



## **RILA State Representative to NELA**

Voting member of the RILA Executive Board

Nominated by RILA Nominating Committee

Elected by RILA membership as part of full slate vote @ Annual Conference

Requirements: Current RILA & NELA joint membership

Term: 2 years (or as interim up to term end date) // Term limits: 2 terms

The RILA State Rep to NELA has the unique opportunity to serve on two Executive Boards with voting privileges on both. The position represents RILA on the NELA Executive Board and serves as a liaison from NELA to RILA. The RI State Rep is one of six state reps on the NELA Executive Board.

Travel to meetings around New England is required. Mileage is reimbursed from NELA for travel to NELA meetings at the current federal rate. If you must travel more than 3 hours each way to a meeting then NELA will reimburse for lodging. Executive Board meetings are held on a Friday and are usually 10 am to 2 pm with lunch provided. There is a virtual option for Executive Board meetings, but in-person is preferred.

Attendance is expected at both the RILA Annual Conference and the NELA Annual Conference. RILA will reimburse for NELA Annual Conference registration, meals and lodging, in accordance with the RILA Travel Policy.

### **RILA Duties**

- Attend monthly RILA Board meetings and communicate NELA updates.
- Attend Annual Conference Business Meeting.
- Work with the RILA Executive Board to recruit Rhode Island attendees for the New England Library Leadership Symposium (NELLS).
- Liaison between RILA and NELA to facilitate mutually beneficial working relationships between our organizations.

### **NELA Duties**

- Attend bimonthly meetings of the Executive Board as a full voting member. Report to the Executive Board on library related activities within Rhode Island. Act as liaison between state association Executive Board and NELA.

- Attend Annual Conference Business Meeting.
- With the Past President, serve on the Greenaway Award Committee.
- With the Past-President, serve on the Nominating Committee.
- With the New England Library Leadership Symposium (NELLS) Co-Chairs, serve on the NELLS Committee, which includes soliciting, reviewing and selecting state applicants.
- At the request of the Vice President/President Elect and the Conference Planning Committee, assist with the Annual Conference.
- In conjunction with the Membership Committee Chair and the Membership Committee representative from RILA, assist with NELA membership display at respective state conferences and arrange for a display table.
- Provide Library Association Administrator with current lists of state association Board members, Section chairs, and Committee chairs. Provides meeting and conference dates to be added to the external NELA Events Calendar.
- Promote NELA on the state level and, within each state, serve as a resource person for NELA information: encourage and recommend state association members to participate on NELA Committees and in Sections and at regional programs; promote NELA through state association newsletter. Promote within each state the NELA scholarship available to a first time attendee at the NELA Annual Conference.
- Provide information to the Public Relations Committee on noteworthy state and association activities.
- Act as liaison between state conference planners and NELA President to facilitate the President's attendance at the state association's conference.
- Assist with other special projects as needed and availability permits.

*These duties are currently the requirements based on previous committee experience. They are able to change and grow in conversation with the committee and the committee's goals.*