

LOCAL CHAPTER POLICIES AND PROCEDURES MANUAL

Paper or Electronic

What does a new officer need to know about your chapter?

These are details that are not included in the governance document, which should be general and streamlined. This is information helpful in running the chapter.

- Duties of officers
- Charges to the committee
- Duties of committee chairs
- Calendar/To-Do List
- Contacts for venues used for meetings
- Contact information for all board members (include ILA and KSLA member numbers)
- Leadership Workshop Information
 - KSLA chapter awards (criteria on the website and KSLA leadership workshop website)
 - Leadership award
 - Distinguished chapter award
 - ILA Honor Award (on ILA website and KSLA leadership workshop website)
 - Link to the leadership workshop site with handouts