

Policy No: H-5

Subject: State Leadership Visits

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Effective Date: 6/23/17

Revision Date(s): 6/29/20

Review Date(s):

Review Responsibility: AASL Board of Directors; AASL Chapters

Policy Statement:

The AASL President, President-Elect, and Immediate Past President will visit states on a rotating basis as outlined in this policy.

Focus:

Primary: AASL Chapters

Secondary: AASL Board of Directors, AASL Members

Definitions:

AASL Chapter: As defined in policy H-1 and in good standing at the time of the presidential representative visit.

Presidential representative: AASL President, President-elect, and Immediate Past President

Non-scheduled AASL Chapter visit: When an AASL Chapter requests the presence of a seated presidential representative during a year in which their state is not scheduled for a visit.

Purpose:

To define the process of state visits by officially designated AASL representatives to AASL Chapters.

Procedure:

1. Any person traveling on a state visit must complete the state visit report form prior to receiving reimbursement.
2. Reports will be reviewed by the board on a monthly basis.
3. Any person traveling on association business should communicate during the visit via social media using appropriate AASL tags.

Presidential Leadership

1. An AASL Chapter must be in good standing and actively affiliated in order to receive a visit.
2. States will be visited on a rotational basis following these guidelines:
 - a. The AASL President will visit a minimum of four but not more than five states.
 - 2.a.i. If the state in which the current AASL President resides is scheduled for a visit that state will be rotated into the next year's presidential visits.
 - b. The AASL President Elect and the AASL Immediate Past President will each visit a maximum of three states.
 - c. If a scheduling conflict prevents a visit, the state visit will be moved to the next year.
 - 2.c.i. The state's line in the rotation will not be interrupted due to this conflict (i.e., the state's next visit will not be pushed out one year).
3. The following procedure will be followed to coordinate the state visits:
 - a. AASL staff will contact the scheduled states approximately one year prior to the year of the visit.

- b. The AASL Chapter will confirm with AASL when a final date and location has been set for the event.
 - c. Of the states to be visited by the President-Elect or Immediate Past President, the Immediate Past President will choose two state visits, leaving the remaining two to three for the President-Elect.
 - d. The AASL presidential representative will work with staff to finalize travel arrangements.
 - e. Travel expenses will be reimbursed based on policy D-4.
4. The AASL Chapter must incorporate the presidential representative into an opportunity to address the attendees as a whole (e.g. general session welcoming remarks, reception, etc.).
 5. The AASL Chapter and the presidential representative must provide an informative AASL presentation during the event with content and materials provided by staff. Working with the AASL Chapter, the presidential representative will tailor materials that will address specific interests and needs of the chapter members as they relate to AASL's initiatives and offerings.
 6. It is at the discretion of the presidential representative if he or she would like to offer an additional educational session in their area of expertise.
 7. The presidential representative may not receive any compensation for their speaking engagement at the AASL Chapter.
 8. As a partner to AASL, AASL Chapters are required to:
 - a. Cover hotel accommodations for the presidential representative
 - b. Waive registration fees
 - c. Waive fees associated with any social event the AASL Chapter would like the presidential representative to attend
 - d. Provide space and opportunity for attendees to gather more information about AASL (e.g. materials table near registration, exhibit hall space, etc.)
 9. As a partner to AASL Chapters, AASL will cover:
 - a. Transportation, which can include airfare, mileage, baggage fees, tolls, etc.
 - b. Per diem reimbursement for daily meals
 - c. Ground transportation to/from the airport if the AASL Chapter is unable to provide transportation.
 - d. Shipping and handling for any materials.
 10. Presidential leadership may be invited to non-scheduled AASL Chapter events.
 - a. It is at the discretion of the leadership to accept or decline an invitation.
 - b. AASL staff must be notified when a non-scheduled visit is confirmed.
 - c. Because the presidential leadership will be attending as the "president," both the AASL Chapter and the presidential representative must provide an informative AASL presentation during the event with content and materials provided by AASL staff.
 - d. AASL will not reimburse expenses for non-scheduled travel.
 - e. Invitations that conflict with any association business, including, but not limited to, scheduled state visits, Board meetings, conference calls, or collaborative partnership meetings, should be declined unless the conflict can be resolved.
 - f. The AASL President may not:
 - 10.f.i. Accept invitations from an AASL Chapter scheduled for a President-Elect or Immediate Past President visit.
 - 10.f.ii. Receive an honorarium; however, travel expenses may be reimbursed or covered.

Executive Director:

1. The AASL Executive Director may visit up to three states, which will be determined by the AASL Board.
2. The AASL Executive Director state visits will often be used to visit states with a school librarian association which is not currently an AASL Chapter, have a particular legislative or advocacy need, or may need some governance assistance.

3. The AASL Executive Director will automatically visit the current AASL President's state during the President's year in office.
4. In all instances, the AASL Executive Director is expected to provide an informative AASL presentation during the event with content and materials provided by AASL Staff.

Leadership Travel to States 2020 – 2032

Year	President	President-Elect/Immediate Past President	Executive Director
20-21 *	Utah New Jersey North Carolina Wisconsin	Louisiana Oklahoma Nebraska Michigan	South Carolina
21-22	Nevada Idaho District of Columbia Connecticut South Dakota	New Hampshire Vermont Georgia Texas	Wyoming
22-23	Florida Kentucky Arizona Wyoming	North Dakota Indiana Maryland Ohio	
23-24	Rhode Island Minnesota Tennessee Oregon West Virginia	Alaska Kansas Montana Maine	
24-25	California Arkansas Delaware Missouri	Iowa New York Washington Alabama	
25-26	Virginia New Mexico Hawaii Mississippi Massachusetts	Pennsylvania Illinois South Carolina Colorado	
26-27	Louisiana Oklahoma Nebraska Michigan	Utah New Jersey Wisconsin North Carolina	
27-28	New Hampshire Vermont Georgia Texas	Nevada Idaho District of Columbia Connecticut South Dakota	

28-29	North Dakota Indiana Maryland Ohio	Florida Kentucky Arizona Wyoming
29-30	Alaska Kansas Montana Maine	Rhode Island Minnesota Tennessee Oregon West Virginia
30-31	Iowa New York Washington Alabama	California Arkansas Delaware Missouri
31-32	Pennsylvania Illinois South Carolina Colorado	Virginia New Mexico Hawaii Mississippi Massachusetts

* Visits to Massachusetts and Pennsylvania were cancelled due to the COVID-19 pandemic. These visits will be made up by the President-Elect and Immediate Past President during 2020-2021.