



Great public libraries - effective trustees

**THE ALBERTA LIBRARY TRUSTEES
ASSOCIATION (ALTA)**

**POLICY MANUAL
November 2007**

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Adoption and Review History

Policy Number	Type of Policy	Policy Title	Adoption Date	Review/ Revision Date
1.0	Framework			
1.1		Vision Statement	Jan. 2007	Nov 2007
1.2		Mission Statement	Apr 1993	Nov 2007
1.3		Belief Statement	Apr 1993	Nov 2007
1.4		Targets	Sep 2007	Nov 2007
1.5		Statement of Goals & Objectives	Sept 1985	Nov 2007
1.6		Code of Ethics	May 1992	Nov 2007
2.0	Governance			
2.1		General	May 1992	Nov 2007
2.2		Policy Making	Mar 1999	Nov 2007
2.3		Board Structure		Nov 2007
2.4		Roles & Responsibilities		Nov 2007
2.5		Committee Structure		Nov 2007
2.6		Membership		Nov 2007
2.7		Meetings Policy	Mar 1999	Nov 2007
2.8		Annual General Meeting		Nov 2007
2.9		Annual Report		Nov 2007
2.10		Board Development		Nov 2007
3.0	Operational			
3.1		Personnel		Nov 2007
3.2		Contracts		Nov 2007
3.3		Financial Operations		Nov 2007
3.4		Program Policies		Nov 2007
3.5		Membership Communication		Nov 2007
3.6		Membership Recognition		Nov 2007
3.7		Alberta Library Conference		Nov 2007
4.0	Advocacy			
4.1		Representation at Conferences		Nov 2007
4.2		Library Openings		Nov 2007
4.3		Caucus Submissions		Nov 2007
4.4		Literacy		Nov 2007
Appendix	A	Standing Committees		Nov 2007
	B	Orientation Package		Nov 2007
	C	Electronic Voting		Nov 2007
	D	Orientation Workshops		Nov 2007

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1.0 FRAMEWORK POLICIES (Reviewed September 2007)

1.1 **Vision Statement** (Adopted Jan. 2007)
Great public libraries – effective trustees.

1.2 **Mission Statement** (Adopted Apr 1993)

The Alberta Library Trustees Association is the collective voice for Alberta library trustees, and through them represents the interests of patrons and supporters of public libraries. The Alberta Library Trustees Association promotes effective library service and leadership in communication and advocacy, and encourages and supports trustee education and development.

1.3 **Belief Statement** (Adopted Apr 1993)

The Alberta library Trustees Association believes that library services are essential to the quality of life of Albertans, and vital to the educational, economic, social, and cultural development of the province.

1.4 **Targets** (Adopted Sept 2007)

- Trustees of public library boards in Alberta
- Members of ALTA according to the membership groups (Bylaw 3)
- Users of public libraries in Alberta
- All Albertans
- Government politicians and policy makers (local, provincial, national)

1.5 **Statement of Goals and Objectives** (Adopted Sep 1985)

The Alberta Library Trustees Association:

- 1.5.1 positions public libraries as an essential service in the Province of Alberta
- 1.5.2 articulates a vision of library service in Alberta towards the year 2020.
- 1.5.3 communicates effectively with library patrons and supporters, other members of the library community, the various levels of government, and the public.
- 1.5.4 addresses new issues, concerns, and concepts as identified by the people of Alberta, and provides educational and developmental opportunities for public library trustees.
- 1.5.5 aims to increase its membership increases, with the goal of having at least 80% of public library Boards in Alberta as members.
- 1.5.6 establishes and maintains the stability of its funding base.
- 1.5.7 supports the Canadian Charter of Rights and Freedoms; the 'Statement of Intellectual Freedom' adopted by the Canadian Library Association; and the 'Code of Ethics' adopted by the Canadian Library Association.
- 1.5.8 in setting goals and specific objectives, works to improve library service within this framework.

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1.6 Code of Ethics Statement (Adopted May 1992)

ALTA members are committed to the following principles:

- 1.6.1 Public library boards exist to develop, promote and monitor library services as a public trust.
- 1.6.2 The primary goal of public library trustees is to ensure that the public has access to the highest quality library services possible.
- 1.6.3 Trustees should ensure each person has access to the most complete library service possible compatible with equal service for all. Where limitations in service are unavoidable any inherent inequity of service should favour those residents least able to obtain alternate service.
- 1.6.4 Library trustees should observe ethical standards with truth, integrity and honour.
 - a. Trustees should avoid situations where personal advantage or financial benefits may be gained at the expense of other library users.
 - b. Trustees should distinguish between their personal view and those of the institution by respecting the position of the board, even though they may disagree.
 - c. Trustees should respect the confidential nature of library records within the framework which allows for the monitoring of material usage and the need for public accounting.
- 1.6.5 Trustees should respect the established structure of the library board.
 - a. Trustees should attempt to work harmoniously with the board and ultimately accept its will.
 - b. Trustees should limit their trusteeship role to policy, governance and advocacy.
- 1.6.6 Trustees are expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national library organizations.
- 1.6.7 Trustees should support intellectual freedom in the selection of library material.

ALTA acknowledges the Louisiana Trustees of Public Libraries whose code of ethics was used as a model in this statement.

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2.0 GOVERNANCE POLICIES

(Reviewed September 2007)

2.1 General

(Adopted May 1992)

- 2.1.1 The **name** of the organization shall be the Alberta Library Trustees Association, herein referred to as ALTA.
- 2.1.2 Shall be **incorporated** under the Alberta Societies Act, and shall retain its **charitable status** in the province of Alberta
- 2.1.3 The **Bylaws** and the **Policy** manual shall govern ALTA. The Bylaws will at no time be in conflict with the Alberta Societies Act.
- 2.1.4 The **fiscal year** of ALTA shall be January 1 to December 31.
- 2.1.5 ALTA's **office** shall be located at 6-24, 7 Sir Winston Churchill Square, Edmonton, Alberta T5J 2V5.
- 2.1.6 The **Executive Committee** shall be the President, Vice-President, Secretary-Treasurer, and Past President and shall: ensure the continued operation of ALTA; be responsible to the Board for the conduct of ALTA between board meetings; and shall ensure that ALTA's obligations to the Alberta Library Conference are met. (Bylaw 7)
- 2.1.7 The President, or their delegate, shall be the **media/public relations contact** for ALTA.
- 2.1.8 **Rules of Order** are Sturgis Standard Code of Parliamentary Procedures.
- 2.1.9 ALTA Board members shall also be referred to as **Area Representatives**.

2.2 Policy Making

(Adopted Mar 1999)

- 2.2.1 New policies and policy changes shall be brought forward to the Board by the Executive Committee.
- 2.2.2 Adoption of new policies and revised policies are the responsibility of the ALTA Board.
- 2.2.3 All suggested changes in policy and requests for new policies must be referred to the Executive Committee.
- 2.2.4 All suggested changes to policy shall be made in writing and will contain clarity and a comprehensive explanation and background.
- 2.2.5 The Past President shall present notices of motion concerning policy changes to be placed on the agenda for debate at the Executive Committee meeting.
- 2.2.6 The Executive Committee shall meet at least once a year to review existing policies and report to the Board.
- 2.2.7 The Policy Manual shall be reviewed and updated at least every second year by the Past President.

2.3 Board Structure

- 2.3.1 The Board (Bylaw 5) shall consist of 12 members:
 - President, elected annually at the AGM by the eligible membership
 - Past President – assumes office after tenure as President; for a one-year term
 - Area Representatives from Areas 1 (Peace), 3 (Parkland), 5 (Chinook Arch), and 7 (Metro Edmonton) are elected at the AGM in

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odd numbered years by the eligible membership from each designated Area, for a two-year term

- Area Representatives from Areas 2 (Yellowhead), 4 (Marigold), 6 (Shortgrass), and 8 (Northern Lights) are elected at the AGM in even numbered years by the eligible membership from each designated Area, for a two-year term
 - Area Representatives from each of Edmonton Public Library and Calgary Public Library Boards are elected by the Boards of each of Edmonton and Calgary Public Library Boards annually at their discretion.
- 2.3.2 The Board of ALTA is the legal authority for ALTA. Each member of the ALTA Board is responsible for the effective governance of ALTA.
- 2.3.3 Elections for members of the ALTA Board will be conducted according to Bylaw 5.4.
- 2.3.4 ALTA Area Representatives (Board members) shall be current members of ALTA in good standing in accordance with Bylaw 3.
- 2.3.5 Alternates will be nominated after each AGM by each Area electing an Area Representative
- The Alternate will represent the Area in the event the Area Representative is unable to attend a regular ALTA meeting.
 - Alternates shall meet the same eligibility criteria as elected representatives and will serve the same two-year term. (see Bylaw #5.7.1, 5.9.3, 5.11).
 - If more than one member is nominated, the ALTA Board will select the Alternate at its first regular meeting after the AGM. If no nominations are received, the ALTA Board will appoint an Alternate.

2.4 Roles and Responsibilities

2.4.1 Each member of the ALTA Board shall:

- Represent their Area by bringing forward information, updates and issues from their Area for information and consideration by the ALTA Board, and taking information back to their Area after each ALTA Board meeting.
- Maintain and foster two-way communication between ALTA and the membership and prepare written reports of activity (particularly on local issues) for each regular Board meeting
- Promote membership in ALTA and encourage all public library boards in their Area to join ALTA.
- Have attended an ALTA Trustee Workshop
- Ensure their Alternate Area Representative is kept up-to-date with ALTA business
- Develop and maintain positive relations among ALTA's membership including non-systems library boards
- Recommend to the Education Committee library boards in their Area that would benefit from an ALTA workshop or appropriate skills development or educational programs or services organized and/or sponsored by ALTA. Represent ALTA and present an overview of ALTA, its structure, membership benefits, programs, services and representation at each ALTA sponsored workshop, skills development or educational program or service in their Area.
- Be committed to the work of ALTA

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- Be knowledgeable of the ALTA Bylaws and Policies and review the Bylaws and Policies on a regular basis
- Approve ALTA's Business Plan and budget annually recommending same to the members at the AGM for their approval.
- Stay current, knowledgeable and well informed on issues impacting public library service in Alberta as well as on issues for trustees of Alberta's public library boards.
- Have or acquire the skills and knowledge to be able to contribute to one or more areas of governance, policy, finance, programs/services, or advocacy.
- Be willing and able to serve on Committees which may meet Friday evenings or Saturday mornings immediately prior to the regular Board meeting, or at other times as determined by the Chair of the Committee.
- Attend all ALTA Board regular meetings and the ALTA Annual General Meeting.
- Declare any conflicts of interest to the President; refrain from participating in discussions on any issue for which you have declared a Conflict of Interest.
- Vote on all issues brought forward at ALTA meetings except those involving a conflict of interest
- Support and participate in special events including fundraising
- Conduct themselves in a professional and courteous manner at all times.

2.5 Committee Structure

2.5.1 The Board shall appoint from time to time such committees as are necessary to carry on the work of ALTA. (Bylaw 10). Each Committee appointed shall operate within the Terms of Reference established for them as per Appendix A or the appropriate Bylaw as noted.

- *Standing Committees* shall be established by the Board annually at its Transition Meeting. Members of the Committee shall be appointed by the Executive Committee. The Chair of a Standing Committee must be a member of the ALTA Board. A Standing Committee reports to the Board.
- *Sub-Committees* may be established by a Standing Committee. Members of the Sub Committee shall be appointed by the Chair of a Standing Committee and shall report to the Chair of the Standing Committee.
- *Ad Hoc Committees* may be established from time to time by the President for a specific purpose. The term of appointment shall end upon completion of the purpose or by direction of the Board. Members of an Ad Hoc Committee shall be appointed by the President. An Ad Hoc Committee shall report to the Board.
- *Nominations Committee* (Bylaw 10.3) is Chaired by the Past President, who shall appoint such members as he or she deems necessary. The *Nominations Committee* calls for nominations for Area Representatives (ALTA Board members), ensures nominations are in order, reports to the Board at its regular meeting prior to the AGM, and reports on nominations and election results to the members at the AGM.
- *Resolutions Committee* (Bylaw 10.4) is Chaired by the Vice President, who shall appoint such members as he or she deems necessary. The *Resolutions Committee* calls for resolutions from the members no later than October 31 each year; all resolutions must be received in writing in the proper format at the ALTA office by December 31. The *Resolutions*

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Committee ensures resolutions are in order, reports to the Board at its regular meeting prior to the AGM, and puts correct resolutions before the members at the AGM.

2.6 Membership

- 2.6.1 Membership categories and privileges are as determined by Bylaw 3.
- 2.6.2 Membership fees shall be established and may be changed by resolution at the Annual General Meeting of ALTA.

2.7 Meetings Policy

(Adopted Mar 1999)

- 2.7.1 The ALTA Board shall hold a minimum of five meetings a year; one of which is the Transition Meeting.
 - The Transition meeting will provide an opportunity for outgoing ALTA Board members to brief incoming ALTA Board members. An ALTA Orientation package for incoming Board members shall be distributed at the Transition meeting. (see Appendix B)
 - The schedule of meeting dates for the ensuing year will be set at the Transition meeting each year
- 2.7.2 All meetings of the Board shall be called by the President or as otherwise specified in the bylaws.
- 2.7.3 A majority of members shall form a quorum at any meeting of the Board.
- 2.7.4 ALTA Board meetings shall be held in Edmonton or Calgary, whichever is the most cost efficient location
- 2.7.5 The Executive Committee shall meet at least two times per year; one meeting will be held in June to review contracts.
- 2.7.6 Committee meetings can be held by the means agreed to by the majority of Committee members. These can include but are not limited to face-to-face meetings, teleconference, email or other internet services, videoconference, or written mail exchanges.
- 2.7.7 The ALTA Board and the Executive Committee may use electronic voting where an issue is of such an urgent nature that it cannot wait for the next regular scheduled ALTA Board meeting. Electronic voting will be used according to the procedure in Appendix C. Decisions using electronic communications must be placed on the Agenda of the next ALTA Board meeting for ratification and inclusion in the minutes.

2.8 Annual General Meeting

- 2.8.1 ALTA shall hold an Annual General Meeting (AGM) once each year no later than June 30th each year. (Bylaw 4). Where possible the AGM shall be held in conjunction with the Alberta Library Conference.
- 2.8.2 Resolutions may be proposed for consideration at the AGM by the ALTA Board or by any member in good standing according to Bylaw 3.
- 2.8.3 Resolutions will be called for no later than November 1 each year by email to each member and by posting on the ALTA web site.
- 2.8.4 Resolutions must be received in writing in the prescribed format by the ALTA office no later than December 31.
- 2.8.5 Resolutions must include: the name of the sponsoring ALTA member; the resolution; the background of the resolution, including the rationale for the

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- resolution; documentation to explain the resolution, including statistics, external comparisons, etc. The rational shall not exceed 1000 words.
- 2.8.6 The resolutions will be reviewed by the Resolutions Committee according to Bylaw 10.4
 - 2.8.7 Resolutions may be made from the floor at the AGM provided they are received by the Chair of the Resolutions Committee before the Call to Order for the AGM by the President, are in writing in the prescribed format, are moved and seconded by members in good standing, and are signed. To be heard as a resolution at the AGM they must received a two-thirds majority vote at the AGM from those members in good standing that are present and voting. It is recommended that members submitting resolutions from the floor be encouraged to provide up to 100 copies for distribution at the AGM.
 - 2.8.8 A parliamentarian shall be appointed for each AGM
 - 2.8.9 The order of the AGM shall be such that Awards are presented at the beginning of the AGM after acceptance of the agenda and the minutes of the previous AGM.
 - 2.8.10 The AGM package will be posted on the ALTA website not later than 30 days prior to the AGM and an email sent to all members at their current email address to note that the Board package is available on the ALTA website. Paper copies of the AGM package will be made available during registration at the ALC.

2.9 Annual Report

The President shall prepare an annual report each year no later than March 31st to be presented at the AGM and to appropriate stakeholders or funders.

2.10 Board Development

- 2.10.1 ALTA shall hold an orientation session for new Board members at the first Board meeting after the Transition meeting.
- 2.10.2 Area Representatives shall actively participate in Board recruitment and development to ensure ALTA retains and recruits knowledgeable and interested Area Representatives. All trustees should be encouraged to sit on ALTA Committees.

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3.0 OPERATIONAL POLICIES

(Reviewed September 2007)

3.1 Personnel

3.1.1 Senior Administrative Officer (Bylaw 5.12.2)

- ALTA shall annually negotiate a contract for the services of a part-time senior administrative officer as required and within the resources agreed to within the budget.
- The senior administrative officer reports directly to the President of the ALTA Board.
- The contract shall be reviewed annually by the Executive Committee.
- The contract shall be negotiated for the part-time hours the Executive Committee determines are necessary to fulfill the management and implementation requirements of ALTA as determined by the Business Plan.

3.1.2 Other staffing resources.

- ALTA shall negotiate a contract for the services on an “as required” basis for:
 - a qualified company or individual to manage and carry out the work of conference registration for the Alberta Library Conference.
 - a qualified company or individual to maintain and update ALTA’s web site
 - a qualified company or individual to develop and/or deliver trustee skills development, orientation workshops or other educational programs or services as agreed by the Board in its Business Plan.
 - the publication of the Trustee Voice as per the schedule agreed in the Business Plan

3.2 Contracts (Bylaw 5.12)

3.2.1 No contracts will be entered into which place ALTA in financial jeopardy.

3.2.2 ALTA shall only enter into contracts with registered companies or societies, registered partnerships and qualified individuals.

3.2.3 Contracts must be consistent with the mission of ALTA and within the approved budget.

3.2.4 The Finance and Administration Committee shall review all contracts for content and format.

3.2.5 All contracts must receive final approval from the Executive Committee.

3.2.6 Contracts exceeding \$2500.00 or those not budgeted require Board approval prior to signing.

3.2.7 The President and the Secretary/Treasurer shall sign all contracts.

3.2.8 The Executive Committee must approve all changes to contracts, including changes in completion dates.

3.3 Financial Operations

3.3.1 Budget

- ALTA will approve, at its March meeting each year, a budget for presentation to the AGM.. Requests for budget funding shall be presented to the Secretary/Treasurer by the Chair of each Committee no later than the end of the November meeting.

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- The Finance and Administration Committee will recommend a draft budget to the Executive Committee no later than January 31. The Executive Committee will present the recommended budget to the Board at the March meeting.
 - The budget will align with the 3-year Business Plan.
- 3.3.2 Signing Authority
- All cheques must be signed by two of the President or Secretary/Treasurer or Senior Administrative Officer but no person shall sign a cheque made out to themselves.
 - The Senior Administrative Officer will keep a cheque log that will be approved by the Secretary/Treasurer
- 3.3.3 Financial Reports
- The Senior Administrative Officer will prepare monthly financial reports for approval by the Secretary/Treasurer. The monthly reports will be available to the Secretary/Treasurer no later than the 15th day of the following month.
 - Financial reports will be presented at each Board meeting by the Secretary/Treasurer.
- 3.3.4 Direct Payment
- Direct payment (EFT) or monthly accounts will be maintained for accounts for the telephone service, internet service provider, office supplies, courier services, office rent.
- 3.3.5 Float
- A float of \$200.00 will be maintained at all times for use by the Senior Administrative Officer.
 - The Secretary/Treasurer will approve all receipts for the float, and will authorize the replenishment of the float on a monthly basis.
- 3.3.6 Board Expenses
- Members of the ALTA Board are volunteers and will not be paid an honorarium
 - Reimbursement of expenses will be paid to members of the ALTA Board upon prior approval of the President and/or Secretary/Treasurer.
 - Actual receipts must be submitted with all approved expense claims.
 - Expenses claims will be made on the ALTA Expense Claim form.
 - Rates for travel are:
 - Auto: If a chartered bus is available then the cost of the bus will be the maximum paid. Otherwise the rate paid is .33/km
 - Airfare, taxi, parking: actual costs
 - Hotel: Actual cost
 - Meals: Actual expenses including a gratuity allowance of 15% per meal. When receipts are not presented, the following schedule shall be used:
Breakfast \$5.00 Lunch \$6.75 Dinner \$12.50
- 3.3.7 Grants
- The President and Secretary/Treasurer shall be the signing authority for all grant applications made on behalf of ALTA.
 - An administrative fee equivalent to 25% of the grant total will be taken from each grant to be used for the administration of the grant, reporting on the grant, and presentation of the project to the membership.

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3.3.8 Reserve Funds

ALTA will hold the following Reserve Funds:

Special Trustee Project Fund - \$25,000.00 until expended

- Restricted – requires approval of proposal by Director or Manager, Libraries, Community and Voluntary Sector Services Branch, Municipal Affairs and Housing
- Must be a project that benefits all public library trustees in Alberta
- The fund remains at a maximum of \$25,000.00 until spent

Special Education Project Fund

- Requires a proposal to be presented to and approved by the ALTA Board
- Proposals can be made for any portion of the fund at any time
- Must benefit public library trustees in Alberta
- Preference will be for trustee skill development
- The fund will continue to grow each year no funds are withdraw. The fund can be added to annually by approval of the Board on the recommendation of the Finance and Administration Committee.

Equipment Reserve Fund

- Used to replace office equipment on a 3-year basis (e.g. PC, printer)
- Between \$1000.00 and \$1600.00 per year shall be deposited into this Reserve Fund and recognized in the budget.

General Reserve (Risk Management) \$50,000 minimum, \$75,000 maximum

- Held as a Contingency fund for ALTA in the event ALTA is unable to prepare and present a balanced budget at its AGM
- Expenditure must be recommended by the Finance and Administration Committee for consideration of the Executive Committee. The Executive Committee must make a recommendation to the Board. Expenditure must be approved by the Board.
- Restricted to 15% withdrawal in any one year unless ALTA is disbanding, in which case the fund may be used to close the Association
- The fund will grow each year no funds are withdrawn.
- 15% of any excess of revenue over expense at the end of each fiscal year shall be deposited into this Reserve Fund until the maximum is reached.

The following criteria will apply to the *Special Trustees* and *Special Education* Project Funds

1. Projects must complement current ALTA priorities as described in the ALTA Business Plan and be related to trustee development.
2. Projects must be of benefit to library trustees (as defined under The Libraries Act) in Alberta.
3. Proposals must come from an ALTA Board member(s) and will be reviewed by the Finance and Administration Committee; their recommendation will be forwarded to the Executive Committee for consideration and presentation to the Board. The Executive Committee

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is responsible for liaising with other stakeholders (e.g. Libraries Branch) whose approval for any proposals are required.

4. Proposals must be in writing and include a detailed description of the project including:
 - a. Nature of the project
 - b. Name/title of the person who will be responsible for the project.
 - c. The names of the persons serving on the Project Committee or team.
 - d. The name of the ALTA Board member who will be responsible for the management and reporting on this project.
 - e. How the project will work, including budget and timelines.
 - f. Proposed human resources, volunteer, paid and in-kind
 - g. Other financial resources available and/or required
 - h. Benefits to be attained from the project
 - i. A proposed evaluation process
5. ALTA will release the funding on a periodic basis as determined by deliverables according to the project plan and timelines.
6. A final report must be submitted to the ALTA Board

3.4 Program Policies

3.4.1 Trustee Orientation Workshops

- ALTA will decide, on the recommendation of the Chair, Education Committee, as part of its annual Business Plan/budgeting cycle, the number of Trustee Orientation Workshops to be held each year. This will be approved at the November meeting contingent upon the budget being approved.
- Each Area Representative will be responsible for determining which Library Boards in their Area require or wish to hold Trustee Orientation Workshops and will obtain several options for dates to hold the Workshop. This information is to be provided for discussion at the November Board meeting.
- ALTA will contract the training for the Trustee Workshops to an approved ALTA trainer, and/or staff from the Libraries, Community and Voluntary Sector Services Branch, Municipal Affairs and Housing.
- Government staff are provided at no cost to ALTA. Other trainers will be contracted (see Policy 3.2)
- ALTA will retain qualified trainers, with the goal of having a trainer in each of the north, central and south of the province at a minimum.
- The Chair, Education Committee, will contact the trainers and determine their availability for the following year, for presentation at the November ALTA Board meeting.
- The Trustee Orientation Workshop arrangements shall follow the Procedure outlined in Appendix D.
- Trustee Orientation Workshops must have a minimum of 10 trustees registered one week before the date of the Workshop, or the Workshop may, at the discretion of the Chair, Education Committee, be cancelled.
- ALTA shall decide the Workshop locations and dates no later than the end of January each year.

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- The contract for the trainer will include a standard fee of \$500.00 per Workshop, plus travel and accommodation expenses at current ALTA Board expense rates (see Policy 3.3.6).
- The cost of the Workshop is \$35.00 member, \$45.00 non members, and shall be reviewed annually. No refunds are made after the registration deadline date.
- ALTA will reimburse the organizing library board \$8.50 per person (including the trainers and the Area Representative) for the lunch and morning/afternoon teas to be provided.
- The cost of materials for the Workshop shall be approved by the Chair, Education Committee and shall be paid by ALTA.
- An evaluation of each Workshop shall be collected and analyzed by the ALTA Senior Administrative Officer and reported at the next ALTA Board meeting.

3.4.2 Trustee Development Programs

- ALTA, through the Chair, Education Committee, will liaise with Library Boards and System Boards to arrange for up to 4 conferences or seminars for trustee development. These can be arranged and sponsored by ALTA or in partnership with other Library Boards.
- The format can be a Conference, Mini-Conference, Seminar, Guest Lecturer, or other format as determined in the Business Plan each year.
- The presentation and training for these Development Programs shall be done on a contract basis with qualified leaders in their fields.
- Each Trustee Development Program should be offered on a break-even basis. Any profits will be retained for future Trustee Development Programs.
- ALTA will aim to provide a Trustee Development Program in each Area at least once every third year.
- The Trustee Development Programs, their format and location and dates, will be decided at the November ALTA Board meeting for the following year.

3.5 Membership Communication

ALTA shall communicate with its membership through Area Representatives as well as the following official communications:

- The *ALTA website* which shall be the primary point of contact for membership communication and shall contain current and updated information on ALTA, all appropriate forms and instructions for completing the forms, updates of ALTA Board meetings, trustee education or skills development material and events, announcement of the AGM, call for resolutions, nominations and awards, the AGM package, links to appropriate websites, electronic learning modules, and other information as agreed from time to time. The Senior Administrative Officer shall act as the coordinator for the content and updating of the website.
- *ALTA Announces*, in electronic format, which contains highlights from the ALTA Board meeting, and is emailed to the current email address of all ALTA members and posted on the ALTA website within 2 weeks of each ALTA Board meeting. The Chair, Communications Committee, shall be responsible for content of *ALTA Announces*.
- *Trustee Voice*, in paper format, published twice a year with 10 copies delivered to each member Board, which contains information as agreed in the Business Plan each year. The Chair of the Communications Committee shall act as editor of the publication (see Communications Committee, Appendix A); publishing shall be done

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by separate contract not to exceed the agreed budget each year. A copy of the Trustee Voice may also be distributed to other stakeholders as determined by the Communications Committee (e.g. Municipal Affairs and Housing Libraries Branch, Minister of Municipal Affairs and Housing, Honorary Life Members).

- *The ALTA Handbook* which shall be reviewed for required updates annually by the Education Committee, and presented to the Board for approval. The Handbook shall contain all the information needed by ALTA's members to understand the governance responsibilities of public library trustees in Alberta, to present information on trustee skills, and other educational or development material as determined by ALTA.
- *ALTA Brochure* which shall be the primary paper public relations material for ALTA and shall contain ALTA's vision, mission, goals and objectives, structure (e.g. Areas, Board) and other references as appropriate. The Senior Administrative Officer shall act as the editor of the brochure.
- *ALTA Display Board* which shall be displayed at the ALC each year and shall contain information about the current Board, library trustee issues, membership recognition, and other key information. The Display Board shall be available for use at any ALTA sponsored event or workshop. Updating the Display Board shall be contracted out each year.

3.6 Membership Recognition (Awards)

3.6.1 Awards Available

Each year at the AGM ALTA may, at its discretion, present the following awards to members or member boards:

- Honorary Life Membership
 - To recognize outstanding contributions as a public library trustee, each year at the AGM Honorary Life Memberships may be presented. The membership is recognized by the presentation of a plaque from ALTA and may also include early bird registration at the ALC, up to 3 nights accommodation at the Jasper Park Lodge at the Fairmont rate, and some travel expenses, as approved in the ALTA budget. The plaque shall be as per the template agreed by the Board and will cost no more than \$75.00
- Award of Excellence
 - In recognition of Library Boards that have provided on-going excellent service to their community over a five-year period, each year at the AGM an Award of Excellence may be presented, to be awarded at the winning Board's library on a mutually agreed date. The Award will be a plaque from ALTA as per the template agreed by the Board and will cost no more than \$100.00. The President shall present the Award at the Board's library on a mutually agreed date. The cost of travel and presentation shall be in accordance with ALTA's budget.
- Lois Hole Award
 - In honour of past Lieutenant-Governor Lois Hole, each year at the AGM a draw will be made to receive a \$250.00 Lois Hole Library certificate for the purchase of books for their member library. Each book purchased through this Award will have a bookplate affixed to it that indicates it was acquired through ALTA's Lois Hole Award.

3.6.2 Award Criteria

- Honorary Life Membership – The trustee(s) must have done at least 5 of:

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1. Provided leadership in the library community
 2. Served as a trustee in a recognized provincial or national library related organization within the last five years
 3. Fulfilled offices in the Alberta Library Trustees Association
 4. Contributed to the organization of the Alberta Library Conference
 5. Provided leadership in the establishment of new libraries or library systems
 6. Participated in major innovations in library management and operation
 7. Promoted Literacy
 8. Contributed significantly to trustee education
- Award of Excellence – :Public library Boards should have:
 1. Enabled and supported their libraries in the provision of on-going excellent library service to their community over a five-year time span
 2. Identified present or future needs in their community and implemented services/projects to meet those needs
 3. Served their communities in at least three (3) of the following ways:
 - Assessed and responded to future and changing needs or circumstances in their community
 - Exhibited innovation and creativity in meeting community needs
 - Embarked on successful fundraising activities to support projects/services that better meet community needs
 - Established mutually beneficial partnerships with other community organizations through shared planning and sponsorship or services and program
 - Enabled their libraries to expand their services/programs to meet community needs.
 4. Only public library boards that are current members of ALTA are eligible to receive the award
 - Lois Hole Award
To be eligible a library board must be a member in good standing in the year of the AGM and have at least one trustee registered at the ALC and in attendance at ALTA's AGM.

3.6.3 Nomination Process

1. Honourary Life Membership nominations
 - May be made by the Board of the Alberta Library Trustees Association, or by any member board in good standing.
 - Trustees currently sitting on the ALTA Board of Directors are not eligible.
 - Notices requesting nominations for Honourary Life Membership shall be sent to member library boards after the fall meeting of the ALTA Board (but no later than November 1) and be posted on the ALTA website.
 - Must be properly completed and signed, and submitted in written format and mailed to the ALTA offices.
 - The deadline for submission of nominations to be received in the ALTA office is January 15th. No late nominations will be accepted.
 - A resume of the nominee's career and an assessment of his/her contributions must accompany nominations.
2. Award of Excellence nominations
 - May be made by the staff or board of an Alberta public library that is a member in good standing in ALTA, staff or board of the regional library

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system to which the library belongs, the municipality the library board was appointed by, or members of the community the library Board serves.

- Shall include Board planning documents that clearly outline the programs/services over the past five years that are being highlighted in the nomination, photographs or clippings showing the programs/services presented in the nomination package, letters of support from the community and/or local council, and any additional documentation deemed appropriate to provide a clear picture of how the Board has supported and contributed to the success of the public library in meeting community needs over the past five years.
 - Notices requesting nominations for the Award of Excellence shall be sent to member library boards after the fall meeting of the ALTA Board (but no later than November 1) and be posted on the ALTA website.
 - Must be properly completed and signed, and submitted in written format and mailed to the ALTA offices.
 - The deadline for submission of nominations to be received in the ALTA office is January 15th. No late nominations will be accepted.
3. Lois Hole Award
There is no nomination process for this award which is drawn at the AGM from eligible member boards attending the AGM.

3.6.4 Selection Process

1. Honourary Life Membership
 - The ALTA Trustee Education Committee shall recommend to the ALTA Board, at its March meeting, that none, one or two qualifying nominees receive Honourary Life memberships
2. Award of Excellence
 - The ALTA Awards Sub Committee (Policy 3 and Appendix A) shall review all nominations, determine that they meet the nomination criteria, and shall recommend to the ALTA Board at its March meeting that none or one of the qualifying nominated Boards receive the Award of Excellence.
3. Lois Hole Award
 - There is no selection process as this Award is drawn at the AGM from eligible member boards attending the AGM.

- 3.6.5 The ALTA Board shall, at the AGM, present to each retiring ALTA Board member a Certificate of Appreciation and a \$100 donation through the Lois Hole Library Fund to the public library of the retiring Board members choice as a form of the Board's appreciation for the commitment to ALTA.

3.7 Alberta Library Conference (ALC)

- 3.7.1 ALTA is a co-sponsor with the Library Association of Alberta of the Alberta Library Conference
- 3.7.2 ALTA is responsible for providing registration services for ALC (see Policy 3.1.2)
- 3.7.3 ALTA will appoint, from the ALTA Board, an ALC Co-Chair and a Registrar each year at its Transition meeting. It is expected that the Registrar shall serve 1 – 2 years as Registrar and then become the ALC Co-Chair representing ALTA. The ALC Co-Chair shall represent ALTA at the ALC Committee meetings and shall report to each ALTA Board meeting. The ALC Co-Chair will present the ALC

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budget to the ALTA Board for approval at the next ALTA Board meeting after the ALC Committee drafts the ALC budget. ALTA will not approve an ALC budget that shows any loss.

- 3.7.4 ALC covers all costs of the Co-Chair and Registrar to all ALC Committee meetings, and to the ALC.
- 3.7.5 ALTA will annually review ALC Policies and make recommendations for changes that they will consider for approval at the next ALTA Board meeting
- 3.7.6 ALTA will provide a float of \$3000.00 annually to the ALC Committee for expenses incurred in organizing the ALC. Although the float is not returned at the end of each ALC, ALTA shall account for these funds in their budget as both revenue and expenditure.
- 3.7.7 ALTA may send an invitation to attend ALC each year to the Presidents of CLTA, BCLTA, and SLTA. Should any of these accept the invitation, ALTA will pay the cost of early bird registration to ALC but the guest shall make their own travel and accommodation arrangements at their own cost.
- 3.7.8 ALTA Sessions
 - Each year ALTA shall be responsible for two sessions at ALC: the Lorne MacRae Intellectual Freedom Lecture Series, and the Trustee Forum.
 - Early bird registration and one night's accommodation is provided by ALC for each of the presenters of these two sessions
 - The presenter for the Lorne MacRae Intellectual Freedom Lecture will be selected annually by ALTA; the year the School librarians attend ALC the presenter will represent intellectual freedom from the perspective of school libraries; the alternate year the presenter will be selected in conjunction with the School of Library and Information Sciences, University of Alberta. The Lorne MacRae Intellectual Freedom Lecture series is sponsored by The Calgary Foundation and required ALTA to retain its Charitable Status. Funding is provided in February each year by The Calgary Foundation. The President must submit a report on the use of the funds by September each year to The Calgary Foundation.
 - Expenses for the Lorne MacRae Intellectual Freedom presenter shall not exceed \$600.00 or the funds from The Calgary Foundation, (less 25% administrative fee) whichever is less.

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4.0 ADVOCACY POLICIES

4.1 Representation at Conferences

- There shall be a budget line established each year to enable ALTA to send a representative to the Canadian Library Association/Canadian Library Trustees Association Conference and the Alberta Library Conference.
- The President of ALTA shall attend the Canadian Library Association annually, and shall be ALTA's representative to other Library Conferences.
- If funds are available the Board shall decide each year if the President should represent ALTA at the Saskatchewan Library Trustees Association Conference, the British Columbia Library Trustees Association Conference, or other conferences as decided by the Executive Committee.
- If the President is unable to attend any Conferences the Vice-President shall represent ALTA. If the Vice President is unable to attend the Past President shall be the representative.
- The Board may choose to send additional representatives to Library Conferences as determined in the budget and business plan.

4.2 Library Openings

- For all openings of new public libraries or library branches or major library renovations in Alberta, the President shall send a letter of congratulations to the Chair of the public library Board on behalf of ALTA. The expenses of any ALTA Board member attending a library opening or renovation shall not be reimbursed by ALTA.

4.3 Caucus Submissions

- Whenever necessary ALTA shall prepare a position paper for presentation to the appropriate level of government
- ALTA will solicit member input for its caucus brief at the Annual General Meeting and will prepare the submission for approval of the June meeting of the ALTA Board with presentation to members through the ALTA website after ALTA Board approval.
- The submission should set forth ALTA's recommendations to the provincial government on the issues of greatest concern to ALTA's membership
- The caucus submission shall be forwarded to the Minister of Municipal Affairs and Housing and other appropriate government members as determined by the ALTA Board.

4.4 Literacy

ALTA shall encourage and give support to literacy programs by:

- producing materials or presentations on literacy
- encouraging library boards to plan for annual literacy days within their communities
- assisting public library boards in Alberta to participate in appropriately established literacy programs and develop literacy programs within their own library's Plan of Service
- liaising with existing organizations that support and promote literacy

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APPENDIX A: Standing Committees - ALTA

Standing Committees of ALTA April 2007

1. Finance and Administration Committee
2. Trustee Education Committee
3. Communications Committee
4. Advocacy Committee

All Committee members must be ALTA members in good standing.

Terms Of Reference:

Name: *Finance and Administration Committee*
Type: Standing Committee
Mandate: Ensure the financial and administrative needs of ALTA are managed efficiently and effectively.
Key Responsibilities: - Develop and keep current a three-year Business Plan based on input from the Chair of each Standing Committee and the Executive Committee..
- Maintain accurate financial records and ensure timely financial reporting to the Board at its regular meetings and to the membership at the AGM.
- Review and evaluate the effectiveness and value of all staffing and contract needs and performance at least annually and recommend changes where necessary.
- Develop and keep current a Risk Management Plan
Composition: The Secretary-Treasurer and 2 other ALTA Board members shall be appointed to the Finance and Administration Committee. The Secretary-Treasurer shall Chair the Finance and Administration Committee.
Meetings: The Committee shall meet before each regular Board meeting. Meetings can be held in any format agreed to by the Committee members (Policy 2.6.8)
Resources: The Finance and Administration Committee shall determine it's financial and staff/contractor needs annually at the time the Budget and Business Plan are decided.
Reporting: The Finance and Administration Committee shall report to the Board at each regular Board meeting. Its report shall contain items for Information, for Discussion and/or for Decision as appropriate. All reports shall be in writing and will be distributed with the meeting package. Reports for a decision by the Board shall be made in the form of a motion.

Name: *Trustee Education Committee*
Type: Standing Committee
Mandate: Ensure the skills development and educational needs of ALTA members are met in a timely way through innovative and effective educational and trustee development programs and services..
Key Responsibilities: - Provide effective, relevant, well-attended workshops across the province on a regular basis.
- Identify and facilitate provision of relevant resources on skills development and education for the membership

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	<ul style="list-style-type: none">- Promote trustee involvement in the Alberta Library Conference- Recognize and honour outstanding library trustees and public library boards- Annually review educational and skills development programs and services- Ensure adequate trainers are trained and available throughout the province.
Composition:	The Committee shall consist of 3 ALTA Board members. The Chair shall be an ALTA Board member appointed annually at the Transition meeting with the other members (up to a maximum of 2) appointed by the Executive Committee at the request of the Chair.
Sub Committee	The Education Committee shall establish an <i>Awards Committee</i> as a Sub Committee each year at the November/December ALTA Board meeting. The Sub Committee shall, following the criteria as per Policy 3.6, recommend to the ALTA Board the winner of the ALTA Award of Excellence, if any. The Awards Committee shall be composed of the Chair, Education Committee (if not from a nominated Board in which case another member of the Education Committee will become a member), the Chair of the past year's winning Board, and a person connected to libraries but not currently a library staff or trustee at a public library in Alberta.
Meetings:	The Committee shall meet before each regular Board meeting. Meetings can be held in any format agreed to by the Committee members (Policy 2.7.6)
Resources:	The Education Committee shall determine it's financial and staff/contractor needs annually at the time the Budget and Business Plan are decided.
Reporting:	The Education Committee shall report to the Board at each regular Board meeting. Its report shall contain items for Information, for Discussion and/or for Decision as appropriate. All reports shall be in writing and will be distributed with the meeting package. Reports for a decision by the Board shall be made in the form of a motion.
Name:	<i>Communications Committee</i>
Type:	Standing Committee
Mandate:	Ensure that appropriate and timely professional and informative communications are made available to all ALTA members.
Key Responsibilities:	<ul style="list-style-type: none">- Create and distribute two "Trustee Voice" newsletters each year to members- Create and distribute "ALTA Announces" in electronic format within two weeks of each ALTA Board meeting. "ALTA Announces" shall be posted on the ALTA website and sent to the email address on record for each ALTA member.- Ensure ALTA's web site is kept current and is updated on a regular (at least monthly) basis.- The Chair acts as the Editor of the "Trustee Voice" and "ALTA Announces" and is responsible for soliciting material for each publication, ensuring the material is appropriate, deciding on the content and layout and for presenting the final draft of each "Trustee Voice" to the Board for review and input.

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Composition:	The Committee shall consist of 1 or 2 ALTA Board members. The Chair shall be an ALTA Board member appointed annually at the Transition meeting with the other members (up to a maximum of 3) appointed by the Executive Committee at the request of the Chair.
Meetings:	The Committee shall meet before each regular Board meeting. Meetings can be held in any format agreed to by the Committee members (Policy 2.6.8)
Resources:	The Communications Committee shall determine its financial and staff/contractor needs annually at the time the Budget and Business Plan are decided. All contracts must be in accordance with Policy 3.2
Reporting:	The Communications Committee shall report to the Board at each regular Board meeting. Its report shall contain items for Information, for Discussion and/or Decision as appropriate. All reports shall be in writing and will be distributed with the meeting package. Reports for a decision by the Board shall be made in the form of a motion.

Name:	<i>Advocacy Committee</i>
Type:	Standing Committee
Mandate:	Promote public libraries as essential services to all communities in Alberta and ensure that government officials and users of public libraries recognize the valuable role trustees play and support them appropriately.
Key Responsibilities:	<ul style="list-style-type: none">- Arrange for a survey of all members to be conducted at least every three years to assess member satisfaction with communication, skills development and education, Area representation, value of the Alberta Library Conference, and other issues including government support of public libraries, as appropriate.- Liaise with the current provincial Minister responsible for public libraries; liaise with other provincial government elected officials as appropriate- Promote ALTA and its programs and services- Lobby the appropriate government officials on key public library issues- Provide material and information to enable trustees to develop advocacy skills
Composition:	The Committee shall consist of 1 or 2 ALTA Board members. The Chair shall be an ALTA Board member appointed annually at the Transition meeting with up to one other member appointed by the Executive Committee at the request of the Chair.
Meetings:	The Committee shall meet before each regular Board meeting. Meetings can be held in any format agreed to by the Committee members (Policy 2.6.8)
Resources:	The Advocacy Committee shall determine its financial and staff/contractor needs annually at the time the Budget and Business Plan are decided.
Reporting:	The Advocacy Committee shall report to the Board at each regular Board meeting. Its report shall contain items for Information, for Discussion and/or Decision as appropriate. All reports shall be in writing and will be distributed with the meeting package. Reports for a decision by the Board shall be made in the form of a motion.

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APPENDIX B: ALTA Orientation Package

Administration shall ensure each new Area Representative (ALTA Board member) is provided with an Orientation package at the Transition meeting. The Orientation package shall include:

1. Policy Manual
2. Bylaws
3. Business Plan
4. Current budget
5. List of member and non-member library boards for Area Representative's area
6. Minutes and agenda of the last three consecutive Board meetings
7. Board members and senior administrator's name and contact information (address, telephone, email address)
8. User ID and password for ALTA Board member only section on ALTA's website
9. ALTA Brochure
10. Handbook

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Appendix C: Electronic Voting, ALTA Board Items

Electronic voting is a voting process in which a motion which is moved and seconded by two members of the Board or Executive Committee and is emailed to the President for presentation to the Board or Executive Committee for consideration and voting via email. and distributed by e-mail. If it is determined that email is not working for an ALTA Board member, a facsimile can be sent in place of an email. The main criteria for using electronic voting is that time is of the essence (i.e. the matter is of an urgent nature, and a decision must be taken before the next regularly scheduled board meeting).

The result of the vote on the motion shall be considered binding on the Board, and action may be taken on the item after the results of the vote are communicated by the President. The motion and the result of the vote will be read into the record (or 'ratified') at the next regular ALTA Board meeting.

The procedure to be followed is:

Members of the ALTA Board may propose motions through electronic communication as long as the motion is of an urgent nature that cannot wait until the next scheduled ALTA Board meeting.

The motion must be moved by an email message or attachment to an email message and sent to the President. Adequate background information about the content of the motions, as well as the rationale for having the matter dealt with on an urgent basis and why it cannot wait for the next regular Board meeting, must be included. The President will call for a seconder within one business day of receiving the motion..

Once seconded, the President will have the motion sent to all Board members for consideration (or to the Executive Committee for consideration if the motion is for the Executive Committee). In order to give all Board members an opportunity to consider the motion and ask questions or make comments, the vote will be called four days after the motion is sent out. ALTA Board members are given 24 hours to vote. The vote will then be communicated by the President. If a Board member does not respond that they received the email motion within 2 business days, the Administrator will fax or telephone with the motion.

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Appendix D: Trustee Orientation Workshop Processes

Workshop Organization

1. Education Committee Chair receives a request for a workshop from the ALTA Area Representative who is responsible for confirming that the facility is adequate.
2. Once approved by the Chair it is passed on to the ALTA Administrator to verify the Library Board is an ALTA member, and to confirm arrangements and ensure the location dates, and registration is posted on the ALTA website. The Administrator will also send an email announcing the Trustee Orientation Workshop to all member Boards in the vicinity of the Workshop.

The Chair, Education Committee, will liaise with the trainers/consultant (Libraries Branch) and the library board contact, and will confirm, one week before the date of the Workshop, there are a minimum of 10 trustees registered. If not the Chair of the Education Committee will decide whether to cancel the workshop or no.

Hosting

- a. Who should attend? Workshops are for all trustees and senior staff - they are NOT just an orientation for new trustees. Trustees and senior staff need continuing education and ongoing support in regard to legislation and emerging issues. When trustees and senior staff attend workshops together, work on these issues is facilitated at the local level. Everyone learns something new at the workshops!
- b. Requesting a workshop: Requests are made through the ALTA Area Representative, who then sends it to the Education Committee for approval.
- c. Choosing a date: 2-3 dates should be selected to enable maximum numbers of trustees to attend. The Chair, Education Committee will contact the presenters and work with both to arrange the most mutually convenient date.
- d. Workshops must have a minimum of 10 and enrolment is capped at 30 to create the most effective learning and sharing environment. Two or more boards should be represented. ALTA reserves the right to cancel the workshop if fewer than 10 people are registered.
- e. Promoting the workshop: ALTA will advertise the workshop on its website and send announcements to surrounding boards via email. The host board should strongly encourage trustees from surrounding boards to attend the workshop.
- f. Registration: A local contact will act as registrar for the workshop - receive registration forms and payment, answer questions, provide receipts, and ensure that attendance is recorded. Cheques are to be made out to *Alberta Library Trustees Association*. No refunds are permitted after the deadline date - expenses for catering, printing, and presenters will have been incurred by then.
- g. Refreshments: A local contact will arrange for beverages/snacks before the meeting begins (especially if people have traveled a distance), a light business lunch (soup/sandwiches/dessert or something similar), and an afternoon break. ALTA will support this cost up to \$8.50 per person attending including the presenters.
- h. Facility: ALTA does not reimburse for facility rental. The local host is asked to provide a meeting room large enough to hold 20-30 people seated around a large U-shaped table with a table at the front for the presenters. Presenters require a flip chart and chart paper. It is important to have two additional smaller rooms to allow for a total of three or four breakout groups as group discussion is an important part of the workshop. The main room can be used for two discussion groups as long as it is large enough to allow the groups to be far enough apart so that they cannot hear each other.

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- i. Presenters: Municipal Affairs and Housing provides one workshop presenter and ALTA contracts with the other. ALTA also covers the cost of the providing the workshop materials.
- j. After the workshop: The ALTA Rep. will immediately forward to the ALTA office:
 - 1. Registration forms and cheques.
 - 2. Attendance list.
 - 3. Evaluation forms.Note: If ALTA Rep. does not attend, the local contact will perform these tasks.

Area Representative Role

Prior to the workshop the Area Representative will:

- a. Determine that the facility is appropriate.
- b. Work with the local registrar and ALTA administrator to publicize the workshop.
- c. Arrange for a substitute if unable to attend workshop.

The Area Representative (or substitute) is required to be at the workshop through to completion.

During the workshop, the Area Rep. will:

- a. Take registration cheques.
- b. Put ALTA's web site and Vision statement on board/flip stand.
- c. Speak on the role of ALTA (outline provided)
- d. Introduce the workshop presenters.
- e. Participate in the workshop.
- f. Thank presenters and workshop coordinator.
- g. Collect workshop evaluation forms.

After the workshop is completed the Area Rep. will:

- a. Send the workshop evaluations to ALTA administrator for compiling.
- b. Forward cheques, attendance sheet and mileage claims to ALTA administrator.