

February 11, 2020

The Delaware Association of School Librarians will have two open positions on their Executive Board starting in June of 2021. 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 Secretary, 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
1235 Cedar Lane Road
Middletown, DE 19709

Official job descriptions from the Delaware Library Association Bylaws:

Secretary

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

Duties:

1. Must be a personal member of DLA and DASL.
2. To serve on the DASL Executive Board.
3. To keep the minutes of the DASL Executive Board meetings and to send a copy of the draft minutes to each member of the Board as soon as practical.
4. To make necessary corrections in the draft minutes and to make the approved minutes available as soon as practical.
5. To conduct necessary correspondence and to assume responsibility for the proper distribution of mail received by DASL.
6. To retain minutes of the current and past year. To transfer prior year's minutes to the Association archives.
7. To countersign checks in the absence of the president or the treasurer.

Vice-President/President-Elect

Term: Elected for a three-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: Secretary, Vice President/President/Past 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: _____