

3 .4 EXCHANGE COMMITTEE

Purpose: To facilitate the timely exchange of duplicate material lists among subscribing individuals from MLGSCA and NCNMLG.

Guidelines:

1. The Chairperson will submit a budget to the Treasurer at the beginning of each fiscal year after reviewing the previous budget and projected expenses.
2. The Chairperson will contact the NCNMLG representative to confirm fees for the year, that the fees will be collected and the single check will be sent to the Treasurer along with a list of participants and contact information to be sent to the Membership Chair.
3. The Chairperson will select three committee members from interested applicants. Make selections based on geographic distribution , if possible. Each member will be responsible for one Exchange list distribution and will submit, if necessary, an invoice for reimbursement of related expenses to the committee chairperson.
4. Three Call for Lists distribution dates will be selected to avoid conflict with the MLA Exchange and MLGSCA meeting dates. The Exchange Chairperson will send letters of confirmation of dates to Exchange participants.
5. An article listing the dates, membership fees, and the contact person will be submitted to the MLGSCA and NCNMLG newsletters as well as MLGSCA's listserv. The article will include the annual fee for the fiscal year, an explanation that there is an option for a prorated fee for any mid-year participants, and a statement that we do not accept subscriptions with foreign addresses.
6. One month before each distribution, the Exchange Chairperson will confirm with the Membership Chair the names and addresses of exchange participants.
7. The committee member responsible for distribution will send out the request for submissions, compile the lists into one document and distribute to all participants immediately following the Call for Lists deadline.
8. The Chairperson will resolve any errors in the Exchange list regarding address, name, payment, etc. prior to each distribution. The Membership Chair will be notified of corrections.
9. The Chairperson will collect invoices from committee members and send them to the Treasurer for reimbursement and retain copies for files.

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10. Exchange Committee members will review plans and goals annually by meeting or other convenient communication method.
11. At the end of the fiscal year, the Chairperson will prepare an annual report with dates, costs, statistics, and recommendations, and send letters of appreciation to committee members acknowledging their service for the year.
12. The Chairperson will retain two years of invoices, correspondence, and reports and forward the previous reports to the MLGSCA Archivist.