as a Subcommittee of the Executive Board in 1996.

#### COMPOSITION

First vice-president (president-elect), president, Executive Director and at least three other board members. The first vice-president (president-elect) shall be the chair.

#### FUNCTIONS

- To consider issues of broad concern to the Association and the development of its activities
- To recommend goals for action for the Association
- To review and revise the Strategic Plan of the Association
- To continually review the activities of the committees, subcommittees and sections in relation to the Strategic Plan of the Association
- To advise the Executive Board in the above matters

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## **FINANCE COMMITTEE**

#### AUTHORIZATION

Established in 2007

## COMPOSITION

Chair and vice-chair, chairs of the subcommittees under this committee, the treasurer of the Association, the chair of the Executive Board Budget Subcommittee and up to five additional members

## FUNCTIONS

- To review annually the major income generating activities (membership, conference)
- To oversee, support, and assist in the coordination of activities of subcommittees
- To advise the Executive Board on matters pertaining to the Association's financial status

### **Investment Subcommittee**

## AUTHORIZATION

The Scholarship Trust Fund Committee was authorized as a separate committee about 1970. The Investment Subcommittee was formed as a subcommittee in 2006.

## COMPOSITION

Five members, appointed each year for a three-year term with no more than two new appointments in any one year, plus the NJLA treasurer, the chair of the Finance Subcommittee, and the chair of the Scholarship Subcommittee, ex officio. The treasurer of the Association shall act as the treasurer for this committee and hold no other office within it.

## FUNCTIONS

- To manage funds so designated by the Executive Board
- To manage the Scholarship Trust Fund. It provides partial scholarships to support candidates for graduate degrees in library and information science.
- To manage the Development Fund
- To manage the Endowment Fund
- To accept and acknowledge donations and bequests to the Association
- To advise the Executive Board in the above matters

### **NJLA Store Subcommittee**

## AUTHORIZATION

Ways and Means established as a Standing Committee in 1989. Re-established as a subcommittee under the Public Relations Committee in 1996. Re-named and re-established as a subcommittee under the Finance Committee in 2007.

## COMPOSITION

10 members, including the chair

## FUNCTIONS

- To operate the NJLA Store
- To maintain the store's inventory

### **Fundraising Subcommittee**

#### AUTHORIZATION

Established as a subcommittee of the Finance Committee in 2007.

#### COMPOSITION

10 members, including the chair

#### FUNCTIONS

- To investigate and recommend new sources of revenue for the Association
  - To manage fundraising projects as suggested by the board
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### **MEMBER SERVICES COMMITTEE**

#### AUTHORIZATION

Membership Committee established in 1928. Established as a Standing Committee in 1970. Established as Membership Promotion and Member Services Committee in 1996. Name changed to Member Services Committee in 2003.

#### COMPOSITION

15 members, including the chair and vice chair, plus the chairs of the subcommittees under this committee

#### FUNCTIONS

- To identify the needs of personal, institutional, commercial and affiliate members
- To address these needs, either through the committee or through cooperation with another committee, section, roundtable or task force within the Association
- To promote and enhance membership in the Association through recruitment of new members, and the preparation and distribution of membership materials
- To review membership/category fees annually
- To oversee, support, and assist in the coordination of activities of subcommittees

### **Archives and History Subcommittee**

#### AUTHORIZATION

First authorized as a standing committee in 1972. Reinstated as a task force in 2021. Established as a standing subcommittee of the Member Services Committee in 2022 to maintain the history of NJLA..

## COMPOSITION

8 members, in addition to the Committee Chair, NJLA immediate Past President (or other Executive Board liaison), a delegate from the NJLA History & Preservation Section. Effort will be made to prioritize representation of NJLA Sections. At least one member should be a professionally-trained archivist or have extensive experience with archival collections.

## FUNCTIONS

- To arrange for retention and preservation of the archival material of the New Jersey Library Association at a location to be determined by the Executive Board
- To maintain a current inventory or finding aid of the archive
- To document the history of NJLA, and maintain a narrative of the Association's history and leadership available to the public on NJLA's website
- To assist NJLA staff, members, and other users in reference questions and inquiries about the Association's history
- To recommend to the NJLA Executive Board procedures for the development, storage, care, and use of the archive
- To oversee annual procedural training for NJLA leadership

## **Nominations and Elections Subcommittee**

### AUTHORIZATION

Nominations Committee established in 1904. Established as a Special Committee in 1937. Elections Committee established as a Standing Committee in 1961 to supplement the activities of the Nominations Committee. Nominations Committee established as a Standing Committee in 1970. Nominations Committee and Elections Committee combined as the Nominations and Elections Subcommittee under the Member Services Committee in 1996.

### COMPOSITION

5 members, including the chair, appointed as follows: NJLA Past President is Chair; with membership consisting of NJLA Prior Past President; one appointee from Chair of Leadership & Education Subcommittee; Past President of the NJLA College and University Section; and the Past Chair of the Member Services Committee

### FUNCTIONS

- To solicit and recruit nominees to accept petitions for officers of the Association, for members-at-large of the Executive Board, and for ALA Councilor, according to the Bylaws
- To seek, in particular, nominations of persons in order to broaden the representation of the board
- To accept nomination and ballot information for section and roundtable elections
- To collect biographical information and platform statements from the nominees

- To forward all collected information to Executive Director for ballot preparation and distribution
- To prepare, receive, collect and count the ballots
- To inform NJLA President, Executive Director and candidates of election results prior to the annual meeting
- To announce the results of elections at the annual meeting

### **Personnel Administration Subcommittee**

#### AUTHORIZATION

The Civil Service Committee was established in 1944 as a subcommittee of the Personnel Committee, made a Special Committee in 1945, and established as a Standing Committee in 1948. Personnel Committee and Civil Service Committee were combined to form the Personnel Administration Committee in 1955. The Certification Committee was absorbed by the Personnel Administration Committee in 1965, Grievance Committee dissolved in 1991, and function of providing information to members regarding laws and regulations was absorbed by Personnel Administration Committee in 1991. Re-established as Personnel Administration Subcommittee under the Member Services Committee in 1996.

#### COMPOSITION

10 members, including the chair

#### FUNCTIONS

- To keep Association members informed of important developments in the area of personnel issues
- To gather, publish and distribute data relating to salary and working conditions of library personnel in New Jersey
- To recommend to the Executive Board programs relating to salary and employee conditions
- To work with the New Jersey Department of Personnel to explore and to clarify relevant issues as they arise
- To provide assistance to members seeking information relating to personnel practices

### **Member Communications Subcommittee**

#### AUTHORIZATION

Established in 1944. Established as the Publications Subcommittee under the Professional Development Committee in 1996. Re-established as a subcommittee under Members Services Committee in 2003. Re-established as the Member Communications Subcommittee in 2014.

#### COMPOSITION

10 members, including the chair, plus chairs of any subcommittees under this committee

## FUNCTIONS

- To explore, recommend, and implement effective modes of communication about Association activities among members and the New Jersey library community
- To oversee and coordinate the publication of all aspects of the newsletter and web page
- To recommend guidelines and best practices for social media communication and interactions for the Association and its committees, subcommittees and sections

### **Member Communications Subcommittee: Newsletter Editorial Board**

## AUTHORIZATION

Established as a subcommittee in 2003.

## COMPOSITION

7 members, including the chair, as recommended by the Member Communications Subcommittee to the President for appointment to the NJLA Executive Board. The Chair is a two-year term as the Newsletter Editor.

## FUNCTIONS

- To oversee all aspects of the publication of the newsletter
- To implement editorial policy

### **Scholarship Subcommittee**

## AUTHORIZATION

Established in 1925. Established as an ad hoc committee under the Member Services Committee in 1996. Re-established as Scholarship Subcommittee under Member Services in 2003.

## COMPOSITION

10 members, including a representative from the Investment Subcommittee

## FUNCTIONS

- To provide information about awards and eligibility rules to NJLA members
- To review criteria for selection of scholarship winners and present recommended changes to the Executive Board
- To advertise scholarship opportunities and benefits to prospective applicants
- To solicit information about the availability of occasional specific scholarships
- To review credentials of candidates, to interview selected candidates, and to select and notify recipients
- To determine scholarships to be awarded pending funds available from Investment Subcommittee
- To certify the names of the winners to the President, the Treasurer, and the Chair of the Investment Subcommittee

- To arrange for appropriate recognition and announcements at the annual meeting
  - To cultivate scholarship winners for membership and leadership in the Association
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## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### AUTHORIZATION

Created as a Standing Committee in 1996.

### COMPOSITION

15 members, including the chair and vice chair, plus the chairs of the subcommittees under this committee

### FUNCTIONS

- To identify the professional development needs of the Association
- To develop opportunities for professional growth and networking, either within the committee or by working with other committees, subcommittees and sections
- To promote the benefits of professional development and to inform the membership of opportunities available to them
- To liaison with continuing education providers in the state and communicate professional needs and expectations
- To oversee, support, and assist in the coordination of activities of subcommittees

## **Conference Subcommittee**

### AUTHORIZATION

Established as a committee in 1960. Reorganized as a subcommittee of the Professional Development Committee in 1996, absorbing the following previous subcommittees of the Conference Committee: Hospitality, Program and Room Arrangements. Absorbed Exhibits Subcommittee in 2018.

### COMPOSITION

10 or more members including the chair(s)

### FUNCTIONS

- To plan and organize all the activities and other matters relating to the Association's Conferences
- To communicate program proposal requirements and other information to sections, committees and subcommittees to ensure the greatest participation among the groups
- To develop an overall program schedule, including special events and exhibits
- To advertise and promote conference attendance to the membership, vendors and other interested parties

- To disseminate registration and schedule information
- To work to develop a marketing plan for the conference and to identify and pursue sources of revenue and sponsorship opportunities
- To promote positive relations with and acknowledge the needs of exhibitors and sponsors
- To identify conference sites and dates and aid in the negotiation of favorable terms with host location

### **Conference Subcommittee: Conference Future Planning Subcommittee**

#### AUTHORIZATION

Established as a subcommittee of the Conference Subcommittee in 2019.

#### COMPOSITION

5 members, including two former chairs of the Conference Subcommittee and the second Vice President of the NJLA Executive Board

#### FUNCTIONS

- To regularly review the sustainability, feasibility and options for collaboration in preparation for future NJLA Conference events, beyond the scope of the Conference Subcommittee
- To make recommendations for changes to the dates, overall format and content of the NJLA Conference
- To aid in the review of and consider recommendations for contract negotiations
- To work with the Conference Subcommittee, NJLA staff, and the Executive Board to focus on ways to improve or maintain relationships with vendors, secure sponsorship, and promote attendance

### **Leadership and Education Subcommittee**

#### AUTHORIZATION

Established as a Special Committee in 1949. Established as a Standing Committee in 1950. Re-established as a subcommittee of the Professional Development Committee in 1996.

#### COMPOSITION

10 members, including the chair. Effort should be made to include NJLA representatives from library education.

#### FUNCTIONS

- To encourage participation in leadership roles in the Association and provide training for potential leaders
- To develop core competencies for the profession, and to work with committees, subcommittees and sections to promote additional competencies

- To liaison with the Nominations and Elections Subcommittee to review the leadership needs of the Association
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## **PUBLIC POLICY COMMITTEE**

### AUTHORIZATION

Government Relations Committee established in 1974 to replace the Federal Relations and State Legislation Committees. Library Development Committee established in the 1930s as Library Planning Committee. Established as Special Committee in 1949 as Regional Library Planning Committee. Changed to Library Development Committee in 1952. Established as a Standing Committee in 1955. Government Relations Committee and Library Development Committee absorbed into Public Policy Committee in 1996.

### COMPOSITION

20 members, including the chair and vice chair and an NJLA College and University Section liaison

### FUNCTIONS

- To monitor legislative initiatives and legislation, both in the state and in the nation, and to recommend a course of action for the Association and for the professional community
- To work with appropriate agencies to initiate new legislation
- To develop a legislative platform and recommend such to the Executive Board
- To train members to be effective legislative advocates
- To familiarize officials attending the Annual League of Municipalities Conference and other government functions with library issues and NJLA activities, and to encourage attendance at these functions by library staff and trustees
- To study issues facing libraries in New Jersey and to recommend appropriate steps to address these issues
- Organizes annual legislative activities
- In the event of a time-sensitive issue, the committee is empowered to act on legislation without the formal approval of the Executive Board, but with the consent of the NJLA President
- To oversee, support, and assist in the coordination of activities of subcommittees

## **Intellectual Freedom Subcommittee**

### AUTHORIZATION

Established as a Special Committee in 1954. Established as a Standing Committee in 1962. Re-established as a subcommittee under the Public Policy Committee in 1996.

### COMPOSITION

10 members, including the chair

#### FUNCTIONS

- To review, analyze and study matters relating to intellectual freedom
  - To educate members and disseminate information relating to matters of intellectual freedom
  - To provide information and assistance to members on matters relating to intellectual freedom
  - To develop statements which explain current intellectual freedom issues and their implications for libraries, to be adopted by the Executive Board
  - In the event of a time-sensitive issue, the subcommittee is empowered to gather and provide information and act on challenges without the formal approval of the Executive Board, but with the consent of the NJLA President and the Chair of the Public Policy Committee
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### **PUBLIC RELATIONS COMMITTEE**

#### AUTHORIZATION

Established in 1925. Established as a Standing Committee in 1929.

#### COMPOSITION

15 members, including the chair and vice chair, plus the chairs of the subcommittees under this committee

#### FUNCTIONS

- To publicize the activities of the Association
- To cooperate with other agencies and organizations to keep the public informed about library services
- To establish relations with other organizations, foundations and businesses to partner in the promotion of services in libraries
- To promote a positive public image of libraries and library personnel and to encourage others to do likewise
- To issue press releases on major initiatives of the organization
- To oversee the Association's involvement with statewide public relations activities
- To monitor issue and New Jersey press for public relations opportunities
- To oversee, support, and assist in the coordination of activities of subcommittees

### **Honors and Awards Subcommittee**

#### AUTHORIZATION

Resolutions established as a Standing Committee in 1937. Established as a Standing Committee in 1972. (Formerly part of the Combined Trustee Relationships and Trustee Award Committees, and established as a Standing Committee in 1962.) Committees combined and name changed in 1984. Re-established as a subcommittee of the Public Relations Committee in 1996. Renamed Honors and Awards Subcommittee in 2003.

#### COMPOSITION

10 members, including the chair

#### FUNCTIONS

- To identify and recommend to the Board the establishment of appropriate honors and awards to recognize individuals and/or groups for meritorious accomplishments in the field of library service
- To consider for recognition by resolution, persons or groups who have made significant contributions to the profession, including those of notable achievements, recent retirees and those who have died, and to report these names to the Executive Board for their consideration
- To organize an appropriate and visible display of recognition at the Annual meeting or conference

**Adopted by the NJLA Executive Board, May 15, 2007**

**Amended by the NJLA Executive Board, June 18, 2019; March 15, 2022**