

## **Committee Procedures**

1. The President(s) appoint committee chairs each year, for each standing committee.
2. Members of the committees are identified by the chair as needed.
3. The Board of Directors allocates committee budgets when it approves the yearly budget.
4. Requests for monies for committee work are submitted to the Finance Committee Chair before the budget is adopted at the Leaders' Summer Retreat.
5. Committee chairs submit a report to the Presidents for the Board of Directors meeting at the Leaders' Summer Retreat.
6. Additional committees may be assigned and a chairperson named as needed. These committees will be assigned a specific task and will disburse upon completion of that task.

## **Archives and History Committee**

Authorization: Bylaws, Article VI, Section C

Function/Purpose:

"The Archives and History Committee will collect, organize, and maintain an archival collection of all of the records and artifacts of the Organization at a place designated by the Board of Directors."

Policy:

All records created or received while in an official capacity as an officer or as chair of a committee, region, or division are the property of the organization.

Responsibilities:

- A. Preserve, maintain and expand the archival collection of artifacts, equipment, materials and documents concerning MEMO.
- B. Report content, condition, and concerns about MEMO archives to the Board of Directors at its May meeting.
- C. Collect materials from current Committees, Regions, SIDs and officers.

Duties:

- 1. Provide to the Chair of the MEMO Policies and Procedures Manual any documents, or copies of documents, needed for revisions or updates.
- 2. Locate dates of all amendments to MEMO Bylaws and report to the Bylaws Chair.
- 3. Assist the Awards Chair in locating names of all MEMO awards recipients.

Timeline: Ongoing

Executive Liaison: MEMO Executive Secretary

## **Auditing Committee**

Authorization: Bylaws, Article VI, Section C

Function/Purpose:

"The treasurer's annual financial statement will be audited by a committee of two members appointed by the President(s). This committee will examine the Treasurer's books within thirty days after the end of the fiscal year and will make its report to the Executive Committee at its next meeting."

Responsibilities:

- I. During even-numbered years
  - A. Conduct an audit of MEMO financial records
  - B. Report the results to the Board of Directors at their October meeting.
  
- II. During odd-numbered years
  - A. Mentor and follow-up the external audit.
  - B. Report the results to the Board of Directors at their October meeting.

Timeline: October Board of Directors meeting.

Executive Committee Liaison: Past-Presidents

## **Awards and Professional Development Committee**

Authorization: Bylaws, Article VI, Section C

Function/Purpose:

The committee will administer MEMO awards and establish timelines and procedures for nominating individuals for appropriate awards.

Responsibilities:

- A. Review MEMO awards.
- B. Publicize the time schedule and procedures for MEMO awards in MEMOrandom.
- C. Recommend recipients based upon established criteria for awards.
- D. Recommend award recipients to the Board of Directors.
- E. Notify all nominees for awards of the committee's decision with a letter of praise for their achievements.
- F. Keep a yearly record of the individuals receiving the awards and submit the record to the Presidents.
- G. Secure plaques for award winners and coordinate award ceremony with fall conference committee.
- H. Provide a list of award winners to the MEMO Presidents so appropriate congratulations communication can be sent.

Timeline: Report at April Board of Directors meeting.

Executive Committee Liaison: Presidents-elect

## **Bylaws Committee**

Authorization: Bylaws Article VI, Section C

Function/Purpose:

The committee will review MEMO's bylaws and recommend changes to the Executive Committee, Board of Directors, and Membership.

Members: To be appointed by the Presidents-Elect as needed.

Responsibilities:

Review Bylaws and recommend needed changes.

Timeline: Proposed amendments to the Bylaws published in the official MEMO publication two times before voting.  
Vote on proposed amendments with the spring election.

Executive Committee Liaison: Presidents-elect

## Collaboration Committee

Authorization: Bylaws, Article VI, Section C

Function/Purpose:

The committee provides leadership in collaborating with other organizations to promote the role of media technology programs in instruction and learning. The primary functions include making connections with other organizations to promote an understanding of the role of school media technology programs play in implementing Minnesota's graduation standards and promoting the Information Power Information Literacy guidelines. The committee also seeks to provide MEMO members an understanding of the needs of the members of other professional organizations.

Responsibilities:

A. Make connections with the following organizations:

- Minnesota Association for School Administrators
- Minnesota Association of Elementary School Principals
- Minnesota Association of Secondary School Principals
- Minnesota Association for Supervision and Curriculum Development
- Minnesota School Boards Association

B. Maintain connections with the following organizations:

- Minnesota Coalition Against Censorship
- Minnesota Library Association
- Minnesota Education Association
- Minnesota Federation of Teachers

Timeline: Activity as needed.

Executive Committee Liaison: Presidents

## Communication Committee

Authorization: Bylaws, Article VI, Section C

Function/Purpose:

To set standards for and oversee the MEMO publications.

Responsibilities:

- A. Maintain high quality standards for any membership mailing which carries the MEMO logo.
- B. Notify all Committee, Region, and SID chairs of procedures and quality standards for MEMO mailings and productions.
- C. Coordinate MEMO publications: *Minnesota Media*, *MEMOrandom*, *MT News* and *MEMO's web site*.
- D. Identify and supervise the development of MEMO position papers
- E. Prepare press releases as directed by the Executive Committee
- F. Recommend public relations strategies to MEMO members

Timeline: Report progress at spring Board of Directors meeting.  
Publication deadlines dictate timelines.

Executive Committee Liaison: Presidents

## **Finance Committee**

Authorization: Bylaws, Article VI, Section C

Function/Purpose:

"The Finance Committee will prepare an annual budget in consultation with the Presidents, Presidents-Elect, Treasurer, and one member of the Board of Directors as selected by the Executive Committee; and other duties as necessary." (Bylaws)

Responsibilities:

Prepare a working budget proposal for the July 1 through June 30 fiscal year and present it at the Board of Directors' meeting held at the Leaders' Summer Retreat.

Timeline: To be presented at the Board of Directors meeting for adoption at Leaders' Summer Retreat

Executive Committee Liaison: Treasurer

## **Intellectual Freedom Committee**

Authorization: Bylaws, Article VI, Section C

Function/Purpose:

To promote freedom of access to information in all formats and provide support for individuals and school districts involved in censorship situations.

Responsibilities:

- A. Promote the adoption and use of selection policies in schools.
- B. Be the clearinghouse for violations of intellectual freedom and make recommendations to the Presidents of MEMO.
- C. Work with the Legislative Committee to promote intellectual freedom as needed.
- D. Provide support to local school districts facing challenges.
- E. Develop a process for assisting MEMO members with censorship problems.
- F. Cooperate with other organizations promoting intellectual freedom.

Timeline: As needed.

Executive Committee Liaison: Past-Presidents

## **Legislative Committee**

Authorization: Bylaws, Article VI, Section C

Function/Purpose:

The Legislative Committee plans and coordinates the legislative program of MEMO.

Responsibilities:

- A. Draft MEMO legislative platform and review with Board of Directors. To be adopted by Membership.
- B. Establish and maintain legislative network with AASL, ALA, and AECT.
- C. Communicate with Legislators about MEMO concerns.
- D. Work with and supervise the MEMO lobbyist.
- E. Provide materials and support for MEMO member contacts with legislators.
- F. Continue organization efforts for Minnesota Library Legislation Day
- G. Develop cooperative legislative efforts with other organizations with goals compatible with the goals of MEMO.
- I. Monitor state and federal legislation and inform the membership through official MEMO publications and MEMO-Net of any action which should be taken in the interest of media professionals or MEMO goals.

Timeline: Activity as needed.

Executive Committee Liaison: Presidents

## **Membership Recruitment and Promotion Committee**

Authorization: Bylaws, Article VI, Section C

Function/Purpose:

The committee will coordinate a membership recruitment program and promote continuous membership among current members.

Responsibilities:

- A. Identify and contact potential members
- B. Display membership brochures at all conferences and workshops, and provide brochures to Region Chairs, SID chairs, Commercial SID members, library media education programs, and other appropriate individuals and agencies.

Timeline: As appropriate

Executive Committee Liaison: Presidents

## **Nominations Committee**

Authorization: Bylaws, Article VI, Section C

Function/Purpose:

"The committee will nominate individual members, as defined in Article III, Section B.1.a., as candidates for each office."

Chair: "The Committee will be composed of the current Past-Presidents, as chair..." (Bylaws)

Members: "Four active members selected by the Board of Directors at its fall (summer) meeting. At least two of those selected will not be members of the Board of Directors." (Bylaws)

Responsibilities:

- A. Nominate at least two individual members, as defined in the Bylaws as candidates for office.
- B. Work with the Secretary to conduct elections as outlined in the Bylaws.

Timeline: As identified on Past-President's Chronology

Executive Committee Liaison: Past-Presidents

## **Program Committee**

Authorization: Bylaws, Article VI, Section C

"The chair will be appointed on even years by the Presidents to hold the position for at least a 2 year term. The Presidents-Elect will be a member of this committee." (Bylaws)

Function/Purpose:

"The Program Committee will coordinate programs and conferences of the Organization. " (Bylaws)

Responsibilities:

- A. Establish the program schedule for three years in advance.
- B. Select the Chair(s) and site(s) for the conferences.
- C. Assign a program committee member to each planning committee for every conference or workshop, including SID and Regional Workshops.
- D. Maintain the conference-planning handbook for use in planning future MEMO statewide conferences.

Timeline: As appropriate

Executive Committee Liaison: Presidents-Elect

## **Policies and Procedures Manual**

Authorization: Appointment by the Presidents with the approval of the Executive Committee.

Status: Standing

Function/Purpose:

Update the Policy and Procedures Manual for the Minnesota Educational Media Organization

Members: Presidents-Elect  
Others to be appointed as needed

Responsibilities:

- A. Continue to examine MEMO Archives, especially Board of Directors and Executive Committee minutes to locate all policy and procedures decisions.
- B. Compare policies and procedures with current MEMO practice.
- C. Advise Executive Committee and Board of Directors of policy and procedure conflicts for resolution.
- D. Update pages of Manual for distribution to MEMO Officers and Chairs.

Timeline: For distribution during Leaders' Summer Retreat with updates as needed throughout the year

Executive Committee Liaisons: All officers

## **Special Projects/RED Fund Promotion and Awards Committee**

Authorization: Appointment by the Presidents with the approval of the Executive Committee

Status: Ad hoc

Members: Past-Presidents

Function/Purpose:

To promote the growth of the RED Fund and administer RED Fund awards following Guidelines adopted by the MEMO Executive Committee, November 21, 1993, revised March 13, 1993, and August 13, 1993.

Responsibilities:

- A. Administer awarding RED fund grants.
- B. Publicize RED fund purpose and guidelines to members.

Timeline: As appropriate

Executive Committee Liaison: Treasurer

## **RED Fund Guidelines**

- 1) Individual recipients of RED Fund awards must be members of MEMO.
- 2) Only the interest on the RED Fund may be used to fund projects.
- 3) RED Fund money may be used only to fund extraordinary projects, not general operating expenses of MEMO.
- 4) RED Fund money may be used to fund professional development activities of the general membership, MEMO regions, or special projects, such as:
  - a) Financial support for a project/program to improve/expand school library media technology services in Minnesota.
  - b) Presentations via satellite - uplink and downlink.
  - c) Funding to conduct research/and or disseminate results of research projects that would advance the general goals of the profession.
  - d) Speaker at a MEMO region or state conference.
  - e) Programs to educate others/organizations about media programs.
  - f) Partial financial assistance for a MEMO member to attend a national conference.
  - g) Substitute pay for an individual to observe library media technology programs.
- 5) Individual recipients of RED Fund awards will disseminate the results of their experiences via publication or other appropriate reporting mechanism.
- 6) Preference will be given to projects that involve MEMO groups, rather than individual MEMO members.
- 7) RED Fund Proposals will be submitted on RED Fund Application Forms to the RED Fund Promotion and Awards Committee.
- 8) Decisions about RED Fund awards will be made by the RED Fund Promotion and Awards Committee.
- 9) Individual recipients of RED Fund awards will disseminate the results of their experiences via publication or other appropriate reporting mechanism.
- 10) RED Fund Proposals will be submitted on RED Fund Application Forms to a past president or member of the Red Fund Committee.