

## 1.4 ADVISORY COUNCIL GENERAL INFORMATION

The President is responsible for arranging the Council meetings and preparing the agendas. Each Council member shall notify the President of agenda items before each Council meeting. If attendance by a Council member isn't possible, a representative shall be designated to report on activities.

### ADVISORY COUNCIL RESPONSIBILITIES:

- A. Reviewing and approving officer and committee budgets.
- B. Reviewing and approving suggestions for honorary member status.
- C. Reviewing all business matters concerning MLGSCA.
- D. Relaying all pertinent information to the membership.
- E. Coordinating activities of the Council members.

### ADVISORY COUNCIL MEETINGS:

The Council meets five-six times per year.

### BUSINESS MEETINGS:

General membership meetings are held three times each year, usually at the spring and fall program meetings, and at the MLGSCA/NCNMLG Joint Meeting. All Advisory Council members should be available to assist at these meetings by welcoming new members, soliciting participation from the general membership, and taking an active part in business meetings.

### MAILING PROCEDURES:

The Membership Chair has the ability to print mailing labels for the membership. In order to economize on postage and service fees, Advisory Council members should coordinate mailings to include as many items as possible in a single mailing or utilize the electronic email system and MLGSCA listserv. In most cases, materials should be sent to the Newsletter Chair who will include the information along with the Newsletter and forward it to the mailing service with instructions. However, if you are sending items directly to American Direct Mail, our mailing service, the items must be accompanied by a completed mailing service form. Notify the Membership Chair and request a set of membership labels. After you have received the labels, complete the form and send the request to the mailing service. You have the option of sending an original along with photocopying directions, or the multiple copies of the materials you desire to be mailed. When sending items directly to the mailing service, send explicit directions of what should be included in the mailing and indicate if it is to be first or third class. (A sample attached to the order form works well.)

### ANNUAL REPORTS:

Each Advisory Council member is responsible for preparing an annual report which includes a summary of the year's activities, names of members of the committee, expenditures for the year, and recommendations for changes and future budgetary allowances. One copy of the report should be submitted to the Secretary and one to the President. A third copy is retained in the

#### MLGSCA MANUAL SECTION 1.4

Advisory Council member's files for his/her successor. The President's annual report is sent to the incoming President and to MLA headquarters and may be published in *MLGSCA Link*.

#### BUDGET:

Each outgoing Council member should report expenses in the annual report and propose an amount needed to operate for the upcoming year. Items to consider for budgeting include printing, stationery, telephone calls, and general supplies. A budget estimate form is available from the Treasurer. Each incoming Council member submits an itemized budget to the Treasurer in preparation for the summer Budget Meeting. At that meeting the budget is reviewed and approved by the Council. Any expenses exceeding \$100.00 which were not included in the approved budget must be approved by the Council.