

February 10, 2020

The Delaware Association of School Librarians will have two open positions on their Executive Board starting in June of 2020. The first is the post of Vice-President, which is actually a three-year total commitment as the V.P. becomes President in year two, and then Immediate Past President in year three. The second post is for Treasurer, which is a two-year post.

We are looking for members who will carry out their respective duties as well as be advocates for school libraries and librarians in the state of Delaware.

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

Katelynn Scott  
DASL President  
[Katelynn.scott@appo.k12.de.us](mailto:Katelynn.scott@appo.k12.de.us)  
1235 Cedar Lane Road  
Middletown, DE 19709

### **Official job descriptions from the Delaware Library Association Bylaws:**

#### **Treasurer**

Term: Elected for a two-year term beginning in each even-numbered year.

Duties:

1. Must be a personal member of DLA and DASL.
2. To serve on the DASL Executive Board.
3. Prepare yearly budget in consultation with other officers before the fall Executive Board meeting each fiscal year.
4. To monitor, receive, record, and deposit the funds of the Association and to disburse them as authorized by the Executive Board.
5. To coordinate with pertinent groups as needed, in some cases frequently when leading up to main events.
6. To sign all checks and drafts of the division.
7. To monitor, receive, record, deposit, and disburse the funds of the division as authorized by the Executive Boards and of committees as authorized by their committee chairs.
8. To take and process reimbursement requests.
9. To present a written financial statement to the Executive Board at each meeting.
10. To provide an annual written report to the Association at its annual business meeting.
11. To provide materials and any necessary assistance for the annual financial review.

#### **Vice-President/President-Elect**

Term: One year term

Duties:

1. Must be a personal member of DLA and DASL.
2. Must be a voting member of the DLA Conference Planning Committee.
3. To serve on the DASL Executive Board.
4. In the absence of the president to assume his/her duties.
5. To serve, ex officio, on all standing committees in the absence of the president.
6. To perform duties as assigned by the president.
7. May preside over virtual meetings on special topics as needed.

EXECUTIVE BOARD POSITIONS: Treasurer, Vice President

Applicant Information

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

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

Phone: \_\_\_\_\_  
*Work Cell*

E-mail: \_\_\_\_\_

Position applied for: \_\_\_\_\_ DASL member: Y / N

Do you work in Delaware?  Yes  No

Have you ever been 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 and School: \_\_\_\_\_

Years of service in the area of librarianship: \_\_\_\_\_

Biography

Please provide a short biography as why you think are the best person for this position.

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

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