

## Education/Publications Committee

### A. Committee Charge

1. The Education/Publications Committee is responsible for developing publications of benefit to the membership of the Chapter. The committee is also responsible for developing SEAALL program proposals for the AALL annual meeting.

### B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (8) Education and Publications ... (*Articles, Art. VIII*) **[revised annual meeting - 4/18/97]**
2. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*)

### C. Composition

1. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

### D. Responsibilities

1. Projects
  - a. Develop program proposals for the AALL annual meeting based upon SEAALL programs.
  - b. Develop a resource guide of legislative expertise with contacts for the southeastern states.
  - c. Develop a directory of Internet access points for the southeast.
  - d. Disseminate information on meetings, programs, speakers and materials from the smaller AALL chapters within SEAALL's geographic area.
  - e. Update the Practice Materials Bibliographies that originally appeared in the *Southeastern Law Librarian*.
  - f. Maintain a clearinghouse of library documents.
2. Web site
  - a. Maintain a SEAALL web site for promoting the chapter and disseminating information on committee projects.
3. Chapter Finances **[added executive committee meeting - 4/17/97]**
  - a. Chair will monitor committee expenses/revenue during the year.
  - b. Chair will notify outgoing President of totals prior to the annual chapter meeting.
4. Handbook
  - a. 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.
5. Reporting **[revised 4/99]**
  - a. The Committee Chair will prepare an annual detailing the activities of the committee and any suggestions for future projects for distribution at the annual chapter meeting.

6. Meetings
  - a. 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]**
  - b. Minutes will be recorded for each conference call and meeting.
  - c. If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files
  - d. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
  - e. 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**

1. Handbook Editor
  - a. The committee will provide proposed additions and revisions to the procedures included in this Handbook.
2. Newsletter/Public Relations Committee
  - a. The Education/Publications Committee should provide information on committee activities and projects to the Newsletter/Public Relations Committee for publication in the *Southeastern Law Librarian* or for other uses. Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
  - b. The Education/Publications Committee will coordinate with the Newsletter/Public Relations Committee regarding any requests for vendor support of the activities of the committee.
  - c. The Committee should communicate with the Newsletter/Publications Committee regarding articles and information appropriate to the SEAALL web site.
3. Program Committee
  - a. The Education/Publications Committee will work with the Program Committee to develop program proposals for the AALL annual meeting.
  - b. The Program Committee will provide the Education/Publications Committee with advance notice of programs scheduled for the annual chapter meeting.
  - c. The Program Committee will also provide the Education/Publications Committee with any program proposals not selected for the annual chapter meeting for consideration as AALL program proposals.
  - d. The Committee will work with the Program Committee to promote the annual chapter meeting through the SEAALL web site.
4. Other SEAALL Committees
  - a. The Committee will promote and support the work of other Committees as appropriate through mounting of relevant information on the SEAALL web site.
  - b. The Committee will develop additional relationships with other SEAALL committees as needed.

#### **F. Reimbursement of Committee Expenses**

1. Ordinary Expenses
  - a. 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]**
2. Budgeted Expenses
  - a. 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]**

3. Expenses Not Previously Budgeted
  - a. 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.
  - b. 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]**
  - c. Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

#### **G. Chapter Records**

1. Receive from immediate past chair
  - a. Committee files for the previous three years
    - (1) Education/Publications Committee reports.
    - (2) Minutes of committee meetings and conference calls.
  - b. Copies of any project files for the previous three years.
2. Collect during term
  - a. Items enumerated above.
3. Convey to successor/Archives
  - a. Items enumerated above.
  - b. 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 or delegates the preparation of committee report. Report is due to President  
**March** one month prior to annual chapter 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]**

1. Annual Committee Report
2. Reimbursement memo
3. Budget

I.