

The following role descriptions are a general overview of typical duties for each position. Additional duties may arise. Further details about each position may be viewed under the Paralibrarian Bylaws which can be found under the Paralibrarian Section on nhlibrarians.org

President, NH Paralibrarian Section

The role of Paralibrarian Section President is outlined in the by-laws. The Paralibrarian Section President is part of the Paralibrarian Section Executive Board. This is an elected position. The term length for President is one year. After the one year term is served, the President will fulfill the role of Past-President.

- Conduct meetings of the Paralibrarian Section Executive Board and any section-wide meetings that may take place:
 - Coordinate scheduling of meetings.
 - Make decisions on weather-related cancellations of meetings
 - The President will facilitate group communication by using available web conferencing tools, managing email distribution lists, and web forums
 - Communicate with other board members regarding developing agenda for each meeting
 - The President will solicit items and prepare an agenda for future meetings which will be distributed to the members no later than 1 week prior to the meeting.

- Communicate with Executive Board members regarding issues that arise between meetings.

- Answer communications from section members, referring them to the appropriate Executive Board or committee member.

- Appoint committee members, with input from other officers.

- Represent the section on the NHLA Executive Board as a voting member of that body:
 - Attend regularly scheduled meetings of the NHLA board
 - Participate where necessary and appropriate to promote the interests of section members and NHLA as a whole
 - Report regularly to the Executive Board on what's going on with the Section
 - Report regularly to the Section Executive Board on what's going on with NHLA and the NHLA Executive Board.

- Promote the section and encourage new membership and participation among current members.
- The President shall ensure fiscal oversight of the annual budget in cooperation with the Executive Board.
- The President may also fulfill other duties as the need arises to ensure the success of the section.

Past President, NH Paralibrarian Section

The Paralibrarian Past President is part of the Paralibrarian Section Executive Board. The role of Past President is outlined in the by-laws. The term length for Past President is one year.

- Chairs a Nominating Committee of three members appointed by the President to nominate candidates for each office and
- Shall certify the results of the election and shall notify each candidate and each member of the Committee of such results.
- Award Selection Committee shall be chaired by the immediate Past President.
- Promote the section and encourage new membership and participation among current members.

Vice President/President Elect, NH Paralibrarian Section

The Paralibrarian Vice President is part of the Paralibrarian Section Executive Board. The role of the Vice President is outlined in the by-laws. This is an elected position. The term length for this position shall be one year. After the one year term is served, the Vice President/President Elect will fulfill the role of President for one year, and then Past President for one year.

Additional duties not specified in bylaws:

- The Vice President shall promote the Paralibrarian section at networking events, conferences, workshops, and to coworkers and colleagues.
- The Vice President shall support the short and long-term goals as set by the Paralibrarian Executive Board.
- May schedule Go To Meeting sessions if President is unable to do so.

Secretary, NH Paralibrarian Section

The Paralibrarian Secretary is part of the Paralibrarian Section Executive Board. The role of Paralibrarian Secretary is outlined in the by-laws.

- Secretary shall serve for two years.
- The Secretary shall notify all Executive Board members of Board meetings, shall keep minutes of all general membership and Executive Board meetings and forward these to the section membership.
- The Secretary shall prepare an official ballot.
- All candidates must be members of the Paralibrarians. It shall be the responsibility of the nominator to verify such membership. The Secretary shall omit from the official ballot any names improperly submitted.
- Not later than 60 days prior to the Annual Business Meeting, the Secretary shall deliver a copy of the ballot, using procedures approved by the Executive Board, to each voting member. Ballots shall be returned so that they are received by the Secretary at least two weeks prior to the Annual Business Meeting.
- The Secretary will take minutes and distribute to section members no later than 2 weeks after the meeting.
- Promote the section and encourage new membership and participation among current members.

Treasurer, NH Paralibrarian Section

The Paralibrarian Treasurer is part of the Paralibrarian Section Executive Board. The role of Paralibrarian Treasurer is outlined in the by-laws.

- To keep record of all financial activities for the NHLA Paralibrarian Section.
- Prepare an Annual Budget to be presented to the Board of the Section for approval in March, to be submitted to the NHLA Treasurer by April 1st.
- Receive all checks/payments for classes and Certification Applications. Process the deposit as indicated by NHLA provided procedures (scan all checks, complete the NHLA Deposit Form (excel spreadsheet), bring checks/cash to bank, scan the deposit slip, submit the Form, check scans and slip scan electronically to the NHLA Treasurer). Deposits should be made in the month the payments are received. Enter these amounts in the checkbook spreadsheet and the Profit/Loss Statement.
- Each month NHLA receives membership dues, the Treasurer of NHLA will send a NHLA Transfers Form via email to indicate the money received. Enter this in the checkbook spreadsheet and the Profit/Loss Statement.
- Each month the NHLA Treasurer will forward via email the Bank Statement for the section. Reconcile the checkbook spreadsheet and the Profit/Loss Statement to the Bank Statement.
- Before every Board meeting, prepare a financial status summary for review.
- Keep all files in an electronic folder and a printout of all paperwork for that Fiscal Year. At the end of the Fiscal Year, copy all electronic files to the NHLA Paralibrarian Section Drop Box.
- Promote the section and encourage new membership and participation among current members.

Class Fees

- When payment comes in for classes, on the Wild Apricot roster for that student, enter the date, payment amount, check number and if appropriate, the check total (if for more than one class or more than one student).
- Three weeks before the class is due to run, send a payment reminder to anyone still not paid. Another reminder can be sent a week in advance to confirm the student will be attending if still unpaid.
- Other class related responsibilities to be coordinated with the Education Chair.

Education Chair, NH Paralibrarian Section

The Education chair is a member of the Executive Board. The Education Chair is an appointed position and shall serve at will with no set term length. The Education Committee is in the by-laws. As the position has developed, the chair:

- Helps the Executive Board develop class ideas and suggests teachers
- Contacts potential teachers and confirms class dates/locations/descriptions
- Puts all the information on the NHLA calendar/website/NHAIS list, etc
- Handles registration for events
- Shares class lists and certification forms with teachers
- Coordinates with Membership Chair for advertising classes to the membership.
- Sends out reminders for payments due, and dates/times for classes.
- Promote the section and encourage new membership and participation among current members.

Review Board Chair, NH Paralibrarian Section

The Review Board is in the by-laws.

- Review Board Chair shall serve as the Chair of the Review Board and will represent the Review Board to the Paralibrarian Board.
- Review Board Chair shall serve as the main contact for all applicants.
- Promote the section and encourage new membership and participation among current members.
- Review Board Chair shall follow the below process for all applications:
 - Review Board Chair receives application.
 - Chair notifies applicant packet has been received within three days of receipt.
 - Chair notifies treasurer of receipt and forwarding of check as necessary (and forwards check to treasurer) within 7 days of receipt.
 - Chair distributes copies to Review Board within 7 days.
 - Chair schedules review meeting with Review Board. Review Board meets either in person or by phone to discuss application, preferably within one month of receipt of application.
 - Review Board discusses application and collates a list of questions for applicant.
 - Chair drafts summary of application and/or questions, shares with Review Board for approval prior to sending to applicant. Upon approval, Chair contact applicant and cc's committee.
 - Chair documents response from applicant as needed.
 - Committee reconvenes if necessary based on response from applicant.
 - Upon final approval and agreement from committee, Chair notifies applicant of Review Board's recommendation.
 - Chair notifies President / Secretary to add upcoming approvals to the full board agenda.
 - Letter and certificate are mailed to applicant (generally via the state van).
 - Upload final application to dropbox.
 - Send physical application back to applicant if applicable.

Membership Coordinator, NH Paralibrarian Section

The Membership Coordinator is part of the Paralibrarian Section Executive Board. The Membership Coordinator is an appointed position and shall serve at will with no set term length.

- Keeping current members informed of current and upcoming classes and events via email and other methods when appropriate
- Promoting the Paralibrarian section, including: its benefits, how to apply, advance, and generally promote the section where applicable
- Keep an accurate record of all current members
- Attend meetings in person or remotely