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# **APLA**

# **VP Provinces**

# **Orientation Handbook**

## **OBJECTIVES OF THE ASSOCIATION**

The legal objectives of the Association are outlined in the "Memorandum of Association" as follows:

1. To promote library and information service throughout the Provinces of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador;
2. To serve the interests of all who work in the region's libraries and to serve as a focal point for all those who are interested in library and information services in the Atlantic Provinces;
3. To cooperate with library associations and other organizations on matters of mutual concern.

## **MISSION STATEMENT AND STRATEGIC GOALS**

The following mission statement and strategic goals were adopted at the 10 May 1992 OGM (item 3) in Halifax (NS). The goals are numbered for reference only, and the order does not indicate priority.

Mission Statement

The Atlantic Provinces Library Association represents, promotes, and supports the interests and concerns of the library community in the Atlantic Provinces.

**Strategic Goal 1:** **Regional Voice Role**

To structure and position APLA so that the Association can effectively serve its mandate as a regional voice.

**Strategic Goal 2: Communication**

To improve internal and external communications.

**Strategic Goal 3: Value of Libraries**

To promote the value and worth of the library and its workers.

**Strategic Goal 4: Interest Groups**

To improve the effectiveness of the interest groups.

**Strategic Goal 5: Continuing Education**

To develop an effective continuing education programme.

## **DUTIES OF THE VP PROVINCES**

See also:

**APLA Executive**

**APLA Advocacy Committee**

**APLA Memorial Awards Committee**

**Bulletin Management Board**

**Committee on Aims and Objectives**

**Membership Committee**

**Carin Alma E. Somers Scholarship Trust Fund Committee**

**APLA Merit Award (Appendix C)**

**Liaison with Provincial Library Associations (Appendix O)**

1. Assure the Association is fully aware of the needs and issues in librarianship in his/her respective provinces (Article 72 (d)).
2. Serve as members of the Bulletin Management Committee (Standing Order 5.05).
3. Serve as members of the Committee on Aims and Objectives (Standing Order 5.02).
4. Serve as members of the Membership Committee (Standing Order 5.03).
5. Serve as members of the Carin Alma E. Somers Scholarship Trust Fund Committee (Standing Order 5.06).
6. Serve as members of the APLA Advocacy Committee (Standing Order 6.06).
7. Contact members in his/her province who have not renewed in an effort to obtain renewals.
8. Prepare a provincial report for each issue of the APLA Bulletin.
9. Prepare separate annual reports on the library activities within his/her province for inclusion in the pre-conference issue of the APLA Bulletin.
10. Report to Executive meetings on his/her activities as Provincial Vice-President.
11. Assist in identifying candidates for the APLA Merit Award and the APLA Memorial Award.
12. Promote the services of APLA, including the general activities fund (GAF).
13. The Vice-President, Nova Scotia may act as a signing officer.
14. Serve as liaison person with library associations in his/her province (Executive meeting,31 January 1993, item 8).
15. Serve as face-to-face contact between the Executive and the membership. A good place to do this is at the annual conference.
16. Maintain and revise the APLA VP Provinces Handbook.

## **APLA EXECUTIVE: BACKGROUND AND MEETING PROCEDURES**

The Officers of the Association (Article 72) shall be:

1. The President;
2. The First Vice President, who shall also be designated President-Elect;
3. The Treasurer residing in the Province of Nova Scotia;
4. A Vice President from each of the Atlantic Provinces with principal responsibilities to assure the Association is fully aware of the needs and issues in librarianship in their respective provinces;
5. A Vice President with principal responsibilities of recruitment and retention of members;
6. The immediate Past-President.

All of the above shall be elected normally by a ballot of the Association and, with the Secretary and Co-Editors of the APLA Bulletin, shall constitute the Executive of the Association. The Secretary and Co-Editors of the APLA Bulletin shall be non-voting members of the Executive (Executive meeting, 26 January 1992, item 13; Executive meeting, 31 January 1993, item 6.7). All officers must be members in good standing of the Association at the time they are nominated (Standing Order 5.04) and when they take office (Article 73 (1)).

The Secretary and the Editor of the APLA Bulletin must be members in good standing of the Association when they assume their respective positions (Executive meeting, 31 January 1993, item 6.7).

**Duties and responsibilities:**

1. To administer the affairs of the Association (Articles 81 and 82).
2. To fill all vacancies in office pro tem. Persons so appointed shall serve until the next Ordinary General Meeting of the Association (Article 82 (q)). [Note: This article does not appear in the registered copy of the Articles of Association. However, it was approved at a Special Meeting, 6 July 1988. Correspondence between the Association and the Registrar of Joint Stock Companies had indicated that it was not important that the file on hand show all changes. Rather, the Registrar was interested only in major changes such as a change in the purpose of the organization or a change in its name (Executive meeting, 5 June 1996, item 6.5].
3. To review and approve the budget as prepared by the Finance Committee. Any expenditure in excess of the budgeted amount shall require the approval of a majority of the Executive (Standing Order 3.02 and Standing Order 5.01).
4. To keep the membership informed of the financial status of the Association, e.g. following Executive meetings (Standing Order 3.01).
5. To appoint a Committee on Nominations and Elections (Standing Order 5.04). To act as the jury in the process of selecting the recipient of the APLA Merit Award (Executive meeting, 14 May 1976; Standing Order 9.08).
6. To examine the terms of reference of all committees, making sure that explicit terms of reference are made available to committee conveners and members (Standing Order 4.01).
7. To take positive and appropriate action whenever instances of censorship which violate the CFLA-FCAB "Statement on Intellectual Freedom and Libraries" occur in the Atlantic Provinces (Standing Order 9.03).
8. To amend standing orders (Article 82 (n)). When the Executive makes, varies or repeals any standing order under Article 82(n) of the Articles of Association, such action shall be communicated to the membership as soon as possible after the action; and shall be presented at the next Ordinary General Meeting for confirmation or rejection (Standing Order 1.09).

**Quorum**

The Executive may meet to conduct business and may regulate their business as they see fit. They may determine the quorum necessary for these meetings, but until otherwise determined two directors shall constitute a quorum (Article 55). At the February 26, 1989 meeting the Executive determined that a majority shall constitute a quorum of the Executive (Standing Order 1.03).

**Guidelines for Executive meeting expenses**

The following were approved by the Executive on 21 February 1987 and revised on 6 October

1991 and again on 22 May 2003:

1. Executive members who live outside the area in which the meeting is held will have the following expenses reimbursed:
   1. transportation from home city to meeting location: members will not be reimbursed more than the economy fare and should use seat sales and special offers whenever possible. If personal vehicles are used, members will be reimbursed at $0.38/km;
   2. ground transportation to and from airport in home city and meeting location: members will be reimbursed up to and not exceeding the cost of a bus trip or equivalent transportation to and from the airport;
   3. one night's accommodations: members will be reimbursed for one night's accommodation based on double occupancy at an economy hotel selected by the secretary or local arrangements representative;
   4. meals for one day - members will be reimbursed for costs of three meals. Any meals which are concurrent with business meetings are covered under group expenses.

Breakfast $8.00

Lunch $10.00

Dinner $24.00

1. Executive members who reside within the meeting area will be covered under group expenses only.
2. Group expenses:
   1. lunches and dinners which are concurrent with business meetings will cost up to but will not exceed the combined cost of individual meals as in 1.d;
   2. the meeting room will be selected based on the lowest available rate at that time.
3. General:
   1. In-person Executive meetings will occur on Saturdays or Sundays;
   2. the Executive meeting will be adjourned in sufficient time for all members to return home that day;
   3. extenuating circumstances will be considered on an individual basis in order that members not incur additional personal expenditures to attend meetings, e.g., additional nights' accommodations due to non-availability of reasonably direct transportation;
   4. Executive members may request travel advances.

**Points of information:**

1. The Executive reserves the right to suspend members with cause (Article 4).
2. Honourary life membership may be conferred at the discretion of the Executive. Members so chosen pay no dues, but retain full voting privileges (Article 10).
3. The President may call at any time, and shall call upon the request of any two directors, a meeting of the Executive (Article 57).
4. Members of the Executive shall report to Executive meetings and to the Ordinary General Meeting as required by their Executive position or, where relevant, in their role as committee convener.
5. Each member of the Executive shall have access to:
   1. the Articles of Association, "Memorandum of Association", and the "Standing Orders";
   2. a list of members of the Executive and Conveners of Committees;
   3. the minutes of the meetings of the Executive and the Ordinary General Meetings for the last three years;
   4. a copy of the APLA Procedures Manual.
6. Each member of the Executive shall follow the "Guidelines for Maintaining APLA Records" (Appendix M).

**ADVOCACY COMMITTEE**

**Status:** Standing Committee (Standing Order 6.06)

**Purpose:**

To ensure that APLA is an effective regional voice on issues of importance to libraries, library staff, and library users, and to ensure that no opportunity is missed to make that voice heard. The committee will play a support role to the Executive.

**Terms of reference (Standing Order 6.06)**

The role of the committee will include but not be limited to the following:

1. To monitor developments in libraries and librarianship, both regionally and nationally, and identify key issues;
2. To research and compile background information on these issues, as needed;
3. To advise the APLA Executive on possible actions to be taken on emerging issues;
4. To develop advocacy tools for use by APLA members;
5. To facilitate training for effective advocacy; and
6. To collaborate with other organizations (i.e., CFLA-FCAB, The Partnership, other regional associations) to increase the reach and impact of advocacy efforts.

**Membership (Standing Order 6.06):**

The Committee shall include the Convener, the four VP Provinces to ensure representation of all regions, and one additional francophone member, to ensure that important issues for francophone libraries are not overlooked. The APLA President and VP/President Elect will be ex officio members. Members may serve up to three years.

**APLA MEMORIAL AWARDS COMMITTEE**

(Formerly the Alberta Letts Memorial Fellowship Committee)

See also:

Guidelines for Committees and Interest Groups

**Status:** Standing Committee

**Terms of reference (Standing Order 6.02):**

1. To solicit applications to the APLA Memorial Awards Fund.
2. To select the award recipients.
3. To encourage donations to the APLA Memorial Awards Fund in honour of past APLA members.

**Membership:**

1. The Committee shall consist of four Members, and one Convener, and the APLA President who shall be an ex-officio member.
2. The Convener and Members shall be appointed by the Committee on Aims and Objectives when necessary (Standing Order 5.02).
3. After three years, the convenorship will normally rotate to another Atlantic province (Standing Order 4.04).
4. Members normally may serve up to three years on the Committee.
5. Members or Convener will step down from the Committee for that year if a conflict of interest arises.

**Terms of the award:**

1. The award supports the project of any APLA member who successfully proposes to contribute to their professional development, as well as to the library profession, through research, educational opportunity, or other appropriate endeavour.
2. Applications will be judged based on various criteria including, but not limited to: clarity of the proposal, originality, creativity, budget outline, stated/implied impact on profession, and the dissemination of results.
3. Award recipients will submit a report after completing their project to be published in the APLA Bulletin.

**Form of the award:**

1. The award is the amount of the annual interest from the APLA Memorial Awards Trust Fund and will be awarded annually
2. Normally, only one award will be given in each year.

**Procedures:**

1. Applications will be solicited through appropriate means, such as announcements in the APLA Bulletin and over relevant listservs.
2. The deadline for applications shall be March 31.
3. Each application must include a letter outlining the proposal, a detailed budget, and current curriculum vitae.
4. Applicants from previous competitions may re-apply.
5. The Executive will be asked to approve the recommendation of the Committee at the Spring Executive meeting.
6. The Convener will communicate results to all applicants in writing following the decision from the Executive.
7. The Convener will provide the Treasurer with mailing information to send monies to the award recipient.

**Points of information:**

1. The Finance Committee members serve as trustees and administer the APLA Memorial Awards Fund and submit a detailed financial statement at the conclusion of the fiscal year (Standing Order 5.01).
2. The provincial Vice Presidents will assist in identifying candidates for the award if necessary.
3. The Executive was authorized to set up the Alberta Letts Memorial Fellowship as a trust which would qualify as a "Registered and Charitable Organization" within the meaning of Section 149-1 of the Income Tax Act (Annual Conference, 1974). The fund was expanded to become a general memorial fund (Annual Conference, 1982).
4. Expenditures of the fund shall be limited to the annual interest from the trust and no more than ten percent of the principal (Annual Conference, 1976, Resolution 9; reaffirmed Annual Conference, 1977; Standing Order 3.08).
5. Lawyer (Catherine S. Walker) stated that to capitalize the interest not given out would be a variation that would require court ratification (Letter from her, 27 April 1983).
6. According to the trust deed, the fund belongs to APLA and is not an independent trust (Executive meeting, 14 February 1978).
7. Up to $1000 of any operating surplus may be transferred to the principal of the APLA Memorial Awards Fund. Such transfer shall be on a motion of the Executive and shall be identified in the annual financial statement as being pursuant to Standing Order 3.09.
8. Records of the APLA Memorial Awards Trust Fund are to be examined by the Financial Examiner annually (Standing Order 3.10).
9. Should the annual conference realize a surplus, 50% will be divided between the Memorial Awards Fund and the First Timers' Grant Fund, with the amount of the division, to be decided by the Executive (Standing Order 3.15).

**BULLETIN MANAGEMENT Committee**

See also:

Guidelines for Committees and Interest Groups

**Status:** Executive Committee

**Terms of reference (Standing Order 5.05):**

1. To arrange for the publication of the APLA Bulletin with a special concern for:
   1. promptness of publication
   2. format
   3. adequacy of distribution
   4. adherence to budget limitations
2. To solicit material for inclusion in the APLA Bulletin.
3. To recommend to the Executive the appointment of the Co-Editors of the Bulletin with the terms being staggered so at least one Co-Editor has a year of experience.

**Membership (Standing Order 5.05):**

The members shall be the Co-Editors of the Bulletin, Communications and Public Relations Committee Convenor(s) and Provincial Vice-Presidents (Standing Order 5.05).

**Points of information:**

1. The APLA Bulletin shall be sent to members as part of their fees (Article 6(c)).
2. The editor of the APLA Bulletin shall operate within an approved budget and incur additional financial obligations only with the approval of the Executive (Annual Conference 1970).
3. All publications, proceedings, and communications emanating from APLA shall be expressed in respectful language (Standing Order 8.01).
4. The format of the APLA Bulletin shall be determined by the Bulletin Management Committee; the frequency shall be 4 times a year; the contents shall include, but are not limited to news, articles, items of regional interest and book and media reviews; and for the benefit of serials librarians everywhere the APLA Bulletin shall not change its title (Standing Order 8.02).
5. The minutes of the previous Ordinary General Meeting and reports from committees, interest group and Executive members for the current year shall be published in the pre-conference issue of the APLA Bulletin and the resolutions from Ordinary General Meetings shall be published in the APLA Bulletin following the meeting (Standing Order 8.03).
6. Copies of the APLA Bulletin shall be sent free of charge to all Canadian provincial and regional associations on an exchange basis, and the publications received in exchange shall be sent directly to the Editor(s) of the APLA Bulletin (Executive meeting, 7 February 1976). This was reconfirmed for all Atlantic province associations (Executive meeting, February 1988 item 7.5).
7. The recommendation that APLA discontinue publication of the annual index (table of contents) to the APLA Bulletin was accepted (Executive meeting, 16 September 1977).
8. The Editor holds a non-voting position on the Executive (Executive meeting, 26 January 1992, item 13).
9. The editor(s) shall maintain a procedures manual which includes job descriptions and ensure that the Secretary has an up-to-date copy.
10. Two copies of each issue of the APLA Bulletin are to be sent to Library and Archives Canada in compliance with legal deposit.

**COMMITTEE ON AIMS AND OBJECTIVES**

See also:

Guidelines for Committees and Interest Groups

Liaison with Provincial Library Associations (Appendix O)

**Status:** Executive Committee

**Terms of reference (Standing Order 5.02):**

1. To regularly consider the aims and objectives and the program of the Association with a view to recommending developments or changes in either;
2. To recommend new interest groups or committees to help achieve the aims and objectives of the association;
3. The chair of the Committee on Aims and Objectives, or a delegate, is to regularly liaise with conveners of Interest Groups and Committees;
4. To prepare terms of reference for new interest groups and committees;
5. To appoint conveners when necessary, and
6. To recommend dissolution of interest groups and committees as necessary.

**Membership (Standing Order 5.02):**

1. The convener shall be the Vice President/President-Elect.
2. The provincial Vice Presidents shall be members.
3. The President shall be an ex-officio member.

**Points of information:**

1. All conveners and members shall be members in good standing of the association at the time of appointment.
2. Committee and interest group conveners should be in place in the spring prior to the annual conference so that the work of the committees and interest groups can begin at the annual conference. The Vice President/President-Elect ensures that this happens.
3. The Vice President, membership provides conveners with information on interested members. This information may come from the membership forms. A copy of the information should also be sent to the Vice President/President-Elect.
4. The Vice President/President-Elect should ensure that each convener has access to the APLA Procedures Manual at the beginning of his/her term.
5. The Vice President/President-Elect shall notify the secretary and the Bulletin editors of any changes to the list of committee and interest group conveners. This notice should include contact information for the new convener.

**MEMBERSHIP COMMITTEE**

See also:

Guidelines for Committees and Interest Groups

Vice President (Membership): Calendar and Breakdown of Duties (Appendix N)

**Status:** Executive Committee

**Terms of reference (Standing Order 5.03):**

1. To recruit prospective APLA members.
2. To report membership statistics.

**Membership (Standing Order 5.03)**

1. The convener shall be the Vice President Membership.
2. Provincial Vice Presidents, the treasurer and the Vice President/President-Elect shall be members.
3. Corresponding members may be appointed from all appropriate regions of the Atlantic Provinces.

**Activities:**

1. To remain in good standing, members must pay fees within three months of the expiration of their membership. Memberships expire 12 months from the end of the month in which the Vice President (Membership) receives the initial membership form (Standing Order 2.01).
2. The committee is responsible for maintaining the membership form. Recommended changes should be submitted to the Executive for discussion and approval. The on-line database must be considered when changes to the form are suggested.
3. Normally the committee will discuss membership issues and plan for membership drives or other activities. The provincial Vice Presidents will contact members in their area who have not renewed.
4. The committee shall meet at least twice a year, preferably on the Saturday preceding the Fall and Winter Executive meetings (Executive meeting, 16 January 1994, item 6.5b).

**Points of information:**

1. A statistical membership report shall be given at every conference and published as part of the conference minutes and proceedings. Such a report should give statistics of types of membership, geographical distribution, a report on new members, etc. (Standing Order 1.07).
2. APLA shall be prepared to exchange mailing lists with other library-related organizations (Executive meeting, 16 September 1976).
3. The Membership Committee should obtain a list of registrants at the annual conference, who are not APLA members, for further action (Executive meeting, 8 May 1977).
4. A member may resign from the Association at any time by submitting notice in writing to the President of the Association but shall not be entitled to any rebate of membership fee (Article 12).

**CARIN ALMA E. SOMERS SCHOLARSHIP TRUST FUND COMMITTEE**

(the following revision was accepted at the Executive meeting, 27 May 1999, item 9)

See also:

Guidelines for Committee and Interest Groups

**Status:** Executive Committee

Background of trust fund:

The trust fund was established, in 1995, as a bequest from the estate of Frank Somers, Carin Somers’ husband. The terms specified that the net income from a $60,000 investment was to be paid annually to APLA "for the purpose of assisting a student in need of financial assistance in undertaking the academic requirements leading to the Degree of Master of Library Science."

Biography of Carin Alma E. Somers (From information in the APLA Bulletin, May/June 1990 and

Sept/Oct 1996):

Carin Alma E. Somers was the Provincial Librarian for Nova Scotia from 1974 to 1987. Her working career as a librarian started in 1958 when she went to work at what was then the Halifax Memorial Library. She worked there both before and after going to library school at the University of Toronto. Carin became Chief Librarian of the Halifax County Regional Library in 1967 and oversaw the rapid growth of that region. In 1973, she was appointed Supervisor of Public Libraries (NS Provincial Library) and in 1974, Provincial Librarian.

Carin was always a tireless supporter of public service, libraries, and both CLA and APLA. During her time as Provincial Librarian, 100% of the population of Nova Scotia became served by public libraries. She was President of APLA, a second Vice President of CLA, a guest lecturer at the Dalhousie School of Library and Information Services and a frequent speaker at trustees’ meetings. In 1988 APLA honoured Carin with its Merit Award. Carin died in 1990. The terms of her bequest are a demonstration of her interest in people and in the profession which she chose.

**Terms of reference (Standing Order 5.06):**

1. To solicit applications for the Carin Alma E. Somers Scholarship from Canadian citizens who are residents of the Atlantic Provinces and require financial assistance to undertake or complete the academic requirements leading to the professional library degree. Applicants shall have been accepted as candidates for the degree at the time of application.
2. To select the winner from among the applications received.
3. To announce the winner of the award at the Ordinary General Meeting of the Association. Membership (Standing Order 5.06):

**Membership:**

1. The convener shall be the Vice President/President-Elect.
2. The provincial Vice Presidents as members.

**Points relating to the administration of the trust fund:**

1. Originally TD Trust was designated as the Trust administrator. In 2003 TD Trust asked to be relieved of the administration of the trust. The Executive sought legal and financial advice. Upon the advice of Lawyer Carole Gillies and Certified General Account Christine Hanlon, APLA agreed to take over the administration of the trust from TD Trust.
2. The trust fund provides for an annual scholarship to be given in the name of Carin Alma E. Somers.
3. The successful applicant will have been accepted in an accredited school of graduate studies as a candidate for a degree in library science.
4. The award will include a one-year membership to APLA.

**Points of interest:**

1. The degree designation of Masters of Library Science (MLS) will be interpreted to include other equivalent designations used by accredited graduate library schools. For example, Masters of Library and Information Science (MLIS).
2. Residency in the Atlantic Provinces will be interpreted in a broad, but reasonable, manner by the committee. For example, an individual born in the Atlantic region, whose family home is in the region, but who has attended university in central Canada and has been accepted by a western library school, will be eligible.
3. The value of the annual scholarship was estimated at $3,000 based on earning levels in 1997. The actual earnings will vary. The committee has the discretion to award more than one scholarship in any given year depending on the funds available. For example, in the first year of operation, there was over $5,000 available and two scholarships, of equal value, were awarded.
4. The scholarship should be advertised through Canadian library schools, in the APLA Bulletin, on the APLA-LIST listserv, or other appropriate listservs.
5. The application form will be posted on the APLA web page.
6. Applications will be held secure by the chair for a period of one year and then destroyed.
7. In a year when no scholarship is awarded, the funds will be held in a designated Carin Alma E. Somers Scholarship account to be awarded as a scholarship in a future year.

**APPENDIX C: Merit Award**

(the following revisions were accepted at the Executive meeting, 27 May 1999, item 9 and the

Executive meeting of 17-18 April 2004, item 9)

**Name:** Atlantic Provinces Library Association Merit Award (Standing Order 9.08)

**Terms of the Award (Standing Order 9.08):**

1. The award honours an individual who has made an outstanding contribution to library services in the Atlantic Provinces.
2. Some of the contributions that might be considered in selecting a person for this award are:
3. leadership in library associations at the local, regional, and provincial levels;
4. contributions to the development, application and utilization of library services and library systems;
5. significant contribution to library literature.
6. Normally only one award shall be given in each year.

**Form of the Award:**

1. At the annual conference, the award winner will be presented with:
2. An Atlantic pewter goblet handmade by a pewter smith, indicating the Province in which the presentation takes place and inscribed on one side with the name of the winner, the award, and the date. The goblets (7 oz., shiny finish) are purchased from Aitken Pewter, Fredericton, NB and are patterned on a design originally produced by Dr. Ian Crowell, Canada’s first pewterer.
3. A certificate (blank certificates are held by the Secretary).
4. Life membership in the Atlantic Provinces Library Association
5. A typescript of the presenter’s remarks shall be given to the recipient.

**Procedures:**

1. The Past-President shall be responsible for organizing the procedure for selecting an award winner and for presenting the award.
2. Nominations for the award shall be solicited through an advertisement in the September/October issue of the APLA Bulletin.
3. Names of persons previously nominated but not chosen may be resubmitted.
4. The deadline for nominations shall be March 31.
5. Each recommendation for an award must be accompanied by documentation of the nominee’s

achievements.

1. The executive shall act as a jury to select an award winner from among those nominated by

members of the Association.

1. An award need not be made if, in the opinion of the executive, no sufficiently outstanding nominee has been recommended.
2. The award shall be presented at the Association’s annual conference.
3. The transcript of the presentation remarks shall be published in the APLA Bulletin.

**APPENDIX O: Liaison with Provincial Library Associations**

(As approved at the Executive meeting, 30 May 1994, item 6.2)

**Background:**

The idea for this document originated with the Strategic Plan, Goal No. 1. Regional Voice Role. At the May 27, 1993 Executive meeting, the following motion was passed:

That the Committee on Aims and Objectives set up a structure for liaison with provincial library associations by the fall Executive meeting.

**Procedure: August**

Provincial Vice-Presidents send a covering letter from the President which will include a

summary of issues from the annual conference, a form requesting information, a completed form with APLA information, and APLA membership form, and the APLA VIP list to Presidents of associations in their province. Forms to be returned to the Provincial Vice-President.

**September**

Provincial Vice-Presidents forward completed forms to the Communications and Public Relations Committee which compiles the information and forwards to the President. The Communications and Public Relations Committee should also send the information to directories and almanacs publishing information on library associations, the School of Library and Information Studies at Dalhousie, CLA, and the Partnership members.

A chart of the survey results, including conference dates, should be circulated to provincial Vice-Presidents, other Executive members and the APLA Bulletin for regular publication in an events column.

**October**

After the fall Executive meeting, the APLA President writes a summary of the Executive meeting minutes and forwards them to the provincial Vice-Presidents. The latter then write to each President highlighting activities relating to their province and enclose the summary of

the Executive minutes.

**February**

After the winter Executive meeting, the APLA President writes a summary of the Executive meeting minutes and forwards them to the provincial Vice-Presidents. The latter then write to each President highlighting activities relating to their province and enclose the summary of the Executive minutes.

**May**

In conjunction with the conference planning team, the President will organize a forum for Presidents, or alternates, of all library associations in the Atlantic region at the APLA conference. The purpose of this forum will be to share concern, interests and opinions, and to develop joint strategies.