

2.20. PUBLIC RELATIONS

2.20.1. TERM: One year (appointed by the President)

2.20.2. COMPOSITION: One person from each district shall be appointed by the district President to serve on this committee.

2.20.3. DUTIES:

2.20.3.1. To keep an up-to-date list of periodical and newspaper names and addresses of those suitable for carrying association news.

2.20.3.2. To work closely with the President-Elect, Local Arrangements Chairperson, and Publicity chairperson in order to obtain maximum publicity and coverage of the joint KLA/KSMA Fall Conference.

2.20.3.3. To submit KSMA Awards and Grant recipients to all professional publications and newspapers including the recipient's local newspaper.

2.20.3.4. To present to the Board of Directors a tentative program that the public relations committee plans to pursue for the year.

2.20.3.5. To make contact with institutions offering a library science program in order to promote KSMA among library science students

2.20.3.6. To inform KSMA membership of public relations committee activities through the KSMA NEWSLETTER

2.20.3.7. To have any feature articles to be released approved by the Board of Directors or the Executive Board.

2.20.3.8. To insure that announcements of up-coming meetings appear in the calendar columns of professional (both educational and librarian) publications

2.20.3.9. To inform the historian of any publicity and if possible furnish clippings for the scrapbook

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

2.20.4. EXPENSES:

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

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

2.20.4.3. 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 all bills and prepare the books for audit.

2.20.4.3.1. 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.

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

2.20.4.4. 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 workshops 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.