Dear Affiliate Assembly Leaders,

Welcome to AASL Affiliate Assembly 2019-2020!

We are so excited that you are here! It is such an exciting time to be a representative on the Affiliate Assembly. You will find that Affiliate Assembly is made up of newcomers and those that have served on Affiliate Assembly before. Each brings to Affiliate Assembly their own unique perspective through experience, knowledge and enthusiasm.

A great way to prepare for this year’s Affiliate Assembly is to read the handbook and get a better understanding of how Affiliate Assembly works. This handbook will help you understand your duties as a member of Affiliate Assembly.

To get started:

First, log onto ALA Connect (connect.ala.org)

Set up your personal profile, including adding your picture!

Under Communities at the top of the page, go to My Communities and make sure you are in the AASL Affiliate Assembly group and in your Region group. If you are unsure of your region number, you will find a listing at www.ala.org/aasl/about/affils/regions

As you visit a Communities page, be certain to click the settings button beside the title of the Community and choose your notification settings. NOTE: You must enable notifications for each Community, Committee or Division to which you belong.

You will find ALA Connect is your way to stay connected to all members of Affiliate Assembly.

Next, download and save this AASL Affiliate Assembly Delegate Handbook. The handbook includes information about the framework of the organization, the leadership and your role as a delegate. Take time to study it and highlight what you feel is crucial for you to fulfill duties as an assembly delegate.

I have learned that the connections, friends and resources that you can gain through your time here in Affiliate Assembly can last a lifetime, so I encourage you to network, make friends and professional contacts. Take time to foster relationships and get to know your fellow Affiliate Assembly Delegates, Regional Representatives and Regional Directors.
Thank you for taking the initiative and stepping into the leadership role of delegate for your state and I hope that you find your time with AASL Affiliate Assembly beneficial to not only your state but also for you as a leader for School Libraries!

If you have any questions, please let me know! I look forward to working with each of you!

Thanks,

Blake Hopper
Affiliate Assembly Chair 2019-2020
Blake.hopper@claibornecsd.org
@pvslibrarian

**AFFILIATE ASSEMBLY ROLES & RESPONSIBILITIES**

According to the AASL Bylaws, “the purposes of the Affiliate Assembly are to provide a channel of communication for reporting concerns of the affiliated organizations and their membership to the AASL Board of Directors; to facilitate discussion of activities and concerns of the AASL as reported by the AASL President, Executive Director and Board of Directors; and to report the actions of the AASL to the Affiliates.”

Made up of 50 school library organizations from 48 states, the Affiliate Assembly serves as the representation of AASL members. Each year, the Affiliate Assembly gathers for two meetings at the ALA Midwinter Meeting and two meetings the ALA Annual Conference to complete official business. This can include voting on Concerns and Commendations, sharing best practices and knowledge, and learning about AASL activities and initiatives.

The primary role of the Affiliate Assembly is to bring to attention issues occurring at the state and local level to the national level attention of the AASL Board of Directors.

AASL Affiliates also serve as vehicles for information from AASL to state and local level librarians.

Each Affiliate organization has two paths of impact. (See chart.) In Path #1, Affiliates are assigned to a region. Each region is represented by an elected Regional Director who serves as a member of the Board of Directors. In Path #2, each Affiliate designates two Delegates to serve in the AASL Affiliate Assembly. The Delegates elect a representative for the region, the Regional Representative, who automatically receives a seat on the Affiliate Assembly Coordinating Team (AACT). Through the Regional Representative, the Delegates bring Concerns and Commendations forward to the AASL Board of Directors.
Raising issues of importance from the state- and local-level to the AASL Board of Directors is the primary role of the Affiliate Assembly. Reversely, the Affiliate organizations are also a vehicle for communications out to state- and local-level school librarians. Aside from general information regarding AASL News and Events the association also relies on Affiliates to respond to ‘calls for action’ when a legislative or advocacy issues arises.

WHO DOES WHAT

REGIONAL DIRECTORS

A Regional Director serves as a voting member on the AASL Board of Directors and represents the interests of the AASL member-at-large, as well as those members within their region.
Throughout the year, an AASL Regional Director should:

- Submit a Region Report for inclusion in the AASL Board of Directors board book for the ALA Annual Conference and ALA Midwinter Meeting.
- Reach out to each Affiliate within their region and ask to be added to their communication vehicles (listservs, e-newsletters, etc.).
- Attend AASL Affiliate Assembly meetings at ALA Annual Conference and ALA Midwinter Meeting.
- Be a communication vehicle regarding AASL Board of Director decisions and AASL Affiliate Assembly Concerns.

**REGIONAL REPRESENTATIVES**

During ALA Annual Conference, each region votes to select their Regional Representative. Each Regional Representative serves a one-year term and receives an automatic seat on the Affiliate Assembly Coordinating Team.

As the Regional Directors are the go-between for the Affiliates and the AASL Board of Directors, the Regional Representatives are the go-between for the Affiliates and the AACT.

Throughout the year, the Regional Representatives:

- Facilitate regional Affiliate communication between Affiliate Assembly meetings. (AASL maintains a virtual meeting room which can be used for meetings of the Affiliate or Region. Contact the Affiliate Assembly staff liaison to reserve meeting time.)
- Coordinate the annual Concerns and Commendations process.
- Submit Concerns and Commendations.
- Report back feedback from the AACT and/or AASL Board of Directors to the regions regarding Concerns and Commendations submitted.
- Facilitate conversation when regions caucus during Affiliate Assembly meetings.

Regional Representatives are also invited to attend the AASL Board of Directors meetings during the ALA Midwinter Meeting and ALA Annual Conference.

**AFFILIATE ASSEMBLY COORDINATING TEAM (AACT)**

The Affiliate Assembly Coordinating Team consists of the Affiliate Assembly Chair, Chair-Elect, Secretary and each of the nine Regional Representatives. Additionally, the Immediate Past
Chair, AASL President, AASL Past President, and AASL Executive Director serve as ex-officio members. The AASL Manager of Web Communications serves as the staff liaison.

AACT’s primary purposes is to review and discuss the initial Concerns and Commendations submitted by the Affiliates and ensure that the most viable and pertinent ones are moved forward. They will often work to combine Concerns that address similar issues and help provide feedback to their regions on how to best craft amended Concerns. Also, if a Concern is submitted and AASL simply does not have the jurisdiction to address, they will likely withdraw it from the Affiliate Assembly discussion so that the limited time available for discussion and voting goes to viable issues.

Throughout the year, the responsibilities of AACT include:

- Prepare and approve the agendas for the Affiliate Assembly meetings at ALA Annual Conference and the ALA Midwinter Meeting.
- The Affiliate Assembly Chair convenes and presides over Affiliate Assembly and AACT meetings.
- The Affiliate Assembly Chair-Elect coordinates the Chair-Elect and Recording Secretary nominations and elections process. The Chair-Elect also fulfills the duties of Chair if the need arises.
- The Affiliate Assembly Recording Secretary records the minutes and attendance of AACT and Affiliate Assembly meetings.
- Regional Representatives submit the Concerns and Commendations on behalf of the Affiliates in their region. They also provide feedback to their region’s Affiliates on the disposition of the Concerns and Commendations submitted.

**AASL AFFILIATE ASSEMBLY DElegates**

Each AASL Affiliate organization may have up to two (2) Delegates. AASL Affiliate Assembly Delegates should be actively involved in their state organization and have a clear understanding of the issues, trends, and concerns of school librarians within their state or region.

Delegates may bring forward a Concern or Commendation to the Regional Representative for submission to the AACT and AASL Board of Directors. At Affiliate Assembly II during the ALA Annual Conference, Delegates vote on the Concerns and Commendations brought forward from all other affiliated organizations.

Responsibilities of an AASL Affiliate Assembly Delegate include:
• Confer with their state Affiliate leadership and members to identify possible Concerns and Commendations.
• Work with their Regional Representative to craft Concerns and Commendations to be submitted to AACT and the AASL Board of Directors.
• Vote on Concerns impacting the Affiliate, AASL, and the profession during the ALA Annual Conference.
• Communicate the disposition of Concerns and Commendations to state leaders and members.
• Stay informed and promote AASL events, activities, initiatives, and offerings to their state members.
• Submit Affiliate events, awards and activities to AASL for marketing and promotion via the AASL Affiliate Assembly staff liaison.
• Notify the AASL Affiliate Assembly staff liaison of changes in Affiliate leadership.
• Connect with other Delegates via their regional ALA Connect space and the overall Affiliate Assembly Connect space.

It is recommended that Delegates add their Regional Director and Regional Representative to state communication vehicles (listservs, e-newsletters, etc.).

**NOMINATIONS AND ELECTIONS**

All candidates for Affiliate Assembly positions must be personal members of AASL and have previous experience as a Delegate to the Affiliate Assembly. Persons can hold only one elected office within the Affiliate Assembly.

Nominations (including self-nominations) for Chair-Elect of the Affiliate Assembly open at the ALA Midwinter Meeting during Affiliate Assembly I and close at Affiliate Assembly II. Candidates for Chair-Elect will have the opportunity to give a 5-minute speech at the ALA Annual Conference during the Affiliate Assembly II meeting.

Nominations for Recording Secretary will open and close during Affiliate Assembly I at the ALA Annual Conference. Candidates for Recording Secretary will have the opportunity to give a 3-minute speech at the ALA Annual Conference during the Affiliate Assembly II meeting.

Elections for both Chair-Elect and Recording Secretary will be held during Affiliate Assembly II at ALA Annual Conference.
CONCERNS & COMMENDATIONS

CONCERNS

Concerns are an important communication vehicle between AASL’s members and the Board of Directors. The Concern process ensures that AASL and the Affiliate Assembly are conscious of, and responsive to, the needs of our members and the profession. The creation of Concerns composed collaboratively by all Affiliates in the region allows Delegates to build awareness, network, share, and strategize using their shared knowledge.

The following is a previously submitted Concern to demonstrate the process of how these statements move through AASL:

1. During the 2016 ALA Midwinter Meeting, several Affiliates in Region 3 expressed concern that the North Central Association Commission on Accreditation and School Improvement (now part of AdvancED) removed the requirement for school librarians as part of their school evaluation process.

2. The Delegates of each Affiliate worked collaboratively to draft a Concern to submit to their Regional Representative. The Regional Representative then submitted the Concern to the Affiliate Assembly Chair.

   (Note: If similar requests are submitted by two Regions, the Affiliate Assembly Chair may request that the Regions work together to combine their concerns into a single submission.)

3. The Chair submitted the Accreditation Concern to the AASL Executive Committee for review at their Spring Executive Committee Meeting. The Executive Committee provides the Affiliate Assembly Chair with feedback and/or requests for clarification.

   (Note: If requests for clarification are made by the Executive Committee, the Region submitting the Concern may make revisions before the Concern is reviewed by the AACT.)

4. The AACT discussed the Accreditation Concern and voted to move it forward for discussion and vote by the AASL Affiliate Assembly during Affiliate Assembly II at the 2016 ALA Annual Conference.

   (Note: At this time, the AACT could have voted to not send the Concern forward to the Affiliate Assembly for discussion and voting.)

5. During Affiliate Assembly I on Friday evening of the 2016 ALA Annual Conference, Delegates, in their respective Regions, discussed the Accreditation Concern (as part of the entire slate of Concerns moved forward by the AACT) and made notes of pros and cons to address during Sunday morning’s general deliberation.
6. During the Sunday morning Affiliate Assembly II meeting, the Accreditation Concern was discussed and voted on by the entire Affiliate Assembly. It passed!

   (Note: At this time, the Affiliate Assembly could have voted to not send the Concern forward to the AASL Board of Directors.)

7. The Affiliate Assembly Chair presented the Accreditation Concern along with all other approved Concerns to the AASL Board of Directors during the Monday Board meeting at the 2016 ALA Annual Conference.

8. The AASL Executive Committee met following the AASL Board of Directors meeting and reviewed the Accreditation Concern. Discussion was held if:
   - the Concern was currently being addressed through an AASL initiative or process;
   - the Concern was not feasible due to AASL’s authority within ALA, financial constraints, or other factors such as being beyond AASL’s scope;

   The Accreditation Concern was approved to move forward and was slated for discussion at the Fall 2016 Executive Committee meeting.

   (Note: At this time, the AASL Executive Committee could have voted to not act on the Accreditation Concern due to reasons listed above.)

9. During the Fall of 2016, the Executive Committee and AASL headquarters reviewed the Accreditation Concern to determine possible solutions and action recommendations to present to the AASL Board of Directors.

10. At the Fall 2016 Executive Committee Meeting, the Executive Committee Board voted to create a K-12 Regional Accrediting Agency Task Force to:
    - Identify K-12 regional accrediting agencies.
    - Review accrediting agencies policies for mention of school libraries and school librarians.

11. The K-12 Regional Accrediting Agency Task Force was approved by the AASL Board of Directors and began work.

12. The AASL President addressed the Affiliate Assembly during the ALA Midwinter Meeting 2017 and reported out the action taken on the Accreditation Concern.

13. Finally, and most importantly, the K-12 Regional Accrediting Agency Task Force completed their work and the needs of the Affiliates and the students they serve were met. Due to the Concerns process, AASL was able to create information and resources to share with members from across the country!

   See below for a simple illustration of the process.
COMMENDATIONS

Commendations are like Statements of Concern, with the difference being that Affiliate Assembly Delegates nominate outstanding programs and events that follow the mission and principles of AASL. This validation at the national level is a powerful advocacy tool.

Since Commendations often don’t require as much deliberation and revising as Concerns, Delegates have until May 15 to submit them to their Regional Representative. After this, the AACT will discuss which Commendations should move forward to Affiliate Assembly for discussion and voting.

If passed, the Commendation is voted on by the AASL Executive Committee, and if approved, an official certificate and letter of recognition are sent to the organization and/or event.

A complete listing of all Commendations given by AASL can be found here.
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>New Regional Representatives and Affiliate Assembly Officers take seats on AACT.</td>
</tr>
<tr>
<td>July 30</td>
<td>Affiliate Assembly minutes and approved Concerns and Commendations are posted to ALA Connect.</td>
</tr>
<tr>
<td>October 1 - January 25</td>
<td>Affiliate organizations meet and begin discussion of Concerns. Regional Representatives work with Affiliates in their region to schedule conference calls or virtual meetings to discuss and draft Concerns.</td>
</tr>
</tbody>
</table>
| ALA Midwinter Meeting   | **Affiliate Assembly I Meeting:** Saturday, January 25 | 3:00 p.m. – 5:30 p.m.  
**Affiliate Assembly II Meeting:** Sunday, January 26 | 8:00 a.m. – 10:30 p.m. |
| March 15                | Regional Representatives submit Concerns to the Affiliate Assembly Chair and AASL staff liaison.                                              |
|                         | Affiliates begin discussion on Commendations.                                                                                               |
| March 24                | AACT meets virtually to review Concerns.                                                                                                     |
| April 1                 | AACT submits Concerns to the AASL Executive Committee with comments (i.e., suggestions to combine).                                           |
| April 18-19, 2020       | AASL Executive Committee reviews Concerns.                                                                                                      |
| Mid-April – May 31      | AASL Executive Committee returns Concerns to AACT with comments. Regional Representatives work with Affiliates/Region(s) on refinement of Concerns. |
| May 31                  | Regional Representatives submit final Concerns and Commendations to the Affiliate Assembly Chair and AASL staff liaison.                     |
| June 9                  | AACT meets virtually meeting to vote on final Concerns and Commendations to move forward to the Affiliate Assembly.                          |
| June 12                 | Final Concerns and Commendations posted to Affiliate Assembly ALA Connect community for Delegates to review prior to the 2020 ALA Annual Conference. |
UPCOMING AFFILIATE ASSEMBLY EVENTS

2019 AASL NATIONAL CONFERENCE | LOUISVILLE, KENTUCKY

OPENING GENERAL SESSION: THURSDAY, NOVEMBER 14 | 3:30 P.M. – 5:00 P.M.
Parade of Affiliate Organizations

ALA MIDWINTER MEETING 2020 | PHILADELPHIA, PENNSYLVANIA

AFFILIATE ASSEMBLY I: SATURDAY, JANUARY 25 | 3:00 P.M. – 5:30 P.M.
Welcome and Greetings
Call for Nominees for Affiliate Assembly Chair-Elect*
AASL Standards Resource Presentation
Roundtable Discussions
Adjournment

*Please submit completed petition forms by 10:00 am on Sunday, January 27th, during the Affiliate Assembly II Meeting.

CANDIDATES’ FORUM: SATURDAY, JANUARY 25 | 4:30 P.M. – 5:30 P.M.
This is not required event, but all Delegates are encouraged to attend, and to share information with their Affiliate upon return regarding the AASL candidates for the upcoming election.

AFFILIATE ASSEMBLY II: SUNDAY, JANUARY 26 | 8:00 A.M. – 10:30 A.M.
Introduction
AASL President Report/ Review of the Concerns Outcomes
Caucus
Final Announcements
• Announcement of Candidates for Chair Elect

Adjournment

**ALA ANNUAL CONFERENCE 2019 | CHICAGO, ILLINOIS**

**AFFILIATE ASSEMBLY I: FRIDAY, JUNE 26 | 7:00 P.M. - 9:00 P.M.**

Welcome and Greetings

Call for Nominees for Recording Secretary

Special Presentation(s)

Approval of Midwinter Minutes

Results of Concerns and Commendations from AACT

Review of Concerns in Groups

Final Announcements

• Announcement of Candidates for Recording Secretary

Adjournment

**AFFILIATE ASSEMBLY II: SUNDAY, JUNE 28 | 8:00 A.M. - 12:00 P.M.**

Sponsored Breakfast

Credentialing (*Each Affiliate will need to designate two official Delegates who will sign in and receive a voting paddle prior to the start of the meeting.*)

Introduction and Thanks to Our Sponsors

Regional Caucus/Regional Representative Selection

AASL Announcements, AASL President

Break

Chair Elect & Recording Secretary Candidate Speeches & Election

Concerns Discussion & Voting

Commendations Discussion & Voting
Announcement of Election Results & Final Announcements

Adjournment

**AFFILIATE TOOLS**

**AASL AFFILIATE LOGOS**

Any current affiliated organization may, and is encouraged, to use the “AASL Affiliate Organization” logo to post to their website, publish on material, etc. Several options are available for Affiliates. Please email Jen Habley at jhabley@ala.org.

**AFFILIATE CONFERENCE MATERIAL AND BOOK SALES**

- Material Request Form
- Publication Consignment Order Form – Contact Stephanie Book (sbook@ala.org) for information on consignment orders AASL member pricing for your Affiliate members.

You can find the most up to date version of the above forms at www.ala.org/aasl/working.
AFFILIATE RESOURCES

- Statement of Concern Form: www.ala.org/aasl/working
- Statement of Commendation Form: www.ala.org/aasl/working
- Contact Information Update Form: www.ala.org/aasl/working
- Presidential Travel Information: www.ala.org/aasl/about/affils/travel

ADVOCACY MATERIAL

- AASL National School Library Standards Portal: standards.aasl.org
- AASL ESSA and School Libraries Website: essa.aasl.org

ALA RESOURCES

- ALA Office for Library Advocacy: www.ala.org/offices/ola
  AASL and ALA are ready to assist as advocacy issue arise at the state, district or school level.

- ALA Office for Intellectual Freedom: www.ala.org/offices/oif
  Available to any school librarian, the Office for Intellectual Freedom can assist with any technical or legal questions regarding intellectual freedom topics or concerns.

- ALA Washington Office: www.ala.org/offices/wo
  Sign up for the “District Dispatch” and “Legislative Action Center” to stay on top of national legislative concerns impacting libraries of all types.

AFFILIATE ASSEMBLY CONNECTIONS & COMMUNICATIONS

To ensure that the most update to date information is available to Delegates we do not print rosters in the handbook but rather ask that you refer to the AASL website for the most current information. AASL makes every effort to maintain up-to-date information but please contact jhabley@ala.org if there are any corrections.

- Affiliate Assembly Coordinating Team (AACT): www.ala.org/aasl/about/affils/ec

- Current Affiliated State and Regional Organizations: www.ala.org/aasl/about/affils/regions
This page allows you to see what region you state is in and what other states are included. Select your Region and you will then be taken to a page that lists your Regional Directors, Regional Representative, as well as each state’s information.

- AASL Board of Directors: [wwwalaorgaaslaboutboard](http://wwwalaorgaaslaboutboard)
- AASL Headquarters Staff: [wwwalaorgaaslaboutstaff](http://wwwalaorgaaslaboutstaff)
- Affiliate Assembly Meeting Minutes and Notes: [wwwalaorgaaslaboutaffilsminutes](http://wwwalaorgaaslaboutaffilsminutes)
- Concerns Database: [affilsblogspotcom](http://affilsblogspotcom)

**ALA CONNECT**

Next, please ensure that you are a member of the AASL Affiliate Assembly ALA Connect space as well as your Region space (please Jen Habley at jhabley@alaorg with any questions). AASL uses these spaces to post announcements, news, and facilitate communication between members. Feel free to post relevant information, and connect with fellow delegates, in these spaces throughout the year.

ALA Connect now features more intuitive ways to manage your privacy settings, communication frequency, email preferences, and current ALA password.

You can adjust your communication frequency to real time, daily digest or no email on a group-by-group basis by going to My Profile > My Account > Community Notifications. By default, committee notifications are set to real time and all other groups are set to daily digest.

- Affiliate Assembly ALA Connect Space
  [http://wwwalaorgaaslconnectaffiliate](http://wwwalaorgaaslconnectaffiliate)
- Region 1: [http://wwwalaorgaaslaboutaffilsregion1](http://wwwalaorgaaslaboutaffilsregion1)
- Region 2: [http://wwwalaorgaaslaboutaffilsregion2](http://wwwalaorgaaslaboutaffilsregion2)
- Region 3: [http://wwwalaorgaaslaboutaffilsregion3](http://wwwalaorgaaslaboutaffilsregion3)
- Region 4: [http://wwwalaorgaaslaboutaffilsregion4](http://wwwalaorgaaslaboutaffilsregion4)
- Region 5: [http://wwwalaorgaaslaboutaffilsregion5](http://wwwalaorgaaslaboutaffilsregion5)
- Region 6: [http://wwwalaorgaaslaboutaffilsregion6](http://wwwalaorgaaslaboutaffilsregion6)
- Region 7: [http://wwwalaorgaaslaboutaffilsregion7](http://wwwalaorgaaslaboutaffilsregion7)
- Region 8: [http://wwwalaorgaaslaboutaffilsregion8](http://wwwalaorgaaslaboutaffilsregion8)
- Region 9: [http://wwwalaorgaaslaboutaffilsregion9](http://wwwalaorgaaslaboutaffilsregion9)
If you are a Delegate and not currently listed in your region community, please email Jen Habley at jhabley@ala.org.

REGIONAL ZOOM MEETINGS

AASL has a Zoom meeting room that can be used to conduct regional meetings. To reserve, please email Jen Habley at jhabley@ala.org.

AASL INFORMATION

- AASL Mission Statement: www.ala.org/aasl/about/govern#mission
- AASL Strategic Plan: www.ala.org/aasl/govern/strategic-plan
- AASL Policies: www.ala.org/aasl/about/govern/policies
- AASL Bylaws: www.ala.org/aasl/about/govern/bylaws
- AASL Conferences (Including AASL @ ALA): www.ala.org/aasl/conferences
- Requests for Proposals: www.ala.org/aasl/conferences/rfp
- Get Involved Form: www.ala.org/aasl/getinvolved
- Knowledge Quest: knowledgequest.aasl.org
- AASL Digest & School Library SmartBrief: www.ala.org/aasl/pubs/enews

YOU’RE ON THE AACT, NOW WHAT?

Congratulations! You’ve been selected by your affiliate peers to represent your region as a member of the Affiliate Assembly Coordinating Team! Thank you for your dedication to your profession and to AASL!

These roles are integral to the success of our organization, and this section is designed to be a quick guide to get you started and prepare you for success throughout the year.

First things first; what will you be doing this year?
**WHAT DOES THE CHAIR DO?**

As stated in [AASL Policy H-3](#), the Affiliate Assembly Chair will prepare the agendas for the Affiliate Assembly meetings and convene and preside over the AACT and Affiliate Assembly meetings.

In addition, the Chair will:

- Record an annual Affiliate Assembly 101 webinar
- Provide statements and letters to represent Affiliate Assembly as needed
- Attend all Board of Directors meetings and calls as the Affiliate Assembly Representative

**WHAT DOES THE CHAIR-ELECT DO?**

Policy H-3 stipulates that the Affiliate Assembly Chair-Elect will coordinate the nominations and election process.

In addition to this task, the Chair-Elect will:

- Stand in for the Chair when necessary
- Attend all Affiliate Assembly meetings and AACT calls
- Assist in preparation of agendas

**WHAT DOES THE RECORDING SECRETARY DO?**

According to Policy H-3, The Affiliate Assembly Secretary will record and submit minutes and attendance records for the AACT and Affiliate Assembly meetings. The Recording Secretary is also charged with:

- Posting drafts of minutes to the Affiliate Assembly ALA Connect space

**WHAT DO REGIONAL REPRESENTATIVES DO?**

Per policy H-3, the Regional Representatives will:

- Facilitate communication between the affiliates in their region between conferences
- Coordinate the annual concerns and commendations process
- Submit concerns and commendations
- Facilitate the conversation when regions caucus during Affiliate Assembly meetings

In addition to these duties, the Regional Representatives should:

- Attend AACT calls
- Attend Affiliate Assembly meetings at both ALA Annual and ALA Midwinter
- Maintain steady communication with their Regional Director and update them on pertinent information
- Ensure that AASL has correct contact information for their region’s affiliates
- Post important information on their region’s ALA Connect space

Regional Representatives are also invited to attend the AASL Board of Directors meetings at ALA Annual Conference and the ALA Midwinter Meeting.

**HOW IS A REGIONAL REPRESENTATIVE DIFFERENT FROM A REGIONAL DIRECTOR?**

The question sometimes arises, how is a Regional Representative different from a Regional Director?

Below is a chart outlining the difference in the roles and responsibilities of Regional Representatives and Regional Directors.

<table>
<thead>
<tr>
<th></th>
<th>Regional Director</th>
<th>Regional Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected/Appointed</td>
<td>Elected by ballot during ALA election</td>
<td>Appointed by Delegates in attendance at ALA Annual</td>
</tr>
<tr>
<td>Term limits</td>
<td>3-year term</td>
<td>1-year term</td>
</tr>
<tr>
<td>Represents</td>
<td>AASL general membership and members within region</td>
<td>Affiliated organizations in region</td>
</tr>
<tr>
<td>Reports to</td>
<td>AASL Board of Directors/AASL President</td>
<td>AACT/Affiliate Assembly Chair</td>
</tr>
<tr>
<td>Required attendance</td>
<td>AASL Board of Directors meetings (ALA Annual/ALA Midwinter/Conference Calls)</td>
<td>Affiliate Assembly meetings (ALA Annual/ALA Midwinter); AACT meetings (via conference calls)</td>
</tr>
<tr>
<td>Invited to attend</td>
<td>Affiliate Assembly meetings (ALA Annual/ALA Midwinter)</td>
<td>AASL Board of Directors meetings (ALA Annual/ALA Midwinter)</td>
</tr>
<tr>
<td>Not invited to attend</td>
<td>AACT meetings</td>
<td>Board of Directors conference calls</td>
</tr>
<tr>
<td>Concerns responsibility</td>
<td>Maintains continuous communication with affiliates in region to understand general concerns and express impact on affiliates when applicable issues arise at Board meetings.</td>
<td>Formal development of Concerns from Affiliates. Coordination of region conference calls and final drafts of Concerns for submission to AACT by deadline.</td>
</tr>
<tr>
<td>Commendation responsibility</td>
<td>Recommended, but not required, to congratulate</td>
<td>Formal development of Commendations and</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
<td>AACT Timeline, 2019 - 2020</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Board of Director Action Communication</td>
<td>Responsible for communicating to affiliates in region when the AASL Board of Directors moves an action forward from a board report. Includes board reports related to Affiliate Assembly concern areas but also includes all other actions taken by AASL Board of Directors.</td>
<td>To help you organize your roles and responsibilities, please refer to the chart below as a guide for the year.</td>
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<tr>
<td>Affiliate Assembly Action Communication</td>
<td>No responsibility to formally communicate Affiliate Assembly actions (Affiliate Assembly chair as a member of the board of directors will communicate to board) but should be aware of Affiliate Assembly concerns and discussions.</td>
<td>- <strong>June 24</strong> Regional Representatives are selected at ALA Annual Affiliate Assembly II</td>
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<td>- <strong>July 1</strong> New Regional Representatives and officers officially take seats on AACT</td>
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<td>- <strong>July 15</strong> ALA Connect “turns over”.</td>
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<td>- Please check both your regional page and the Affiliate Assembly page to ensure you are receiving email updates for posts.</td>
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<td>- Please check your ALA Connect regional pages to ensure that the listed Delegate members are correct.</td>
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<td>- <strong>August</strong> After you’ve ensured that you are a member of the appropriate ALA Connect spaces, please send the Delegates and Chairs of your region’s affiliates an introductory email, touching on the following subjects:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- AASL timelines for the year</td>
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</table>
- AASL Meeting dates for the year
- Dates of their conferences, elections, and other important events
- The availability of the AASL Zoom Meeting Room for regional meetings
- Anything else you think might be significant

Please feel free to copy your Regional Director on this, and any, correspondence.

<table>
<thead>
<tr>
<th>October 1 - January 25</th>
<th>Delegates will be drafting Concerns and Commendations and the region will have a conference call to discuss and share their drafted Concerns.</th>
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<tr>
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<td>- Please schedule regional calls as early as possible as delegates often become busy during the holidays and before ALA Midwinter.</td>
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<td>- Please include your Regional Director in the call invitation.</td>
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<td></td>
<td>- AASL has an online meeting room you may use. To schedule your region’s call contact Jen Habley at <a href="mailto:jhabley@ala.org">jhabley@ala.org</a>.</td>
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</tbody>
</table>

| ALA Midwinter          | Affiliate Assembly I Meeting: Saturday, January 25 | 3:00 p.m. – 5:30 p.m. |
|                        | Affiliate Assembly II Meeting: Sunday, January 26 | 8:00 a.m. – 10:30 a.m. |

| February 25            | Concerns submitted to Regional Representative. |

| March 15               | Regional Representatives submit Concerns to the Affiliate Assembly Chair and AASL staff liaison. |
|                        | Affiliates begin to discuss Commendations. |

| March 24               | AACT meets virtually to review Concerns. |

| April 18-19            | AASL Executive Committee reviews Concerns. |

| Mid-April – May 31     | AASL Executive Committee returns Concerns to AACT with comments. |
|                        | Regional Representatives work with Affiliates/Region(s) on refinement of Concerns. |

| May 15                 | Commendations due to Regional Representatives. |
|                        | - If necessary, please provide feedback on Commendations. |

| May 31                 | Regional Representatives submit final Concerns and Commendations to the Affiliate Assembly Chair and AASL staff liaison. |

| June 9                 | AACT meets virtually meeting to approve ALA Annual Conference Agendas and vote on final Concerns and Commendations to move forward to the Affiliate Assembly. |
WHO DO I REPRESENT?

Now that you’ve familiarized yourself with your duties and timelines, please learn more about the regions you’ll be representing:

Region 1: http://www.ala.org/aasl/about/affils/region1
Region 2: http://www.ala.org/aasl/about/affils/region2
Region 3: http://www.ala.org/aasl/about/affils/region3
Region 4: http://www.ala.org/aasl/about/affils/region4
Region 5: http://www.ala.org/aasl/about/affils/region5
Region 6: http://www.ala.org/aasl/about/affils/region6
Region 7: http://www.ala.org/aasl/about/affils/region7
Region 8: http://www.ala.org/aasl/about/affils/region8
Region 9: http://www.ala.org/aasl/about/affils/region9

Please email Jen Habley (jhabley@ala.org) with any corrections.