

2.27 HIGHER EDUCATION REPRESENTATIVE

2.27.1. TERM: One year (Appointed by the President)

2.27.2. PURPOSE: To identify issues relating to the education of school media librarians and current topics/issues of importance to the school library media program.

2.27.3. COMPOSITION: The chairperson shall appoint as many members to this committee as are needed to do the work of the committee.

2.27.4. DUTIES:

2.27.4.1. To distribute to the Board significant information relating to the education of school media librarians and current issues of importance to the LMS program.

2.27.4.2. To review and evaluate projects delegated to the committee by the Executive Board or the President.

2.27.4.3. To plan with the Board to direct and implement needed projects.

2.27.4.4. To prepare an annual written report, in triplicate, for the last meeting of the Board of Directors

2.27.5. EXPENSES:

2.27.5.1. Expense vouchers must be complete, signed and submitted to the treasurer before any bills can be paid.

2.27.5.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

2.27.5.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA meeting. This will enable the treasurer to pay any bills and prepare the books for audit.

2.27.5.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

2.27.5.3.2. Invoices/receipts should be submitted as soon as possible.

2.27.5.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the rate of KLA mileage rate per car for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 miles from a member's home, \$50.00 per night lodging expense is allowed.

Added: August 25, 2001