

D.A.S.L (Delaware Association of School Librarians) Executive board has two positions opening in June one is Vice President (a one year post followed by becoming president) and the other is Secretary a two year post.

We are looking for members who will carry out their respective duties as well as being advocates for school librarians in Delaware.

If you think you would like to be part of the executive board please send the attached form and any other relevant information to:

Kim Read (D.A.S.L.) President  
kim.read@nccvt.k12.de.us

**EXECUTIVE BOARD POSITIONS: SECRETARY, VICE PRESIDENT**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_ **DASL MEMBER Y/N**

Position Applied for: \_\_\_\_\_

DO YOU WORK IN DELAWARE? YES  NO

Have you ever on any DLA executive board? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

**Librarian Information**

Delaware Certified school Librarian: Yes/no/in process District & School: \_\_\_\_\_

**Biography**

**please provide a short biography as well as why you think you are the best person for this position**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Must be a member of DLA/DASL**

### **Vice President / President-Elect Serves as vice president for one year.**

May be the chair of the Conference Planning Committee.

Must be a personal member of both DLA and ALA upon election to office of president-elect.

Duties:

1. To serve on the Executive Board.
2. In the absence of the president to assume his/her duties.
3. To serve, ex officio, on all standing committees in the absence of the president.
4. To perform duties as assigned by the president.

### **Secretary**

Elected for a two-year term beginning in each odd-numbered year.

Duties:

1. To serve on the Executive Board.
2. To keep the minutes of the Executive Board meetings and of the business meetings of the Association and to send a copy of the draft minutes to each member of the Board as soon as practical.
3. To make necessary corrections in the draft minutes and to make the approved minutes available as soon as practical.
4. To conduct necessary correspondence and to assume responsibility for the proper distribution of mail received by the Association.
5. To retain minutes of the current and past year. To transfer prior year's minutes to the Association archives.
6. To weed the files of the Association in accordance with the DLA Records Retention Schedule.
7. To keep an official copy of the Bylaws and handbook of the Association.
8. To countersign checks in the absence of the president or the treasurer