

# **A word of introduction...**

**Welcome to the position of leader of your state association! Whether you have been elected or appointed to a leadership position, you can look forward to making significant contributions to GAIT, Inc. and its professional members as well as the field of instructional technology.**

**Leadership in a professional association carries with it not only responsibility but opportunity for personal and professional growth. In GAIT, leadership opportunities arise from the flexibility and creativity one can apply to the various positions. The activity of this association is directly related to the initiative of its leaders.**

**This handbook can assist you, as it focuses on some of the tasks and responsibilities of each board and officer position in the association. It is not intended to replace the information contained in the GAIT Constitution and By-laws, only to augment it by providing examples of the activities of each position. Each new GAIT leader should become familiar with the Constitution as well as other information contained in the annual GAIT Directory.**

**As you review and use this handbook, evaluative comments will always be appreciated, so that revisions can continue to be helpful resources for new leaders.**

**Some leaders continue and augment their professional development in GAIT, while others get their first real leadership experiences in GAIT. Either way, many who have gone before you have attributed much of their career and professional successes to involvement in the Georgia Association for Instructional Technology, Inc.**

**Congratulations on your election or appointment!**

**Jay Harriman  
Greg LaHatte  
Marsha Goen  
1993**

**Revised 2002  
Gordon Baker**

# **What is GAIT?**

**The state association is an umbrella organization not unlike its national affiliate, AECT (the Association for Educational Communications and Technology). It seeks to include all who are interested in and dedicated to the improvement of education and training through the systematic utilization of communications media and information technology.**

**This broad-base membership includes public school library media specialists and related state education positions; university professors and students in various fields of communications, educational technology, librarianship and other traditional disciplines; school and college media services directors and support staff; public and academic librarians; corporate trainers and communications directors; commercial audio-visual vendors and book distributors; computer technologists and educators and many more from a wide variety of work settings where technology is used for learning.**

**The organization was born in the early 1970's when some members of the Georgia Educational Media Association (a division of the Georgia Education Association) decided to disassociate themselves from the parent organization in order to create a new organization affiliated with AECT (then the Department of Audio Visual Instruction). It was intended that the new organization would attract and serve a more diverse membership including the public school educators. In 1991, a new organization, GAIT, Inc. was created as a true non-profit entity and replaced the original association.**

**In its short history, GAIT has been very active in student media festival development and currently is the sole sponsor of the Georgia Student Media Festival. It has joined with the National Audio Visual Association (now International Communications Industries Association) for a national conference in Atlanta, has hosted the AECT national convention in Atlanta, and co-sponsored state and regional conferences with other library/media organizations, and has been an active agency for concerns of the profession and generally helped to focus the nation's attention on Georgia as a leader in the field.**

**GAIT, Inc. has approximately 400 members including some who live in other states. About 70% of the membership is in jobs related to public school education and another 25% may be found in higher education. The remaining members come from vocational schools, the military, industry and commercial segments. The membership is similar in composition to AECT.**

**GAIT has honored a number of individuals with Life Membership and special awards. These individuals receive complimentary membership in the organization.**

# **What is AECT?**

**The Association for Educational Communications and Technology (AECT) is a professional association of thousands of educators and others whose activities are directed towards improving instruction through technology. Technology is interpreted as process, not merely in terms of hardware (such as computers or television or projectors), but in terms of learners and their relationship to the people, events, places, and things through which they learn.**

***AECT Members and subscribers* may be found in schools and colleges; in the Armed Forces and industry; in museums, libraries, and hospitals; in the many places where educational change is underway. AECT members carry out a wide range of responsibilities in the study, planning, application, and production of communications media for instruction.**

**As a comprehensive umbrella organization, AECT has many different constituencies within its membership, which are served through a number of Divisions within the association, each with its own officers and committees, and each dedicated to a particular field of technology such as the Division of School Media Specialists and the Division of Telecommunications. In addition, a number of autonomous state, regional, national and international organizations are affiliated with AECT. They participate and contribute to the directions of the association and the field and receive benefits from AECT.**

***Founded in 1923*, the Association has become a major organization for those actively involved in the designing of instruction and a systematic approach to learning. It provides an international forum for the exchange and dissemination of ideas for its members and for larger audiences; it is the national and international spokesperson for the improvement of instruction; and, it is the world's largest publisher of information concerning a wide range of instructional technology.**

**AECT campaigns vigorously at the state and federal levels for needed resources to support educational technology in American schools, representing members on vital issues concerning funding, copyright, piracy and more. AECT provides a clearinghouse for the exchange and dissemination of ideas for those in the field. Additional AECT facts are found elsewhere in the handbook.**

**To better serve AECT members and the regional and state affiliate organizations, AECT divided the nation up into regions and appointed a regional coordinator for each. The coordinator's role is to provide a service by acting as a communications link between AECT and its members in the region and to promote cooperative programs and communications among state and regional affiliates within the region.**

**Additionally, AECT has begun developing chapters on a trial basis. The chapters are intended to serve those AECT members primarily from business and industry and the military that are not members of the state affiliate organizations. The chapters are not intended to compete with the affiliates, and the approval of chapters is based on cooperation with the state affiliate organizations.**

**GAIT is an affiliated organization in AECT Region IV, which also includes: Alabama, Florida, Mississippi, Puerto Rico, and the Virgin Islands.**

# **What is GaCOMO or COMO?**

**GAIT's newest affiliation is with a rather informal body (no constitution and by-laws) known as the Georgia Council of Media Organizations which includes GAIT, Inc., the Georgia Library Media Association, the Georgia Library Association and the Georgia Educational Publishers Association.**

**GLMA is an affiliate of the Georgia Association of Educators and the American Association of School Librarians and includes in its membership primarily K-12 school library media specialists. In the past, GAIT and GLMA held joint conferences for several years and then discontinued them primarily because of some misunderstandings in the planning and implementation process.**

**GLA is a comprehensive umbrella organization and has many different constituencies within its membership, which are served through a number of divisions, round tables, and interest groups within the association, each with its own officers and committees. GLA is the largest of the four associations.**

**GEPA is made up of about 100 vendor representatives in Georgia who primarily serve the library and school media center market with books and audio-visual equipment, supplies and software.**

**In 1985, a group of concerned professionals, including GAIT members, met to voice frustration at the lack of cooperation among the similar organizations (GAIT, GLA and GLMA) particularly on the lack of joint conferences. Rather than see another organization in Georgia created to better serve those professionals, the presidents of the three organizations began planning for some cooperative efforts to respond to the criticisms. During the winter of 1986, various officers of the three associations met to consider proposals for cooperation and GaCOMO was born.**

**Prior to council inception, the leaders of the three organizations (GAMER was later *added*) produced a joint membership brochure targeted at over 1,000 library/media specialists not a member of any organization. GaCOMO's major effort was the first joint conference of the four organizations at Jekyll Island in 1988, which proved to be highly successful in dollar profits to the associations and to good will and future "cooperative ventures". Since 1990, the four organizations have met jointly. The 2002 COMO Conference will be COMO XIV. In addition to Jekyll Island, COMO has met in Savannah, Macon, Augusta, and Columbus. COMO meets at Jekyll Island on odd-numbered years. Each organization may have up to four representatives on the council including the president and president-elect of each affiliate. However, council meetings are open to anyone from the memberships.**

# GAIT OFFICERS

In an attempt to make the tasks presented a little more palatable and with tongue firmly planted in cheek we present The Presidential Trilogy (or the father figure and his shadow and "Holy smokes! What have I gotten into?").

## President

You're it: the big cheese, the head honcho, king of the hill, top dog. Yet in this year you can officially vote only in a tie. Seriously, as the manager of the association your job is to see to it that everybody else does theirs. Consequently, you should become thoroughly familiar with each section of this handbook, especially attending to deadlines and payments. It is an observation that the President of GAIT works the hardest of any officer, sets the agenda and directions for the year, and probably determines whether or not there will be any new and major accomplishments. Automatically upon taking over as GAIT President at midnight on New Year's Eve (sorry no inaugural ball, but you may get a congratulatory phone call of relief from the immediate Past President) the President is:

**GaCOMO Council representative;**

**AECT State Affiliates Council delegate (if you so choose)**

**Ex-officio non-voting member of all GAIT Committees**

**And the President of GAIT must be a member of AECT in order to-meet GAIT Constitution and AECT Affiliate requirements.**

**What must you do as President?**

- 1. Hold at least two board meetings during the year, usually one in January and another at COMO. Hold your January meeting as early as possible to get your year off to a good start. Try to hold your meeting in a central location.**
- 2. Develop an introductory letter to your new board to be mailed in late December to announce committee appointments, to set an agenda for the year and for the first board meeting and to seek input on where to hold the first board meeting.**
- 3. Determine who is and who is not a voting board member. It is a tradition in GAIT to accept all who attend board meetings in an official capacity including committee chairs as important to deliberations and initially to accept their vote regardless of voting status. However, should you have a strong split opinion on an issue, you will need to have only those board members who are voting members participate in a vote. Thus, always make sure you have a quorum of voting members for the board meeting. The President votes only in case of a tie.**
- 4. Consider a continual flow of correspondence to your board members. This is particularly effective if you want to call a vote by mail (snail or email) on an issue rather than wait for the Board meeting, and it lets them know something is happening in GAIT.**

5. **Your executive committee is composed of yourself as President, the Treasurer and the President-Elect.**
6. **Make committee chair appointments and representative appointments as quickly as possible after the first of the year. You should identify those persons while still President-Elect shortly after a new President-elect is elected in December of the previous year. If you are unsure of any time limits or expirations on appointments, check with the Past President. The Student Media Festival Chair should be appointed to coincide with the academic year. Thus, this appointment must necessarily overlap two administrations.**
7. **In the Fall of the year, make delegate appointments to attend the AECT Assembly at the national convention. You may, of course, be one of the two delegates and two alternates you will select. At your last board meeting or by mail, try to develop some resolutions to be presented by Georgia during the State Affiliate Council meeting. Resolutions accepted by the Council dictate AECT Board Action. You should know, this is how the state affiliation with AECT really counts. Two members of the State Affiliate Council of the Assembly (about 70-80 representatives) are elected from that body to the AECT board of directors. That, could be you or one of your reps.**
8. **Develop an agenda for the board meetings. See the example that follows.**
9. **Plan on attending the AECT Convention. In addition to Assembly, you will also be invited to attend the State Affiliate Presidents meeting or perhaps the AECT State Affiliate Relations Committee meeting. AECT holds a regional reception which you should plan on attending and representing Region 4 from Georgia. There may be a newsletter editors meeting from the states; be sure Georgia is represented with plenty of examples of the newsletter.**

**Georgia is so well recognized at AECT that an informal group of Georgians (and honorary Georgians from around the country) have become known as the "Georgia Mafia". While AECT actively advertises many different official social/professional events at convention including university and division breakfasts, receptions, dinners and auctions (all listed in the official program and many requiring tickets and fees), the Georgia Mafia dinner is totally off-the-wall, not advertised except by word of mouth and letters, unofficial, a bit wacky but well attended. The name goes back to the 1986 Las Vegas Convention when a group including the President-elect, President, and two Past Presidents of GAIT were invited to attend the planning meeting in Vegas for the 1987 Convention in Atlanta the next year. When the current President-elect of AECT, responsible for the meeting and for planning the convention, walked into the meeting room in Vegas and saw the Georgia group she exclaimed, "Oh my God, it's the Georgia Mafia!" The name stuck and while the Atlanta convention provided little time for frivolity, in Dallas in 1989, a dinner group was formed billed as the Georgia Mafia. The outing at a Mexican restaurant included much fun and adventure and the tradition has carried on to each AECT convention. You must not let it die!**

10. **GAIT is now incorporated and non-profit. It is important that you and the executive committee have a full understanding of what that requires in terms of record keeping and reporting. See the report on incorporation status in the handbook. You should review the outside legal, accounting and banking services of the association from time to time.**

11. **A bit of advice. Some who come to the board meetings have an agenda just as important as yours. Some love to talk and want to use the meeting as a forum. Others may seem unduly anxious to finish which can be distracting. Many have serious issues and are seeking support for their cause. Some are interested but don't participate very much and will simply sit and listen to everyone else. It's like any other similar group that comes together for a meeting. Keep in mind, however, that this is probably one of the finest groups of people you will ever get to know as colleagues and friends. And some of the issues that you may perceive as troublesome as you attempt to hold and complete a meeting, may in fact turn out to be some of the most significant issues that lead to major accomplishments in the state. Remember GAIT exists to respond, to consider, to change, to act and to make a difference for the field and for its members. It does not exist to maintain status quo, and you are not a caretaker simply holding the fort for your year as President.**

**Don't feel you are losing control, and do try to keep the meeting on course. Don't get too consumed by Robert's Rules, but don't let a meeting turn into a gab session.**

**Allow for dialogue but after a few minutes, interrupt and ask if there are others who wish to speak to the issue, acknowledge those individuals and limit additional comments then seek the wishes of the board in terms of some concrete action. It may have to be referred to a committee for further study. It may require a vote. But bring it to closure for the day, or else you will never have time for the entire agenda. Try to put the most important items near the top of the agenda. If left to the end of the list, you may lose board members' interest, tolerance and their presence.**

# **President-Elect**

**You just got a call from the current Past-President and chair of the nominating committee who wants to know if you are standing or sitting. You immediately realize that by agreeing to put your name on the ballot to help the cause by giving your competitor (and the obvious choice) someone to run against, has cost you the next three years of your life in a commitment to GAIT**

**Relax! This year will be spent learning, carrying out some very fun and rewarding activities and listening to the rantings of your President while she/he faces challenges that hopefully will be resolved by the time you take over as President. And it looks good on the resume.**

**As president-elect you should become a member of AECT, if not already a member. You must be by the time you take over as President to keep GAIT honest.**

**For the first six months while the President gets oriented (what she/he was supposed to do while President-elect) you will be out of the limelight much like a U.S. Vice President trying to find something to do. You attend all board meetings and vote officially. You will serve on the GAIT Executive Committee, and consequently maybe in phone contact a good bit with the President and Treasurer, the other designated members of the three-person committee. In the committee's deliberations you will be actively involved in decision-making.**

**You automatically become Program Chair and leader of the GAIT representatives to COMO's Steering Committee. This will occupy most of your time during your tenure as President-Elect.**

**Someone (the President, the AECT Region IV Coordinator, AECT headquarters office) can tell you where the AECT Summer Leadership and State Affiliate Conference is going to be and you should go ahead and make plans to attend. It has been a tradition for a number of years that whether anyone else goes, the GAIT President-Elect attends the AECT Summer Leadership Conference. Normally, the association will pay all or part of your travel expenses depending on what your personal or institutional budget can provide. Talk to the President about your financial needs and don't feel badly if you must ask for a majority of the funds to go. It is important that you be there.**

**The leadership conference AECT plans is a special time to meet with other newly-elected leaders from around the nation, to compare notes, to meet AECT Board members and officers, to hear sessions on AECT governance and sessions directly related to running a state affiliate organization. Previous GAIT Presidents-Elect who have attended have come back fired up and better prepared to begin their year as president with a renewed commitment to the profession and to AECT-GAIT relations. You will be asked to report on the meeting and to bring back data such as AECT member lists for your state and other timely information, so take good notes.**

**As soon as the count has been verified by the Past president, you will want to prepare a nice letter that lets the unsuccessful candidates know how much you appreciated their willingness to be a leader. Those not elected are also good candidates for other appointed positions you must fill.**

**Be sure each new GAIT officer gets a copy of the handbook for officers and has a copy of the GAIT Directory. Remember that these are the people that will be new on your board. Go ahead and let them know what you hope to accomplish.**

**As you observe the president and the routine of the year, read all other sections of this handbook, so that you will be prepared when it is your time to take charge. Remember that someone else will be getting ready to look over your shoulder.**

**For the month of December you may notice your president getting a little slack and maybe sounding a bit too relieved, which may make you a little anxious. It always seems a bit too quiet during those waning days of the presidency. But just wait through Christmas ... not for Claus ... but for calls on New Year's Day.**

### **TIME LINE: PRESIDENT-ELECT**

#### **January-May**

- **Be available to assist president.**
- **Attend board meetings.**
- **Attend Library Legislative Day in February (GAIT will pay your expenses.)**
- **Investigate and begin making plans for AECT Summer Leadership Conference.**
- **Get to know as many members as possible in preparation for choosing and chairing the Nominating Committee.**
- **Attend GACOMO Steering committee meetings.**
- **Make reservations for AECT Leadership Conference.**

#### **June-July**

- **Organize GAIT responsibilities for COMO.**
- **Attend Summer Leadership Conference.**

#### **August**

- **Write article for Fall GAIT Connection reporting on the Conference.**

#### **October**

- **Attend COMO conference and follow-up meeting.**

#### **December**

- **Send copy of Officers Handbook to new officers.**
- **Select Committee Chairs and delegates to organizations and councils. (Candidates not elected may provide an excellent source.)**
- **Prepare articles for GAIT Connection:**
  - Presidential Address**
  - New Slate of officers**
  - Work on Presidential Goals**
- **Begin planning for first Board Meeting**

# **PAST PRESIDENT**

**And you thought you were through! Sit down and read the following out loud quickly:**

**Once upon a time ... a previous president now past-president pondered and posted to the present president that past presidents out to pasture were a prolific party of people passed over for potential participation in the pending progress of the association which prompted the present president to ponder and produce a perfect proposal for a past presidents powwow with the immediate past president as potentate (chair).**

**As immediate past president you not only continue to sit on the board of directors but also chair the Past Presidents Council, which is similar in composition (how could it be different) to the AECT Past Presidents Council. The GAIT Past Presidents Council serves as an advisory group to the current president and Board.**

**Collectively and individually, the past presidents represent the history of the association and provide a human record of the developments and achievements of the association as well as the problems and failures. In recent years, this group has been surveyed on issues concerning restructuring the association as well as the advisability of developing corporate sponsorships which was eventually passed and implemented.**

**As the representative on the Board of Directors, the immediate past president is responsible for acting as a communications link between that august body of past leaders and the current board and for reporting recommendations to the board at its regular meetings.**

**While all past presidents are acknowledged in the directory along with the board of directors, you can limit your contact to those past presidents listed within the directory who maintain GAIT membership and stay active in the association.**

**The current President will rely heavily on you for help in the early months to maintain continuity and for help on past issues at board meetings. You need to stay active. The Past Presidents are now serving as an active advisory group to the President. In other words, you are going to get phone calls.**

**You are a prime candidate for election as chair or at least member of the Leadership Development Committee.**

**Your next major task is to chair the nominating committee which you will appoint. In years past, the president has served on the committee, but you may appoint whomever you wish. You might wish to appoint the chair or other members of the Leadership Development Committee. You will be seeking candidates for president-elect, for either the secretary or the treasurer since both serve two year terms but are elected in alternate years and for three of the six board members. Of the six board members, the three board member at large and the board members representing Business, Industry & Government, K-12 and Higher Ed are also elected in alternate years. For Business, Industry & Government, Higher Ed and K-12 you will need two candidates for each slot. If, in your year, Board-at-Large members are being elected, then you may nominate six candidates and have the membership vote for the top three.**

1. **Begin seeking candidates in the summer and have a slate ready for formal approval by the Board at its fall meeting. You may wish, however, to inform the board by mail earlier of your intended slate in order to solicit any input.**
2. **If the fall board meeting is during a general GAIT conference or membership meeting, you will introduce the candidates present at a luncheon or other meeting.**
3. **Ask each candidate to immediately prepare a "bio-sketch" of no more than 200 words that summarizes major qualifications, academic and professional background, service in GAIT and other organizations and any statements regarding goals for the organization or for the position and to send it to you by October 1.**
4. **Create a form that includes the bio-sketches and a single page ballot that includes the deadline (usually 5 p.m. of a certain date) that the ballots must be received by you at the address you provide. You should allow 30 days from the time you mail the ballots until the deadline. This will allow you to count the ballots without having to worry about, others that may dwindle in after the deadline. In the past there has not been a major concern over the election process. It is assumed that GAIT members are the only ones receiving and marking the ballots and that they are not photocopying additional ballots. You may mark ballots or develop some other system for monitoring the election if you wish.**
5. **Mail the ballots first class. Obtain mailing labels from the GAIT Membership Director or whomever maintains that database.**
6. **As the ballots come in, try not to open them. Place them in a box and make arrangements for your committee or substitutes to be on hand on a certain date to open and count the ballots.**
7. **Write letters to all candidates giving election results. Make telephone calls to the winners.**
8. **So you see..."It ain't over, til it's over."**

#### **TIME LINE: PAST PRESIDENT**

##### **June/July**

- **Compile suggestions from Nominating Committee and begin calling nominees.**

##### **August/September**

- **Prepare a slate of nominees to present to the Board at the fall board meeting.**
- **Write each of the nominees requesting a biosketch**

##### **October**

- **Decide on the return date (usually the end of the month.)**
- **Mail ballots**

##### **November**

- **Count votes and notify successful candidates and President-Elect by phone. Write letters to all candidates.**

# SECRETARY

Well, take note, you ran for it. You serve a two-year term and are an official voting member of the board of directors. Your basic function is to be the official recorder for the Board and the association. No, that does not necessarily mean you type letters on behalf of the rest of the board, but you do record and prepare minutes of the board meetings and membership business meetings as they occur. (Have you ever wondered how writing minutes can take hours?) You are not, however, preparing transcripts of every word in a meeting, but summarizing and focusing on action taken. Use action verbs in describing the topics of discussion, who proposed what, and what action the board took. For example:

1. There was considerable discussion regarding state teacher certification requirements in Georgia. After lengthy debate, past-president John H. proposed GAIT start a letter writing campaign. Board member Mary V. disagreed and suggested a wait and see attitude. The board voted on a motion by Jim S. to table discussion on the matter until the next board meeting which was approved by a vote of 6 to 4. 2. Treasurer Susan L. presented the Treasurer's report which showed GAIT had less than 50 cents left for the year. Expenditures were exorbitant for purchase of K-Mart bathing suits for all board members to attend the GAIT splash party which nearly depleted the bank account.

A sample copy of actual minutes follows. Minutes are the official records of the actions and the policies of the board. Keep them well organized so that at the end of your term, you can turn them over to your successor. The summary minutes of the board meeting are published in the GAIT CONNECTION and/or GAIT webpage. For the convenience of the editor and/or webmaster, you may boil the minutes down into a summary for easier reading by the membership and forward to the editor and/or webmaster prior to the deadline of the next issue following the meeting. Minutes should be written and sent to each board member as soon after the board meeting as possible for reaction. At the next board meeting you again present copies of the minutes and ask for additional changes or clarifications, which the board must approve. You may need to submit these to the person or organization maintaining the official records of the association for tax-exempt and incorporation status. You may also be asked to serve as the official mailing address of the association and to maintain a post office box locally. You will also hold the seal of the association required on all official documents.

As a communications and information group, it behooves us to be good communicators and gatherers, storers and disseminators of information. Thus your activity documents and provides an accurate and historical record of the association's activity. As secretary, you maintain the ongoing files of the association. Make a note of that.

# TREASURER

In this position you become a change agent!

You have been elected to one of the most important positions of the association which is why you are automatically on the executive committee and will be involved quite a bit in the ongoing operations of the association.

You will be asked to write a number of checks for different members of the board and thus must keep a close watch on the bank account and the balance. The president will depend on you to keep her/him advised of the financial status of the organization. There will be a budget to serve as a specific guideline for spending. Approval for all transactions such as payments and reimbursements must come through the president. You will have or develop a form that all GAIT leaders must submit to the president first for her/his signature. (A sample is included.) The president will then forward to you for your signature and payment.

Determine where the association's bank account is currently located. You may wish to have the outgoing treasurer close the previous account so that you can establish an account at a bank convenient to you. You might wish to choose a statewide bank so that the Membership Director can make ongoing deposits from membership fees without having to send all checks to you for deposit. The director would then forward deposit slips to you for association records. Discuss with the President and the Board the current requirements and most beneficial procedure.

GAIT has true non-profit status and an identification number for tax purposes. We have not, to this date, had any problems with the IRS, but as a corporation must file a yearly tax return depending on guidelines for revenue. See the section on incorporation and non-profit status.

You will need to have your name placed on file as one of the two persons that can sign checks including the president. Rarely does the president need to sign checks. Check with the current treasurer and the bank to get this taken care of prior to or close to Jan. 1. A new corporate resolution also needs to be signed by members of the executive committee and put on file with the accountant handling our corporate affairs.

You may get a little nervous at several transactions and money requests including the quarterly printing and mailing charges for the GAIT CONNECTION newsletter (\$500-\$1000) which you will send to the editor or directly to the printer of the newsletter. Also, you may need to write a check for up to \$500 for seed money for a conference with the hopes that profit from the conference will more than repay that advance. Finally, if GAIT pays for the president-elect to attend the AECT Summer Leadership Conference (\$400-\$800) you may need to write several checks.

GAIT revenue comes from several sources:

- Membership dues, including regular and special categories
- Interest from bank accounts
- Conference proceeds
- Occasionally, auctions, fund raisers or receptions

## **Treasurer's Report (See the sample)**

**This is not unlike your bank statement listing both the checks and withdrawals you have written as well as the deposits and transfers. A comprehensive report is expected at each GAIT Board meeting which includes a complete listing of checks written with the amount and to whom or for what purpose as well as a detailed listing of deposits and interest revenue. At the beginning of the report you would list the balance from the last report, and at the end after adding and subtracting the receipts and disbursements, the final balance as of the date of the report. You may wish to report more like a departmental budget reconciliation showing how much was budgeted initially and how much has been spent and still remains to give your board a better handle on the finances.**

**For routine inquiries from the president and other board members as well as publication in the *GAIT CONNECTION* you may want to prepare a summary report which categorizes several expenditures. In this format you can combine several checks for related expenses under one category. For example, rather than listing all of the checks for printing, postage etc. for the *GAIT CONNECTION*, you may summarize that as "Newsletter Expenses" and provide the total amount.**

**While GAIT can't solve all educational problems, you can help keep us solvent.**

## **DIRECTOR OF MEMBERSHIP AND AFFILIATE RELATIONS**

**While the treasurer keeps us from losing an arm and a leg, you keep us from being dismembered.**

**Maintaining and increasing membership is the challenge of this position. You and your appointed committee are responsible not only for maintaining up-to-date records of the membership but also for promoting GAIT and soliciting new members. You also promote AECT and encourage dual membership. You should stay in contact with AECT Region IV Coordinator who can provide AECT membership brochures and other promotional materials.**

**The following are your duties and responsibilities:**

- 1. Maintain a computer database of all members that can be readily accessed for producing current membership lists and mailing labels. Update the list at least once a quarter to insure current addresses and phone numbers as well as membership status. Place announcements in the *GAIT CONNECTION* for members to write to change data in their listing.**
- 2. Send out renewal notices at least one month before member's expiration date. Give current members at least three months grace before purging from the database. Keep a file, however, of old members and continue to send them applications and other promotional material in the hopes they will rejoin.**
- 3. When you receive a new membership application, send the person a letter of greeting copied to the current president (she/he may also wish to send a greeting), an official GAIT, Inc. Membership Card (we've discontinued decoder rings); a copy of the most recent GAIT**

**CONNECTION; a copy of the most recent GAIT DIRECTORY; and possibly additional materials such as several GAIT Membership Brochures and an AECT Membership Brochure. This can be quite a goody bag, but it lets the new member know right off they are getting something for their money.**

- 4. As you receive checks, deposit them as soon as possible. Talk with the Treasurer about which bank to use and how to get deposit slips. Forward all deposit slips to the Treasurer.**
- 5. Send complete mailing labels when requested, to the GAIT CONNECTION Editor, the President and President-Elect and others who may need to do a mailing.**
- 6. Set up membership displays at various conferences and meetings of the association and accept membership applications on-site. Again, the Region Coordinator can assist with AECT materials. There is a large banner with the GAIT logo for use in displays. You or the president will be housing this banner.**
- 7. Revise and print new membership brochures and other promotional material including certificates.**
- 8. Contact potential corporate sponsors. This is the newest and most exciting change in GAIT in recent years in that it helps provide a much stronger revenue base. In addition, it allows GAIT members who wish to contribute more than regular membership fees the opportunity to assist the organization and be recognized for it. Each membership category gets a certificate as well as additional benefits described. See the GAIT membership application or the Constitution under Membership. Your committee needs to be diligent in helping the corporate sponsors get an ad into the GAIT CONNECTION. They need to see the benefits, so that they will continue as sponsors.**
- 9. Provide membership information to the chair of the Publications Committee. The chair will publish the annual directory. This effort obviously requires some help whether it is your committee or others who volunteer to help. During 1986, the board decided to begin publication of the directory at the beginning of the calendar year rather than during the fall, so that the directory would be more up-to-date for the officers and board members. This means that the directory has to be mailed out rather than distributed at a fall conference.**

**Finally, you are one of the most important people in the association and certainly one of the hardest workers. As a result, you have the distinction of being the only appointed (not elected by the membership) Board Member with the official power to vote.**

**And by the way, are your dues up to date?**

# **GAIT CONNECTION EDITOR**

**In the position of Editor of the GAIT CONNECTION, one is responsible for publishing the quarterly newsletter/journal of the organization. In 1991, an editorial board was established including two copy editors, a layout editor, an advertising editor and the managing editor, which became a board position in 1992. The managing editor is free to select and solicit the members of her/his editorial team.**

## **BOARD OF DIRECTORS**

**We know. You were told if you agreed to run, you wouldn't have to do anything but come to the board meetings, listen attentively to various reports and then vote on matters requiring such.**

**But to keep you from becoming board directors, we would like to offer our thoughts on your role in the governance of the association.**

**Three of you represent a distinct portion of the membership:**

- 1. K-12 including members in the public and private schools**
- 2. Higher Education including post-secondary schools, colleges, and universities**
- 3. Business, Industry and Government including vendors and corporate sponsors**

**Three of you are Board Members-At-Large (we think that does not mean you need to go on a diet ... or are on the lam.) You represent the membership in general regardless of there occupation or work setting. As such, every issue before the board must be viewed as it affects the total membership and as it represents the interests of specific constituencies.**

**For all board members, a major priority is being responsive to the membership and working to increase membership. As a result, you need to be kept informed of what your officers and committee chairs are working on and have an obligation to study the various issues that impact the operations of the association as well as the field in general.**

**For the directors who have specific groups to represent, we recommend designing and implementing specific activities to solicit input and encourage participation. As GAIT does not have separate divisions like AECT, you are the closest thing to an AECT division president and therefore can help set the agenda for your constituency.**

- 1. Involvement could come in the form of writing or calling members you identify to learn more about their concerns and opinions about GAIT.**
- 2. Identify members not on committees and refer them to appropriate committee chair.**
- 3. Take an active role in program planning. Ask to be placed on the program committee or to be given responsibility for several content sessions and presentations specifically targeted to your interest group; possibly ask to formalize interest groups within the association and have regular newsletters.**

4. Hold a specific meeting of your constituency at the annual conference.
5. Develop a special section of the GAIT CONNECTION of news and matters just for your interest group.

All directors should consider the association in general and come up with ideas and proposals for development and change. Technology is about change and our task is to keep up with and manage that change. One of the best places to start is within our own organization.

Board meetings are held at least twice a year, usually once in the spring and at the fall membership meeting/conference. It has been the practice in the past to attempt to schedule the board meetings along with some other conference to help consolidate travel for many who must attend other meetings.

The President will send you a welcome letter and ask for your input on a meeting location and time. Consider this carefully and respond quickly.

Make every effort to attend the board meetings. This is your major obligation and it is important for the President to be able to count on your attendance in order to insure a quorum.

## COMMITTEE CHAIRS

These are the standing committees, however you may feel free to sit, but not on your laurels.

## GOVERNMENTAL RELATIONS

Do you have any?

Seriously, your job is to create a committee that will monitor legislative and other action by school boards, education departments, state and *national agencies*, etc.

1. You work with leaders of GLMA and GLA to insure GAIT representation at Library Legislative Day at the State Capitol in Atlanta which usually occurs each year in January or February. This requires the presence of several GAIT leaders who must each pay about \$36 to enjoy lunch/breakfast with the legislators. You will help provide input to these leaders on what kind of issues need to be addressed. Usually GLA will provide a flyer for you to mail to the membership early in December to *encourage maximum* participation.
2. Your committee monitors the *news* to advise the president of any activity she/he should *respond to* with letters, etc.
3. Keep a linkage with AECT regarding issues of importance.
4. Assist the president in developing resolutions to submit at AECT Assembly.
5. Encourage members to have an active voice in legislative proceedings.

# LEADERSHIP DEVELOPMENT

"Leaders are born, not made..." Oh, but that won't deter you from helping us to take the lead in identifying future leaders of GAIT and rewarding current leaders.

Your job is to solicit *nominations* from the membership for the major awards given by GAIT, usually at the *annual* conference. You will want to publicize the awards.

The awards and criteria are described in the GAIT Directory and also on the GAIT Membership Application. Begin the process of seeking nominations as soon as you assume the position in order to get the final *nomination approved* by the board and plaques made in time for COMO.

# GEORGIA STUDENT MEDIA FESTIVAL

One of the most visible activities of the association over the years has been the promotion of student media making, especially in the public schools where students learn information and communications skills as part of their regular curriculum.

GAIT was instrumental in the creation of the Georgia Student Media Festival which involved festivals at the school, system, district and state levels and finally the forwarding of state winners in a variety of media formats and student age categories on the AECT's International Student Media Festival. GAIT teamed with GLMA for many years in co-sponsoring the event, producing promotional literature and award certificates, organizing local, district and state festivals in public schools. In 2002-2003 school year, GAIT became the sole sponsor of the Georgia Student Media Festival. Beginning in 2003-2004, the Georgia Library Association will partner

1. Your appointment as Media Festival Chair will overlap two GAIT years and administrations because you will be appointed in January to begin planning for the following school year. Find out the name of your predecessor, who can be of tremendous help.
2. You will be responsible for setting dates; printing entry forms, labels and certificates; mailing information to every media specialist in Georgia and insuring that each system is provided the information on holding a festival and forwarding entries on to the next level.
3. Contact the AECT Region Coordinator for the current national guidelines or check the AECT website.
4. Determine the funding GAIT will be providing to the festival.

It's hard but festive work!

# MEDIA SPECIALIST OF THE YEAR AWARD

Beginning in 1991, GAIT began a cooperative effort with GLMA to select the Georgia Media Specialist of the Year. GLMA already had a program in place to choose a state recipient and GAIT chose to sponsor that nominee to the AECT Award Committee in 1990. Both organizations now work together to select the Georgia nominee. Contact the AECT region coordinator for guidelines for this national award.

A copy of the brochure, which is mailed to all media specialists in Georgia, is included. These brochures should be sent out at the beginning of each school year.

Plan to meet with the GLMA Chairperson in the summer to select district contacts and to make plans for printing and mailing the brochures. Your appointment will overlap two GAIT Boards since the nomination process begins in the fall but will not be completed until the AECT Convention the following winter.

## GaCOMO REPRESENTATIVE

Please refer to the description of the Georgia Council of Media Organizations at the beginning of the handbook.

Your main task is to serve on an informal council set up to insure cooperation between the three main library media organizations in Georgia and to provide input and approve directions for cooperative ventures such as joint conferences. For the last few years, the primary activity of the council has been the increasingly successful COMO Conference held in the fall each year.

Listed below is a chart for the next 12 years showing each organization's responsibility.

Year	Organization	GAIT	GLA	GLMA
2002-2003	Responsibility	Program	Registration	Chair
2003-2004	Responsibility	Registration	Chair	Program
2004-2005	Responsibility	Chair	Program	Registration
2005-2006	Responsibility	Program	Registration	Chair
2006-2007	Responsibility	Registration	Chair	Program
2007-2008	Responsibility	Chair	Program	Registration
2008-2009	Responsibility	Program	Registration	Chair
2009-2010	Responsibility	Registration	Chair	Program
2010-2011	Responsibility	Chair	Program	Registration
2011-2012	Responsibility	Program	Registration	Chair
2012-2013	Responsibility	Registration	Chair	Program
2013-2014	Responsibility	Chair	Program	Registration

Responsibilities will rotate yearly in the above order to each organization.

**Descriptions:**

**Chair:** Arrange meetings, oversee committees, handle correspondence and commitments, secure keynote speakers, act as conference treasurer.

**Registration:** Securing a vendor to do registration or have your members do it, create a joint membership database of the sponsoring organizations, create, print, and mail registration packet information to members of all the sponsoring information. Provide on-site registration assistance.

**Program:** Preconferences, concurrent sessions, conference program printing, AV coordination