

## **2.28. NON-PUBLIC REPRESENTATIVE**

**2.28.1. TERM:** One year (appointed by the President).

**2.28.2. PURPOSE:** The purpose of the committee is to represent the non-public interests and viewpoints on the KSMA board.

**2.28.3. COMPOSITION:** The chairperson shall appoint as many members to this committee as are needed to accomplish the work of the committee.

### **2.28.4. DUTIES:**

2.28.4.1. To attend Board of Directors' meetings

2.28.4.2. To promote membership in KLA/KSMA to non-public school librarians and membership in their local district KSMA.

2.28.4.3. To facilitate non-public sessions or meetings at conferences as needed

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

2.28.4.5. To prepare a written committee report, in triplicate, for each Board of Directors' meeting if appropriate.

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

### **2.28.5. EXPENSES:**

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

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

2.28.5.3. 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.

2.28.5.3.1. 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.

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

2.28.5.4 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 or more miles from a member's home, \$50.00 per night lodging expense is allowed.  
Added: October 19, 2001

