The mission of the American Association of School Librarians is to advocate excellence, facilitate change, and develop leaders in the school library field.
# AASL Committee Chair Handbook 2011-2012

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Letter from the 2011-2012 AASL President

Dear AASL Committee, Editorial Board, and Task Force Chairs:

Thank you for accepting an appointment to lead a committee, editorial board, or task force. Your leadership, coupled with your expertise and vision will move AASL forward as the work of your individual assignment is accomplished. This work is essential in carrying out the very demanding agenda of our association’s strategic plan. By accepting the position of chair you are assisting AASL to build on its rich past by completing work in the present so that AASL will be a viable relevant organization in the future.

This handbook is a key guide to implementing your work. As you review the past work of your committee, please refer to the 2010-2011 Committee Reports. This information is online and may be downloaded from:

http://www.ala.org/ala/mgrps/divs/aasl/aboutaasl/aaslgovernment/aaslcommittees/committeereports.cfm

Each committee, editorial board or task force is listed in the handbook with the following information:

- Charge
- Function
- Minimum Intended Outcomes (MIO)

Please review your function carefully, then read your MIO and develop a plan to successfully complete each with your committee. Begin contacting your committee members with a welcome from you and informing them of this year's set of MIO along with initial thoughts on how to complete each. Solicit input from your committee members and begin working so that progress toward the expected outcomes will be noted at Midwinter with completion 30 days prior to ALA Annual in Anaheim, CA.

You will submit two reports on your progress, one thirty days prior to Midwinter and the second thirty days prior to Annual Conference. AASL Board members are assigned as liaisons to each committee; they are your direct conduit to the Exec Committee and Board and will assist you with any concerns, though they are not working members of your committee. Each committee also has a staff liaison. They are also a valuable resource in getting the work of your committee completed.

Because many of our committees are working almost totally virtually, we have moved completely to using ALA Connect. Please use this as the vehicle for emailing your committee members, tracking documents and work, etc. Connect is automatically updated as members of your committee change and ensure that both your staff and Board liaison are aware of what is happening. If you are unfamiliar with ALA Connect, please contact the AASL staff and they will be glad to assist you in learning how to navigate it. This creates a much-needed archive for our committees of past work, so we want to focus all of our work to the ALA Connect space.

It is my pleasure to be working with you this year. Please contact me anytime if you have any questions, needs or ideas. Together we can address the goals of AASL’s strategic plan as they relate to guidelines and standards, advocacy, community, professional development, and influence within ALA. Thank you for your commitment to AASL’s success.

Sincerely,

Carl A. Harvey II
AASL President 2011-12

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2011-2012 AASL Committee Chair Handbook
If the Board of Directors is the “brain” of an association, committees are the central nervous system. When they operate well, they accurately sense the environment, process information, and provide valuable guidance to the “brain” so that it can make good decisions. When they do not operate well, the association suffers.

- John F. Schlegel, CAE
*Enhancing Committee Effectiveness*
American Society of Association Executives

Committees are an important part of the organizational structure of any association. They are necessary to the function and operation of associations and provide the benefits of a cross section of qualified judgment and experience, combined knowledge, and an opportunity for continuity of thought and cooperation not possible on an individual basis. A very large part of AASL’s work is done through the hard work, personal time commitment and professional expertise of the many volunteers called committee members – you.

Committees are the link between members and leadership, between things to do and tasks completed, between what we can do and what we have accomplished. Committee work serves as an excellent “training ground” for association leaders. The opportunity for an individual to participate in committees enhances the strength of the organization along with complimenting the personal and professional skills of the member. Committees provide their members with a sense of professional community, teach collaboration and problem solving, and refine leadership and communication skills. Committees are the work force that drives all associations. Effective AASL committee activities help the organization grow and strengthen the association and the school library field.

Volunteering for a committee is a serious decision. You need to commit your free time, expertise, and, through travel to conferences, often financial resources to support the work of AASL and to carry out its mission. Once you make the decision to be a part of a committee, you are expected to perform various functions, attend meetings, and be an active part of the organization.

To help you be an effective and efficient committee member or chair, AASL created this handbook with various guidelines, timelines and resources you will need throughout your term. If you see ways this handbook could be improved or corrected, please contact your AASL staff liaison. See page 34 for a description of the AASL staff liaison role and page 35 for a roster of all AASL committees with their assigned staff liaison.

### Definitions for AASL Committees and Action Groups

According to the AASL Bylaws, Article IX, there are two types of committees within the AASL Organizational structure: Standing Committees and Special Committees. In recent years, the AASL Board has also established Task Forces as a type of working group within AASL. Occasionally ad-hoc groups are formed.

Based on both AASL and ALA Bylaws and policies, the following definitions for AASL’s various committees and working groups have been developed. These definitions should be consulted and used to guide the formation and/or change of status of any group.

#### Standing Committee
Standing Committees shall be established to carry on the continuing work of AASL. (AASL Bylaws, Article IX).
A Standing Committee is a committee with long-term objectives so closely interwoven with the total program and development of policy of the Association or its subdivisions that it should have a continuing life (ALA Policy Manual 6.6.1).

Standing Committees can include organizational or administrative committees (such as Bylaws, Appointments, and Nominations), on-going program committees (such as Intellectual Freedom, Legislation, Conference Planning, Publications, Awards), and Editorial Boards.

Standing Committees may also be advisory, coordinating, interdivisional or joint (such as AASL/ACRL Joint Information Literacy Committee). Policy 6.6.2 indicates that the three types of committees (standing, special and ad-hoc) will be one of the kinds listed here.

Standing committees are thus defined as on-going committees which carry out the essential business of the association and whose work is integral to the mission of the association. Such committees exist indefinitely, unless terminated by action of the AASL Board of Directors.

**Special Committee**

Special committees, with specific charges to be completed by designated times, may be established at any time by the AASL President with the approval of the AASL Board of Directors or by request of the AASL membership. The life of the committee shall be limited to two years unless the Board designates otherwise at the time the committee is established or in response to the committee’s written petition for extension. (AASL Bylaws, Article IX)

A special committee is a committee established to study various aspects of policy, planning and administration. It should have a specific assignment and make recommendations based on that assignment. Its life should depend on the need for continued study in its area of assignment, but in accordance with the Bylaws it is normally limited to a two-year existence. (ALA Policy Manual 6.6.1)

Special committees are those committees established by AASL to pursue work in a particular area related to a new goal, opportunity, or interest (such as the AAUP Book Selection Committee). Often the work of the committee is to examine or study an issue and determine a plan of action regarding this topic. The work of the committee may lead to the establishment of a task force to carry out a specific project, another special committee, a standing committee status, or termination as no longer needed.

Most special committees are formed to address the specific area of interest or concern at a particular time in the Association’s history and thus, although having a two (2) year limit, may apply for renewal so long as the need for their work continues.

Special committees may also be advisory, coordinating, interdivisional, or joint.

- **Advisory.** An advisory committee evaluates programs, policies or projects and recommends courses of action. It may function within the structure of ALA or with an outside organization (ALA Bylaws, Article VIII, Section 5b requires approval of Council to work with outside organizations).

- **Coordinating.** A coordinating committee received information from two or more subunits and supervises the integration of the work of those units.

- **Interdivisional.** An interdivisional committee is composed of members of two or more divisions of ALA, promotes projects or programs in which there is overlapping interest. (ALA Bylaws, Article VIII, Section 4 requires that the ALA Committee on Organizations be notified of the formation of an interdivisional committee.)

- **Joint.** A joint committee develops and carries out programs of mutual interest, exchanges information, or discusses matters of mutual concern with an organization or organizations outside ALA. (ALA Bylaws, Article VIII, Section 5b requires approval of Council to work with outside organizations).
**Task Force**
A task force is an action-oriented membership group whose charge is to address specific goals, complete a specific task, or to consider a particular issue. There may be a designated time frame defined by the nature of the task or set forth in the function statement. Functions of a task force may include the following:

1. Gathering information and making recommendations
2. Studying an issue and preparing a report
3. Carrying out a specific project or activity
4. Conducting programs at conferences
5. Establishing committees or other subunits.

A task force is used to address critical, urgent or ongoing situations that require a strong, visible organization effort and/or activist response. Any parent body may establish a task force, determine its duration, monitor its progress, and terminate its function. (ALA Policy Manual 6.9)

Although AASL does not identify task forces in its bylaws, it has frequently used this term to apply to a number of working groups established to carry out a particular project. (Such as the Planned Giving Initiative Task Force and the Standards and Guidelines Implementation Task Force)

A task force may be differentiated from a special committee by the specificity of its charge, the need for action within a specified time frame, and the critical nature of the effort. Often the task force requires the bringing together of people representing specific interests in order to address the concern and complete the project. Its focus is the urgency and importance of a visible effort on behalf of the issue. It may come about as a recommendation from a special committee, which has explored an issue and now sees the need for taking specific action on this topic.

A task force is primarily an action-oriented group. When established, it should have a length of term that recognizes what is to be done and sets a realistic goal for the completion of the particular task. The life of Task Forces may be extended, on petition of the Board, if necessary to complete the assignment.

Task forces may also be advisory, coordinating, interdivisional or joint.

**Establishing AASL Committees**
In order to carry out the business of the Association, the AASL Board of Directors (or the President with Board approval) establishes standing committees, special committees, task forces, and ad-hoc committees.

According to AASL Bylaws, “the responsibilities and duties [charge and minimum intended outcome] of each committee shall be defined in written form, approved by the AASL Board of Directors and recorded in the office of AASL.” Complete Bylaws text can be found online at: http://www.ala.org/aasl/bylaws. AASL Policy regarding the establishment of committees states that: “The establishment of committees and task forces shall include the committee or task force name, type, size and composition of the committee, length of term, charge, and function statement. Yearly outcomes will be established for each committee or task force.” (Adopted June 2003)

When the need for group consideration of a problem or task has been identified, the Board will determine what kind of committee is appropriate for the work to be done, based on the AASL/ALA committee definitions, and complete an “AASL Committee Description Form” which includes detailed information on the makeup and life of the committee. You can find the “AASL Committee Description Form” in the “Committee Forms” section of this handbook. Requests for new committees should also include a statement of rationale for the committee and its relationship to any other existing committees dealing with similar topics or issues. The Bylaws Committee may be consulted for assistance in completing this information.

**Procedures:** (when applicable, include who to contact, steps to implement, what is required, etc.)

1. The President or President-elect proposes the establishment of standing committees, special committees, and task forces based on need or upon the request of members.
2. An "AASL Committee Description Form " is prepared by the initiator for the AASL Office which outlines all necessary information such as:

- If the committee is to be a standing committee, a special committee, or a taskforce based on definitions established by the AASL Bylaws and Organization Committee.
- Defines the responsibilities and duties of the committee in the charge and function statements.
- Recommends a name, size and composition (types of members), for the committee.

3. Proposals for new committees are sent to the AASL Bylaws and Organization Committee for review; proposals, with any B&O recommendations, are sent to the AASL Board for approval.

4. The Board votes to establish the committee(s); committee members are appointed for staggered one and two year terms if the new committee is to be ongoing. (Normal committee appointments are two years.)

5. Committees or task forces wishing to change their status (type of committee) may petition the Board by using the "AASL Change of Task Force/Committee Status Request Form" and including a revised "AASL Committee Description Form".

Termination of AASL Committees

If an AASL committee violates the AASL Bylaws and/or the ALA Constitution, Bylaws or Policies, the AASL Board of Directors is empowered to take necessary actions to ensure compliance with the established ALA policy. The AASL Board may decide to terminate the committee if it sees fit.

All special committees are created for a term of two years, unless otherwise decided by the AASL Board of Directors. At the end of those appointed two years, the committee is terminated.

A Special Committee may petition the AASL Board to be reappointed for an additional two years or to change its status to a standing committee or task force. A request for a change in status must include the rationale for the change and a completed “Committee Description Form” for the new committee. The “Committee Description Form” and “AASL Change of Committee/Task Force Status Request Form” can be found in the “Committee Forms” section of the handbook.

Standing Committees have an ongoing life but are reviewed every three years to assure that their work is needed and that their charge is appropriate.

Task Forces have a defined length of term, after which they are automatically disbanded, unless they petition the AASL Board for an extension or a change to a different type of committee.

ALA Policy on Committee Participation (4.5.2)

Adopted by the ALA Executive Board, January 2010

Members of all ALA and unit [Division, Round Table] committees, task forces, and similar bodies are expected to participate in the work of the group. Participation includes both attendance at synchronous meetings scheduled in conjunction with the Midwinter Meeting or Annual Conference or at other times during the year, as well as contributions through asynchronous communication methods that may be utilized by the group outside of formal meetings. Attendance at meetings may be in person, or through other means that enable synchronous communication. Note that no distinction is made between members participating physically in synchronous meetings and members participating virtually in synchronous meetings.
Use of Email Lists and Other Web-based Communication Tools
Adopted by the AASL Board of Directors, June 2002

All units of the American Association of School Librarians (AASL) shall use the email lists or web-based communications created by AASL when conducting their discussions of AASL business electronically.

AASL Conflict of Interest Policy
Adopted by the AASL Board of Directors, June 15, 2001

Statement of Policy
In conducting association business, members of the AASL are expected to behave in a manner consistent with the ALA Code of Ethics. (Policy 54.16, ALA Policy Manual) AASL members shall not use their position in such a manner that a conflict between the interest of the Association and their personal/professional/financial interests arises.

Each member has a duty to place the interest of the organization foremost in any dealing with the organization.

A. The conduct of personal business, except through contractual or other sanctioned means, between any member and the organization is prohibited.

B. Members may not obtain for themselves, their relatives, employer, or their friends a material interest of any kind from their association with the organization except as described above.

C. If a member has an interest in a proposed transaction with the organization in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, officer or consultant in any such organization, they must make full disclosure of such interest before any discussion or negotiation of such transaction.

D. Any member who has a potential conflict of interest with respect to any matter coming before the board or committee shall not be present for any discussion of or vote in connection with the matter.

Statement of Procedure
The Executive Committee will determine the existence of a conflict of interest and take appropriate steps to resolve the conflict.

AASL Fundraising Policy
Adopted by the AASL Board of Directors, June 18, 2001

Under ALA and AASL guidelines, members may not directly approach a potential donor without first clearing it with the AASL Executive Director. Committees receive written notification to proceed after their plans, which list the names of potential donors they intend to approach, have been reviewed.

I. A committee or task force having a program or activity it would like to have supported by a donor in an amount in excess of $1000.00 should submit a plan in writing to the AASL office at least four weeks prior to the event. The plan should provide the following information:

- Name of sponsoring committee
- Name or title of project, program or event
- Date and place of project, program or event
- Brief statement of how this project fits into the goals and mission of AASL
- Budget for the plan and reason for the need to raise money
- List of potential donors you wish to solicit
- Day you wish to begin your solicitation
II. Any grant or other project request going forward with AASL’s approval must be for a project that will benefit school library programs. It is mandatory for AASL staff to do a technical/procedural review of all funding proposals. Every grant request going forward with AASL approval must have been reviewed by staff for content and competence. The Board must approve and, where appropriate, forward the grant request to the ALA administration or ALA Executive Board for approval before being submitted to the granting agency.

Vendors who are members of AASL and the ALA may initiate sponsoring a program by contacting the AASL office and conforming to AASL policies.

For purposes of standardization of interpretation the following definitions will be used:
- A funder for this policy may be a vendor, foundation, governmental body or other entity.
- A vendor for this policy is defined as any person or company selling goods and/or services to libraries.

Committee Appointments

Who appoints members to a divisional committee?
When a committee is first established, members are appointed by the AASL President.

When terms of service expire, new members are appointed by the AASL President-elect in the months immediately preceding her/his presidential year.

Who appoints the chair of a committee?
The AASL President or the President-elect appoints a person to chair each committee during her or his presidential year.

How does the President-elect decide who should be appointed to a committee?
The President-elect may seek recommendations from a variety of sources. The following are the most common:

- Appointments Committee
  Assist the AASL President and President-elect in recruiting members for committees.

- AASL members
  Any person can make recommendations to the President-Elect about a qualified person to be appointed to a committee. The President-elect may seek recommendations especially from the following people:
  - AASL Board of Directors
  - Current committee chairs
  - Affiliate Assembly members

- Committee Volunteer Forms located at http://www.ala.org/aasl/committees.

How are the Editorial Boards appointed?
The President-elect in consultation with the editors of School Library Media Research (SLMR), Knowledge Quest (KQ) and AASL Essential Links appoints members to the editorial boards to serve two or three-year terms. Each of the editorial boards has separate Board approved policy documents.

How does the President-elect appoint committee members?
The AASL President-elect works with the AASL office to make all committee appointments. The President-elect decides who will be appointed to each committee, based upon the need of the committee and the interest of individuals to serve on specific committees. An invitation to serve on a specific AASL committee, accompanied by a link to the Appointment Acceptance Form, is sent to appointees.
electronically. The invitation and the Appointment Acceptance Form are sent from the AASL office.

Once a person has been requested to serve on a committee, they are asked to return the Appointment Acceptance Form to the AASL office. A person is not officially recognized as being a member or the chair of a committee until a formal acceptance has been received in the AASL office.

**What are the qualifications to be a member or the chair of an AASL committee?**

- All members of AASL committees and AASL representatives to Joint Committees must be personal members of AASL [AASL Bylaws: Article IX, Section 2].
- No person shall concurrently serve in more than three separate positions. Governing board, committee, liaison, subcommittee, and other responsibilities which require service in another position (e.g. service on a committee which entails assembly representation) are not in conflict with this policy (ALA Policy Manual, 4.4)
- No member of the AASL Board of Directors shall be a member of the Nominating Committee (AASL Bylaws, Article V, Section 2).

**How long may a person serve on a committee?**

Appointments to standing committees are generally for a term of two years. Terms for members of new committees or taskforces may be staggered with one or two year terms in order to prevent all members from a committee changing at once. Reappointment for a second term is possible but not a third consecutive term. In no case shall a person serve more than four consecutive years [ALA Bylaws, Article VIII, Section 2 (a)ii].

There are some exceptions to the two-year committee appointments:

- The Awards Committee and all the Awards Subcommittees are one-year appointments. Reappointment once but not twice is possible.
- Terms for members are two-year appointments, unless the life of the task force ends prior to the two-year term in which case, the member is appointed until the end of the task force. Reappointment to a task force for a second but not a third term is possible.

**How long may a person serve as chair of a committee?**

Each president has the right to appoint or reappoint committee chairs to serve during her or his presidential year, i.e. one year. Chairs may be reappointed for a second, third, and even fourth term, but are never to exceed four consecutive years as chair of one committee.

**When does the term of office begin for committee members and committee chairs?**

The majority of committee members take seat on their committees immediately after the ALA Annual Conference. There are a handful of committees that begin and end their terms immediately following the ALA Midwinter Meeting. Due to the nature of the committee work, the President-elect appoints the members to the Nominating Committee and the Annual Conference Committee.

The official begin and end dates appear on the Appointment Acceptance Form that is sent to each appointee. Members’ term cannot officially begin until they return the Appointment Acceptance Form to the AASL office stating that they choose to accept the appointment.

**When and who may remove the chair or a member from a committee?**

Only the current AASL President may remove a member from a committee. According to the ALA Policy Manual, 4.5, "Failure to attend two consecutive meetings or groups of meetings (defined as all meetings of a committee that take place at one Midwinter Meeting or Annual Conference) without an explanation acceptable to the committee chair constitutes grounds for removal upon request by the chair to and approval of the appropriate appointing official or governing board.”
Advocacy Committee

CHARGE: To coordinate the advocacy plan of the Association and to recommend a structure for AASL to use in designating responsibility for continuing advocacy work.

FUNCTION STATEMENT:
- Act as a coordinating body for tasks forces on specific advocacy issues
- Assign representation to the ALA Recruitment for the Profession Committee. The member will also work with the diversity office and report of these activities will be included in the Advocacy chair’s report to the AASL Board. A duplicate report will be made to the Affiliate Assembly annually.
- Assign representation to the ALA Advocacy Coordinating Group
- Develop a comprehensive plan for ongoing advocacy activities in AASL consistent with the new Strategic Plan
- Create a process to collect, on an ongoing basis, relevant national data points that members can use in support of national, state, and local advocacy messages
- Develop and implement educational opportunities to train members on how to be involved in national, state, and local advocacy
- Develop and implement a plan to communicate AASL advocacy messages, resources, and educational opportunities available to members
- Develop new member mentoring activity task forces, as they are needed.
- Promote the celebration of International School Library Day, the fourth Monday in October each year.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
- Submit advocacy tips of the day to AASL staff – these can come directly from committee members or can be solicited and collected through various communication channels (AASLForum, state listservs, etc.). Minimum goal to submit 10 tips per month.
- Monitor the ilovelibraries.org and @yourlibrary.org website for opportunities to publicize AASL advocacy message and resources.
- Using the AASL advocacy brochures on the website, develop a four-tabbed web resource to include a single page targets at Teachers, Administrators, Policy Makers, and Parents.
- Post one advocacy success story a month on the AASL Blog (examples might be AASL Award winners, etc.)

Alliance for Association Excellence

CHARGE: To develop alliances between AASL and the business community to promote cooperative short and long-term plans for supporting and enhancing AASL activities and services including conferences, institutes, special events, awards, and projects and to create and implement a recognition program for companies that participated in the AASL Alliance.

FUNCTION STATEMENT:
- Act as a forum in which AALS and the business community can share information on the current environment in school library trends, issues, opportunities and threats.
- Develop short and long term strategies for business alliances, which support and enhance AASL activities and services, including conferences, institutes, special events, awards and projects.
- Assist AASL in acquiring the resources necessary to advance its Strategic Plan.
- Provide recognition for companies who participate in the program.
- Serve as advisory group to AASL for vendor concerns.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.
American University Presses Book Selection Committee
CHARGE: To select suitable titles for secondary school use from the current publications from members of the Association of American University Presses, to be published in an annual collection development tool.

FUNCTIONS:
- Review and rate approximately 500 books for annual AAUP publication.
- Present a program at ALA Annual Conference.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
- Review and rate approximately 500 books for annual AAUP publication.
- Recommend at least three new strategies to promote the final bibliography to AASL members and beyond.
- Work with staff editor of Knowledge Quest to publish an article of the “Best of the Best” of those titles for high school librarians either online or on KQWeb.

Annual Conference Committee
CHARGE: To plan with the AASL office and the AASL President the programs, meetings, and functions to be scheduled for AASL at the ALA Annual Conference.

FUNCTION STATEMENT:
- Assist the AASL office and the AASL President in planning the President’s Program at the ALA Annual Conference.
- Plan, with the AASL office and the AASL President, for other functions at the ALA Annual Conference such as social events.
- Review requests for program slots and recommend programs to the AASL office and AASL President for inclusion at the ALA Annual Conference.
- Send completed program descriptions to ALA Committee charged with developing program tracks and themes.
- Plan with the AASL office and the AASL President and the ALA Annual Conference Planning Committee the necessary local arrangements for the AASL programs, meetings, and functions scheduled for the ALA Annual Conference.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

Appointments Committee
CHARGE: To advise and assist the AASL president and the president-elect in recruiting and recommending association members to serve on ALA and AASL committees and to serve as AASL representatives to other groups.

FUNCTION STATEMENT:
- Identify potential members for appointment to AASL and ALA standing and special committees and for ad hoc committees and task forces that may be established to achieve short and long term goals and address priorities.
- Contact, recruit, and recommend members for AASL and ALA committees, task forces, and other groups needing AASL representation.
- Recommend individuals to serve as special representatives from AASL in a liaison or other capacity.
- Assist the president-elect in the development of committee chairs and committee rosters for the coming year.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
- Identify 15 to 30 names to begin recruiting for AASL committees who are not already on a committee or task force.
- Identify and recruit 25 AASL members to fill out the ALA committee volunteer form this fall.
Best Websites for Teaching and Learning Committee
CHARGE: Develop a process for continuation of the Best Websites for Teaching and Learning.

FUNCTION STATEMENT:
- Develop a procedure and standardized evaluation criteria for review of Landmark and 25 Best Websites.
- Develop a process for removal of Best 25 and Landmark websites based on the evaluation criteria.
- Following the established procedures, maintain the AASL Best Websites page.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
- Review and edit Landmark Website list on a yearly basis.
- Transition from a program at ALA Annual to developing an event/announcement at ALA Annual.

Bylaws and Organization Committee
CHARGE: To review, revise amend, and draft Bylaws for the association; to evaluate all present and proposed committee charge and function statements; to review and make recommendations on all association policies for inclusion in an official AASL Organizational Handbook.

FUNCTION STATEMENT:
- Review all requests for bylaws changes and make recommendations to the AASL Board for appropriate action, taking into account association history and ALA requirements.
- Review all requests for new committees and task forces to clarify charge and function statements, type of committee, committee composition, size and terms in relation to responsibility, and relationship to existing committees; make recommendations to the AASL Board for acceptance, changes, or non-approval (with rationale).
- Review committee or task force requests for change in status and make recommendations to the AASL Board for acceptance, changes, or non-approval (with rationale).
- Evaluate all present committees on a regular basis for accurate and clear charge and function statements, appropriate size, and continued relevance.
- Review and make recommendations on proposed and revised AASL policy statements.
- Work with AASL Office to maintain an up-to-date AASL Policy and Procedures Handbook and accurate descriptions forms for all committees and other working groups.
- Review position papers on a regular basis and recommend revision when necessary.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
- Review various policy and procedures documents for the divisions journals.
- Create a current, uniform policy structure for the division journals.
- Develop a process for regular review of all committees, including an examination of their charges and functions in relation to responsibility.
- Develop a process for review of all position papers.

Intellectual Freedom Committee
CHARGE:
To gather, prepare and disseminate information on Intellectual Freedom issues and available support services pertinent to school library programs.

FUNCTION STATEMENT:
- Gather, prepare and make available materials advising school librarians of available services and support (1) in formulating Intellectual Freedom policies and (2) for resisting local pressure and community action designed to impair the rights of others.
- Work with the ALA Intellectual Freedom Office and with the Freedom to Read Foundation in gathering information as requested and responding to issues and concerns.
- Plan with AASL, ASLC, & YALSA the joint program at ALA Annual. Primary responsibility rotates between divisions every three years.
- Provide technical assistance to the AASL Intellectual Freedom Award Committee.
- Review yearly the resource guides available for school librarians on the AASL website to determine a need for updating.
- Review yearly the AASL Intellectual Freedom brochure to determine a need for updating.
• Review yearly the intellectual freedom-themed postings to determine a need for updating.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Inform members about intellectual freedom issues through the AASL Blog with announcements via the AASL Forum. [one per month with a link to 1 spotlighted IF resource]
• Review/revise the AASL Intellectual Freedom Committee’s 3 Year Plan, approved by the AASL Board in Feb. 2009
• Develop the concept paper for 2011 and future plans for 2012 for a day to bring awareness to block websites at schools during Banned Book Week.

Interdivisional Committee on Information Literacy (AASL/ACRL)
CHARGE: The AASL/ACRL Interdivisional Committee on Information Literacy will focus on how to prepare K-20 students to be information literate and will provide a channel of communication to the respective divisions. In general, this interdivisional committee will be a forum for sharing ideas on information literacy in K-20 environments and a source of professional development opportunities in this area.

FUNCTION STATEMENT:
• To focus on how to prepare K-20 students to be information literate.
• To provide a channel of communication to the respective divisions.
• To provide a forum for sharing ideas on K-20 information literacy.
• To be a source of information literacy professional development opportunities.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Continue to develop and promote a Toolkit on information literacy for the K-20 environment for professional development and joint programs.
• Develop publication (paper and electronic) on information literacy in the K-20 environments.
• Continue to develop professional development materials (electronic format) on joint programs for school librarians and higher education librarians on student information literacy education.
• Continue to develop conference programs.

Joint Committee on School/Public Library Cooperation (AASL/ALSC/YALSA)
CHARGE: To identify, develop, promote and disseminate information on effective cooperative or collaborative projects that link schools and public libraries.

FUNCTION STATEMENT:
• Maintain and update the resources that have been compiled on the ALA website.
• Develop training workshops and/or programs on cooperative or collaborative projects and present them at conferences, institutes and for other organizations service youth.
• Detail findings in articles and books for division publications.
• Jt. EC. To determine project focus at Midwinter each year.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Continue to work on finishing up projects the committee had in development.
• Prepare for the new cycle of the Division Presidents selecting a project each year at Midwinter for the committee to begin July 1st.

Legislation Committee
CHARGE: To act in advisory and planning capacity, in cooperation with the ALA Legislation Committee and the ALA Washington Office, in the area of legislation affecting school libraries.

FUNCTION STATEMENT:
• Assist the Washington Office with information about school libraries and the impact of school library legislation.
• Work with the AASL office and the ALA Washington Office to inform the membership of AASL about pending school library legislation.
• Interpret the total ALA legislative program to AASL membership.
• Plan, support and encourage legislative organization and action at all levels—national, state, and local.
• Plan and present legislative program with YALSA and ALSC at ALA Annual conferences.
• Continue to develop a plan to involve more school librarians in legislative activities and national and state legislative days.
• Report to the AASL Board and the Affiliate Assembly at both Annual and Midwinter conferences regarding legislative issues.
• Keep legislative information on the web current.
• Continue to maintain an accurate record of all state legislative contacts to facilitate a strong advocacy network.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Assign committee member to monitor COL Functions, subcommittees and Jt. Legislative meeting at ALA Conferences.
• Monthly blog post on legislative actions, alerts, etc.
  • Report out to membership on legislative actions- either follow-up (what happen with US DOE Regional Meetings) or on the horizon action (ESEA Reauthorization)
  • Monthly blog postings
  • Forwarding legislative updates onto AASLFORUM and Affiliate Leaders
• Develop a “how to” document for Capwiz and Washington Office tools for general membership distribution.
• Develop fact sheets regarding current legislative issues – to include overview of issues, what ALA/AASL hopes to accomplish, how members can help.
• Develop fact sheets regarding how to impact your state legislative issue and what every school librarian needs to investigate and understand about each state’s legislative process and necessary action.

National Conference 2011 Committee (Minneapolis, MN)
CHARGE: To plan and develop the program for the divisional national conference and act in an advisory capacity in the planning of the conference theme, format, registration, exhibits, and local arrangements.

FUNCTION STATEMENT:
• Visit the convention city to “get a feel for program flow.”
• Determine meeting times at ALA Annual Conference and Midwinter Meeting and submits paperwork as required to ALA.
• Review recent conference evaluation reports and defines conference objectives and expectations.
• Identify general session speakers, special event speakers, special events desired, topics for preconference workshops, etc.
• Recommend the minimum and maximum number of programs to be offered in each concurrent session.
• Work to make sure the conference reflect the needs and interests of the membership as defined in the Strategic Plan.
• Encourage the AASL President, President-elect, and Board members to promote and attend the national conference and related events to maintain a visible presence.
• Serve as ombudsman/good will ambassadors to the attendees, exhibitors, presenters, and volunteers.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Work with vendors to increase sponsorship of events.
• Develop strategies for a Web 2.0 presence before, during, and after the forum.

National Institute Committee 2012
CHARGE: To plan and develop the program for a multi day institute during AASL non-national conference years. The National Institute(s) shall be evaluated by participants and the committee.

FUNCTION STATEMENT:
• Investigate and give consideration to institutes delivered in various formats and on topics of current and national interest.
• Recommend a theme or topic, potential presenter(s), dates and format to the AASL office.
• Plan and develop program content for the institute.
• Act in an advisory capacity to the AASL office in scheduling, promotion, and registration.
• Evaluate the institute based on participant evaluations and committee review.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Work with vendors to increase sponsorship of events.
• Develop strategies for a Web 2.0 presence for before, during, and after the forum.

**NCATE Coordinating**

CHARGE: To work with AASL and the ALA Office of Accreditation (OA) staff to coordinate the responsibilities associated with ALA’s participation in the NCATE accreditation process.

**FUNCTION STATEMENT:**
• Work with the ALA Office of Accreditation (OA) to develop and deliver informational meetings about the NCATE process at the ALA Midwinter Meetings and Annual Conferences.
• Work with OA to deliver training in program review at the ALA Midwinter Meetings and Annual Conferences.
• Develop information materials in print and electronic formats about the NCATE process for distribution.
• Recruit individuals to serve as program reviewers.
• Encourage programs in NCATE schools to submit to the program review process.
• Act as liaison to other ALA bodies with an interest in accreditation of library programs.
• Recommend individuals qualified to serve in various NCATE positions to the AASL Board of Directors.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Work with the ALA Office of Accreditation (OA) to develop and deliver information meetings about the NCATE process at the ALA Midwinter Meeting and Annual Conference.
• Work with OA to deliver training in program review at the ALA Midwinter Meeting and Annual Conference.
• Recruit individuals to serve as program reviewers.

**Nominating Committee**

CHARGE: To prepare the annual slate for the AASL ballot and to recommend AASL members to run for ALA offices and Council to the ALA Nominating Committee.

**FUNCTION STATEMENT:**
• Solicit qualified candidates for all available positions in AASL
• Determine a slate of candidates by the required deadline
• Work with the AASL staff to publicize candidates and their statements.
• Work with the National Conference Committee to present the candidates at National Conferences.
• Organize and conduct the AASL Candidates Forum at the ALA Midwinter Meeting.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Organize and develop a virtual candidates forum to be held no later than the end of February.

**Research and Statistics Committee**

CHARGE: To foster within the school library field the identification of research needs, the encouragement for quality research studies, and the dissemination of research results; and to make available summaries of research on the worth of school librarians and school library programs for a variety of audiences.

**FUNCTION STATEMENT:**
• Develop summaries of research on the worth of school librarians.
• and programs, in a variety of forms and products, and designed for use by AASL members with different audiences of decision-makers.
• Identify research needs and coordinate research activities of AASL.
• Establish a liaison relationship with the ALA Research office.
• Inform school librarians concerning the value and application
• of research techniques applicable in their situations through articles in AASL publications and conference presentations.
• Provide advisory services concerning the collection, analysis, and dissemination of school library statistics.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Form a subcommittee of R&S, ESLS, and SLMR to develop and write an IMLS National Forum Grant for the purpose of developing a national research agenda for AASL and the school library community. Grant should be submitted to IMLS by 2/1/2012.
• Work with staff to develop a RFP for 5 year data analysis of longitudinal survey.
• Work with AASL staff to develop topics/questions for yearly longitudinal survey.
• Work with AASL staff to implement methods to increase participation in School Libraries Count! Survey.

School Library Month Committee
CHARGE: To organize annual campaign for School Library Month.

FUNCTION STATEMENT:
• Establish ideas and activities for school librarians to use in promoting and celebrating School Library Month.
• Prepare School Library Month ideas and activities to be posted on AASL website.
• Develop a plan to promote the month and website.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Work with AASL Staff and ALA Staff to coordinate SLM spokesperson with the National Library Week spokesperson by December 2011.
• Create activities for SLM that tie in with the Learning Standards and Program Guidelines and relate to the 2012 NLW theme “You Belong @ Your Library.”
• Work with AASL to build resource and promotional pages on AASL Web Site.
• Work with spokesperson to develop PSAs by January 2012.

Awards Committee
Awards
CHARGE: To coordinate the AASL awards committees, to plan a public event honoring each year’s award recipients, and to evaluate continuing and new awards for the association.

FUNCTION STATEMENT:
• Review criteria for new and continuing awards and, in consultation with the sponsor, make recommendations for change.
• Advise on lists of contacts for each award.
• Evaluate the need for new awards and seek funding in cooperation with the Executive Director to support these new awards.
• Determine responsibilities for awards administration, including publicity for awards and for recipients.
• Assist in planning and help coordinate a public event honoring award recipients at the ALA Annual Conference or other AASL functions.
• Review and recommend changes in policy and procedures regarding all awards.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
• Highlight: 1 to 2 awards on the AASL blog monthly (September—February) (including stories from/about previous winners).
• Recruit and secure a high profile speaker for the Luncheon.
• Work with staff to reformat and organize the Award Luncheon structure to ensure an efficient and timely flow for the event.

Awards Subcommittee – ABC/CLIO Leadership
CHARGE: To select the recipient of the annual award to enable an AASL affiliate organization to plan and implement a leadership development program.
FUNCTION STATEMENT:
- Review the applications for the award by meeting in person or electronically
- Reach consensus, based on approved criteria and evaluation process, on the award recipient(s).
- Communicate the name of the winner(s) to AASL office; maintain secrecy regarding the selection until notified by AASL office.
- Present (chair or designee) the award at the annual conference awards function.
- Make recommendations to the Awards Committee, as appropriate, for changes to the award or award process.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

**Awards Subcommittee – Collaborative School Library**

CHARGE: To select the recipient of the annual award which recognizes and encourages collaboration and partnerships between school librarians and teachers in meeting goals outlined in Information Power: Building Partnerships for Learning. Collaboration is defined as joint planning and implementation of resource based instruction, program or event in support of the curriculum.

FUNCTION STATEMENT:
- Review the applications for the award by meeting in person or electronically.
- Reach consensus, based on approved criteria and evaluation process, on the award recipient(s).
- Communicate name of winner(s) to AASL office; maintain secrecy regarding selection until notified by AASL office.
- Present (Chair or designee) the award at the ALA Annual Conference awards function.
- Make recommendations to the Awards Committee, as appropriate, for changes to the award or award process.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

**Awards Subcommittee – Distinguished School Administrators**

CHARGE: To review nominations for the selection of an administrator to receive the AASL Distinguished School Administrator Award for the administration of a school or group of schools who has made an outstanding and sustained contribution toward furthering the role of the library and its development in elementary and/or secondary education.

FUNCTION STATEMENT:
- Review the applications for the award by meeting in person or electronically.
- Reach consensus, based on approved criteria and evaluation process, on the award recipient(s).
- Communicate name of winner(s) to AASL office; maintain secrecy regarding selection until notified by AASL office.
- Present (chair or designee) the award at the ALA Annual Conference awards function.
- Make recommendations to the Awards Committee, as appropriate, for changes to the award or award process.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

**Awards Subcommittee – Distinguished Service**

CHARGE: To act in a planning capacity in cooperation with Baker & Taylor in the selection of an individual who will receive a cash award for providing an outstanding contribution to school librarianship and school library program development.

FUNCTION STATEMENT:
- Review the applications for the award by meeting in person or electronically.
- Reach consensus, based on approved criteria and evaluation process, on the award recipients(s).
Communicate name of winner(s) to AASL office; maintain secrecy regarding selection until notified by AASL office.
Present (Chair or designee) the award at the ALA Annual Conference awards function.
Make recommendations to the Awards Committee, as appropriate, for changes to the award or award process.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

Awards Subcommittee – Frances Henne
CHARGE: To select the recipient of the Frances Henne Award, an annual grant to enable a school librarians with five or fewer years in the profession to attend an AASL National Conference or ALA Annual Conference.

FUNCTION STATEMENT:
• Review the applications for the award by meeting in person or electronically.
• Reach consensus, based on approved criteria and evaluation process, on the award recipients(s).
• Communicate name of winner(s) to AASL office; maintain secrecy regarding selection until notified by AASL office.
• Present (Chair or designee) the award at the ALA Annual Conference awards function.
• Make recommendations to the Awards Committee, as appropriate, for changes to the award or award process.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

Awards Subcommittee – Information Technology Pathfinder
CHARGE: To select the recipients of the awards for innovative use of technology in the school library in an elementary (K-6) and a secondary (7-12) setting.

FUNCTION STATEMENT:
• Review the applications for the award by meeting in person or electronically.
• Reach consensus, based on approved criteria and evaluation process, on the award recipients(s).
• Communicate name of winner(s) to AASL office; maintain secrecy regarding selection until notified by AASL office.
• Present (Chair or designee) the award at the ALA Annual Conference awards function.
• Make recommendations to the Awards Committee, as appropriate, for changes to the award or award process.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

Awards Subcommittee – Innovative Reading Grant
CHARGE: To select the recipient of an annual grant to support the planning and implementation of a unique and innovative program for children which motives and encourages reading, especially with struggling readers.

FUNCTION STATEMENT:
• Review the applications for the award by meeting in person or electronically.
• Reach consensus, based on approved criteria and evaluation process, on the award recipient(s).
• Communicate name of winner(s) to AASL Office; maintain secrecy regarding selection until notified by AASL Office.
• Present (Chair or designee) the award at the Annual Conference Awards function.
• Make recommendations to the Awards Committee, as appropriate, for changes to the award or award process.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

Awards Subcommittee – Intellectual Freedom
CHARGE: To act in an advisory capacity in cooperation with ProQuest in the selection of an individual who will receive a cash award for upholding the principles of intellectual freedom as set forth in “Policies and Procedures for Selection of Instructional Materials.”

FUNCTION STATEMENT:
- Review the applications for the award by meeting in person or electronically.
- Reach consensus, based on approved criteria and evaluation process, on the award recipients(s).
- Communicate name of winner(s) to AASL office; maintain secrecy regarding selection until notified by AASL office.
- Present (Chair or designee) the award at the ALA Annual Conference awards function.
- Make recommendations to the Awards Committee, as appropriate, for changes to the award or award process.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

Awards Subcommittee – NSLPY
CHARGE: To act in an advisory capacity to Follett Library Resources and AASL in the selection of school districts to be given cash awards for demonstrating excellences in their school library programs; the eligibility criteria will include schools and school systems from kindergarten through twelfth grades.

FUNCTION STATEMENT:
- Review the applications for the award by meeting in person or electronically.
- Reach consensus based on approved criteria and evaluation process on the award recipient(s).
- Communicate name of winner(s) to the AASL office and maintain secrecy regarding selection until notified by AASL office.
- Present (chair or designee) the award at the ALA Annual Conference awards function.
- Make recommendations to the Awards Committee, as appropriate, for changes to the award or award process.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

Awards Subcommittee – Research Grant
CHARGE: To select the recipient of the annual grant to enable one or more AASL members who are school librarians, library educators, library information science or education professors to conduct innovative research aimed at measuring and evaluating the impact of school library programs on learning and education.

FUNCTION STATEMENT:
- Review the applications for the award by meeting in person or electronically.
- Reach consensus based on approved criteria and evaluation process, on the award recipients(s).
- Communicate name of winner(s) to AASL office; maintain secrecy regarding selection until notified by AASL office.
- Present (Chair or designee) the award at the ALA Annual Conference awards function.
- Make recommendations to the Awards Committee, as appropriate, for changes to the award or award process.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
The function is the Minimum Intended Outcome.

Blog Group Editorial Board
CHARGE: The mission of the AASL Blog is to communicate association news and to discuss professional
issues in a timely, interactive format.

- **FUNCTIONS:**
- Types of Users:
  - Anyone can post comments. Comments are moderated.
  - Contributors, recruited by the Blog Group moderators often for a specific event’s coverage, can write and publish their own posts for the time period of that coverage. Board members can be given Contributor status while holding their Board positions.
  - Moderators can write and publish their own posts and edit other users’ posts.
  - Administrators can do all those things as well as add users, control access, and manage all back-end options.

Roles and Responsibilities of moderators--communicate association news and discuss professional issues in a timely, interactive format. Five moderators will be appointed by the President-elect to serve two year staggered terms.

- Post Information
- Moderate blog content
- Recruit contributors (possibilities: AASL executive director, officers, directors, committee chairs, ALA representatives)
- Enforce blog guidelines, review annually
- Enforce blog etiquette
- Update FAQ’s as needed
- Set topics for the blog (possibilities: research in the field, professional opportunities, professional resources, timely issues of interest to school librarians)

**MINIMUM INTENDED OUTCOMES FOR JUNE 2012:**

- Set attainable goal for number of new postings per month. Review current trend topics in the profession, AASL events, etc and post relevant blog posts from recruited bloggers. Goal and schedule should be in place by September 30th.
- Work with AASL staff to find new ways to publicize blog and ramp up viewership.
- Awards, Legs, Advocacy – review MIO for references to blog postings.

**Knowledge Quest Editorial Board**

**CHARGE:** To serve in an advisory capacity responsible for manuscript development in cooperation with the editor: to review manuscripts to recommend acceptance, request for revision or rejection; to fulfill such other editorial and administrative duties as the editor shall deem necessary and proper.

**FUNCTION STATEMENT:**

- To be responsible for manuscript development in cooperation with the editor
- To review manuscripts to recommend acceptance, request for revision or rejection
- To fulfill such other editorial and administrative duties as the editor shall deem necessary and proper

**MINIMUM INTENDED OUTCOMES FOR JUNE 2012:**

- Develop issue themes; identify guest editor(s), and editorial calendar.
- Identify ways to increase Knowledge Quest’s presence via social media and other electronic avenues.
- Recommend and provide copy for topics/articles from each issue that can be featured on twitter, Facebook, AASL Website, AASL Blog, Essential Links, etc.
- Work with the editor to develop a robust web presence.

**SLMR Editorial Board**

**CHARGE:** To be responsible for manuscript development in cooperation with the editor(s): to review manuscripts to recommend acceptance, request for revision or rejection; to fulfill such other editorial and administrative duties as the editor(s) shall deem necessary and proper.

**FUNCTION STATEMENT:**

- To publish peer-reviewed research in the online research journal of the profession.
MINIMUM INTENDED OUTCOMES 2011-2012:

- Work with AASL staff to identify research topics to highlight from current and archived articles, especially those related to the AASL Standards and Guidelines.
- Compile and edit "The Best Dissertations on School Librarianship" as a feature for SLMR.
- Develop a plan with Editor to update and brand SLMR.
- Work with Editor to make the website more interactive and submission-friendly.
- Work with editor to continually update index.
- Identify ways to cross-promote SLMR with other AASL content and publications, such as Knowledge Quest.

Essential Links Editorial Board
CHARGE: To review current resources based on existing selection policy, and recommend new resources and topics as well as revisions to the selection policy, for the AASL Website Resource Guides for School Library Program Development.

FUNCTION STATEMENT:
- Review selected resources for continuing relevancy on a regular basis;
- Recommend new resources with the potential to be used in providing advisory services to members and other school library professionals;
- Recommend new bibliography topics as needed; and review and recommend revisions to the selection policy.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
- Develop a definition of what is "essential" to be included in Essential Links.
- Develop a timeline/schedule for Essential Links to be checked/updated on a consistent basis.
- Work with staff to develop a plan for promoting Essential Links with members and AASL leaders.

Educator Pre-Service Task Force
CHARGE: To develop a toolkit and essential links to assist in training pre-service teachers and administrators about school librarians and school library programs.

FUNCTIONS:
- Develop a toolkit that can be used with pre-service teachers and administrators to help them understand the role that school librarians and school libraries play in the total school program.
- Develop essential links of web resources that can assist in pre-service teacher and administrator training about school libraries.
- Research the work of Carolyn Brodie (Kent State University) and others that have studied pre-service training of educators about the role of school libraries.
- Recommend strategies that AASL can use to work with state leaders to disseminate these tools.

Task Force is set to sunset at Midwinter 2012. Function is the Minimum Intended Outcome.

Urban Schools Task Force
CHARGE: To pull together data and resources related to urban school libraries in order to recommend strategies for support of urban school libraries and resources to be added to the Essential Links on the AASL website.

FUNCTIONS:
- Research urban school libraries.
- Based on research, complete a brief written report outlining the recommended strategies that AASL can take to support urban school libraries.
- Make recommendations for information and resources to be added to Essential Links.

Task Force is set to sunset at Midwinter 2012. Function is the Minimum Intended Outcome.
Standards and Guidelines Implementation Task Force
CHARGE: Develop a comprehensive 3-5 year national implementation that will create a shared vision for the 21st Century learner.

FUNCTION STATEMENT:
- Develop short and long-range goals for the plan
- Identify other implementation plans (including Because Student Achievement is the Bottom Line, AASL’s 1998 plan), evaluate their effectiveness, identify successful strategies, and tools (including professional development).
- Identify targeted partners
- Build in an evaluation process

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
- Review the results of the SWOT analysis and the Mid-Plan update and focus committee work on identified areas – Objectives 1, 7, 16, and 17.
- Assess status of state L4L Coordinators and ensure each state is represented. Define L4L coordinators tasks for 2012-2013. Identify and implement training and support needed for L4L coordinators.
- Submit a 2012 Emerging Leaders project proposal and if accepted, work with Emerging Leaders group on completing project.
- Update evaluation status of each objective as part of Committee Report for 2012.

Leadership Development Task Force
CHARGE: To investigate ways to expand and promote leadership opportunities for AASL members.

FUNCTION STATEMENT:
- Develop strategies for increasing the numbers of AASL members in ALA leadership positions.
- Develop strategies for involving AASL members, particularly members within their first five years of membership and those under the age of 35, in AASL committees.
- Develop strategies for increasing AASL membership in Emerging Leaders.
- Seek out and publicize leadership opportunities for AASL members.
- Develop strategies to accomplish the recommendations of the diversity task force
- Recommend structure and operations of a standing leadership committee responsible for the AASL nominations process and leadership recruitment, training, retention and recognition.

Function is the Minimum Intended Outcome.

Planned Giving Initiative Task Force
CHARGE: To design a planned giving campaign for the American Association of School Librarians

FUNCTIONS:
- Develop a written planned giving program
- Develop a timeline for implementation
- Plan the launch and assign responsibilities
- Identify targets and how to reach them
- Work with staff to develop collateral materials and a website presence
- Implement the planned giving initiative

Function is the Minimum Intended Outcome.

Retirees Task Force
CHARGE: To develop a plan for involving retirees within AASL that benefits both retirees and other AASL members.

FUNCTIONS:
- Develop unique opportunities within AASL for retired members.
Develop mentorship guidelines and opportunities to mentor new school librarians.

Develop methods to increase school librarians’ understanding of the value of AASL.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
- Develop a learning-4-life/member-4-life campaign for those members who may be able to retire in the next 5-10 years
- Publicize retiree membership benefits to non-members
- Develop an AASL mentoring program and guidelines for student members.
- Investigate and form a Special Interest Group in AASL of retirees.

Publications Advisory Group
CHARGE: To serve in an advisory capacity to the AASL manager of communications in matters pertaining to AASL publications.

FUNCTION STATEMENT:
Evaluate a staff-developed 5-year plan for AASL publications.
Recommend topics and identify potential writers for future AASL publications.
Review proposals for publishing topics on an as-needed basis.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
Function is the Minimum Intended Outcome.

Professional Development Advisory Group
CHARGE: To serve in an advisory capacity to the AASL manager of professional development in matters pertaining to continuing education.

FUNCTION STATEMENT:
Evaluate a staff-developed 5-year plan for AASL continuing education.
Recommend topics and identify potential presenters for future AASL continuing education.
Review proposals for continuing education topics on an as-needed basis.

MINIMUM INTENDED OUTCOMES FOR JUNE 2012:
Function is the Minimum Intended Outcome.
# 2011-2012 Committee, Editorial Board, Task Force, and Advisory Board Chairs

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<thead>
<tr>
<th>Committee/Editorial Board/Task Force</th>
<th>Chairs or Co-Chairs</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Advocacy Committee</td>
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<td><a href="mailto:jrepman@georgiasouthern.edu">jrepman@georgiasouthern.edu</a></td>
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<td>Best Websites for Teaching and Learning</td>
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<tr>
<td>Bylaws and Organization Committee</td>
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<tr>
<td>Intellectual Freedom Committee</td>
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<tr>
<td>Interdivisional Committee on Information Literacy</td>
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<tr>
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<td>Legislation Committee</td>
<td>Connie Williams</td>
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<tr>
<td>National Conference 2011 Committee</td>
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<tr>
<td></td>
<td>Cheryl Steele</td>
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<td>Research and Statistics Committee</td>
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<tr>
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<tr>
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</tr>
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<td>• Information Technology Pathfinder Award</td>
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### Professional Development Advisory Board
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### 2010-2011 Committee, Editorial Board, and Task Force Chairs

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<tr>
<th>Committee/Editorial Board/Task Force</th>
<th>Chairs or Co-Chairs</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Advocacy Committee</td>
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<td>Appointments Committee</td>
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<tr>
<td>Committee</td>
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Duties of a Committee Chair

Upon accepting your appointment as a chair of any AASL committee, subcommittee, or task force, you will have certain responsibilities and will be expected to perform certain functions on behalf of the association. Below are basic guidelines for committee chair responsibilities:

- Familiarize yourself with the function and the minimum intended outcomes of your committee. The function and the minimum intended outcomes, set forth by the AASL Board of Directors, are to be used as a guide for the work of the committee. Both are included in the invitation that is sent to each appointed member of a committee. You can also find the charge and function statements of all AASL committees on the AASL website at www.ala.org/aasl/committees.

- During 2003-2004 the function statements of all committees were reviewed and reworded to include a short, general charge statement followed by a more detailed function or responsibilities listing. Any desired changes in charge or function statements must be requested in writing to the President and will be referred to Bylaws and Organization Committee for review and consultation.

- Work with the AASL staff liaison to ensure that the work of the committee is carried out. If you have any questions regarding committee work, responsibilities as chair, etc., contact your staff liaison. AASL staff liaisons are designated to facilitate the work of the committee.

- Organize the committee members and initiate communication. ALA Connect is now the primary mode of communication for AASL committees. Mail, telephone, and fax contact are also utilized. Upon receiving a roster of members of the committee or task force, the chair is expected to contact everyone via ALA Connect with introductions and welcome.

- Suggestions for the first mailing/e-mail to committee members:
  - Welcome everyone to the committee; explain the committee function and outline how the committee activities will accomplish the minimum intended outcomes for the year.
  - Introduce the AASL staff liaison and explain their role.
  - Provide a draft timeline and schedule of committee activities and deadlines.
  - Plan the first face-to-face meeting, if applicable (usually during the ALA Midwinter Meeting).
  - Report on the accomplishments of last year’s committee and communicate their comments and suggestions to current members.
  - Solicit feedback and create an open forum for sharing of ideas.
  - Plan the committee’s work for the year in accordance with ALA goals and priorities, AASL goals, and more directly along the guidelines of your committee’s function and the minimum intended outcomes for the year.
  - Remind committee members to log into ALA Connect and change their email settings for the committee.

- Maintain regular communication with your AASL staff liaison. There will be times the office will need to contact you with urgent questions or to finalize plans for an event. Please notify the AASL staff liaison if you will be unavailable at your regular contact numbers for a longer period of time (e.g. Spring Break or vacation).
- Coordinate all official committee correspondence with your AASL staff liaison. All official committee correspondence on behalf of AASL should originate from the AASL office (e.g. Award notifications).

- Any activity that has potential budgetary implications needs to be coordinated with the AASL staff liaison.

- If travel is necessary for a committee, all arrangements must be made through the AASL office, using the elected travel agency of the American Library Association. Please contact your staff liaison if you have questions regarding travel plans.

- Serve as a leader and coordinator for the committee members and activities. Be available and accessible (via e-mail and phone) to committee members and the AASL staff liaison throughout the year.

- Inform committee members of meeting times and deadlines. Prepare agendas, outlines and all other documents you will be using well in advance and distribute to committee members. Always place all copies of official committee correspondence and documentation in the ALA Connect committee space.

- Plan for formal meetings of your committee at the Midwinter Meeting and Annual Conference. For specific guidelines, please refer to the Committee Meetings and Programs section of this Handbook.

- Each committee chair is required to complete a written report after the committee’s meeting at Midwinter Meeting and Annual Conference which must be handed in to your staff liaison immediately following the meeting. At the end of the year (before Annual Conference), each committee chair is responsible for submitting an annual report to the AASL President and Board of Directors. Chairs will receive a form for this report from the AASL office in the spring.

- Submit your work product or any other item requiring Board action/approval to the AASL Board of Directors in advance of their meetings at Midwinter and Annual Conference. Documents must be submitted at least 30 days in advance of the meeting. Contact your staff liaison for more information.

- Where appropriate, make policy recommendations to the AASL Board of Directors to be considered at the time of the Midwinter Meeting or Annual Conference.

- Inform the AASL President and the AASL staff liaison of any resignations received from committee members and ask for reappointment if necessary.

- Inform the AASL staff liaison about any changes or corrections to the committee members’ contact information so that the roster can be kept current.

- Reply to all inquiries from the field concerning problems related to committee work and to AASL staff liaison’s questions or requests.

- Place copies of all official committee correspondence and records in the ALA Connect committee space upon the completion of your term. Those files make up AASL’s historical record and must be preserved in the office. Also, they will serve as background and policy information for future committee chairs (will be forwarded to your successor by the AASL staff liaison).

- Supervise the regular work of the committee. Notify the AASL President and the AASL staff liaison of members who exhibit excellent leadership and collaboration skills, to be included in future committees or recommended for leadership positions within the Association.

- Communicate with the right person for the task, i.e. staff liaison, board liaison, committee members, President or Executive Director. If there is an issue talk to the appropriate person, remembering to use common courtesy. Issues can be resolved when we all work together for the common good.
Duties of a Committee Member

When you accept the appointment to serve on an AASL committee, subcommittee, or task force, you agree to volunteer your time and expertise for the good of the association. Once you commit to a committee, you are expected to be an active and contributing member. Please familiarize yourself with the committee charge and minimum intended outcomes and define your role within that framework. How much you contribute during your term can have considerable bearing on the success of AASL and your fellow members.

Please check with your committee chair to get specific directions as to your role on the committee – duties and obligations of committee members vary according to the committee. Nevertheless, you will be expected to follow basic guidelines:

- Familiarize yourself with the committee function and the minimum intended outcomes.
- Communicate regularly with your committee chair.
- Review all materials, such as agendas, minutes, guidelines, etc. before a meeting or a conference call. If there is any item on it you don’t understand, contact the chair and ask for clarification. Be prepared to discuss the issues and make valuable contributions to the exchange.
- Attend all scheduled meetings of the committee at the Midwinter Meeting and Annual Conference, if required.
- Complete all assignments made by committee chair in timely fashion.
- Be an active and responsive member of the committee – your ideas and experience are an important asset to the committee and other members. Feel free to make suggestions, share your opinion and actively partake of the opportunities committee work has to offer.
- Don’t hesitate to comment, criticize constructively or disagree. Know your subject and ask for support from members who share your point of view.
- Respond to all correspondence from other committee members, committee chair, or the AASL staff liaison as promptly as possible.
- If you are unable to finish your term on the committee, notify the chair and the AASL staff liaison immediately.
- Inform the chair and the AASL staff liaison immediately of any changes in your address, phone, fax or e-mail. Since most committees work primarily through e-mail and phone, that information must be kept accurate in the office files.
- Place any committee materials of historical or archival value in the ALA Connect committee space upon the completion of your term.
Committee Meetings and Programs

Committee Meetings at ALA Midwinter and Annual Conference
Those AASL committees that meet in person do so twice a year at the ALA Midwinter Meeting and Annual Conference. AASL schedules an All-Committee Meeting at each conference. Committee chairs will be informed of the date, time and location for each meeting.

If the All-Committee Meeting time allotted is not sufficient to address all the issues of the committee, the chair is responsible for scheduling additional meeting times. The AASL Staff Liaison will contact the committee chair in August to schedule a separate meeting time if necessary. The committee chair will not be contacted directly by ALA Conference Services. Any changes or requests concerning meeting space should be communicated with the committee staff liaison.

Committee Meetings between ALA Midwinter and Annual Conferences
Between the Midwinter Meeting and Annual Conference, AASL does not expect committee members to physically meet (except for special cases). The committee chair, members, and board/staff liaisons will be automatically subscribed to the committee’s ALA Connect space; this should be the primary vehicle for communications. Your ALA Connect space will feature forums for discussions, document sharing, live chat, links, and more. To access the virtual environment of ALA Connect, go to connect.ala.org and use the same login and password you have for any part of the website’s member-only content.

Additional people can be added at the request of the committee chair, with approval by the AASL Executive Director. Some additional people that often are added to discussion lists include the AASL Executive Director, the AASL President and the AASL President-elect.

Committee Programs at ALA Annual Conference
Some AASL committees elect to submit program proposal for at the ALA Annual Conference. All programs at the ALA Annual Conference must be approved by the AASL Annual Conference Committee. The chair of the AASL Annual Conference Committee will mail each committee chair a schedule including the submittal deadline for a program description.

At the ALA Midwinter Meeting, the AASL Annual Conference Committee meets, reviews all program proposals, and votes to accept/decline each program submission. The AASL Meeting Planner will inform each committee chair of their program status. Following the acceptance of a program proposal, the chair will be responsible for completing the proper forms for the ALA Conference Coordinating Committee by the appropriate deadlines. Each committee chair is responsible for completing the forms by the given deadline.

Please Note: Program descriptions must be submitted approximately thirteen (13) months prior to the Annual Conference for which you are applying. For example, if you want to present at the ALA Annual Conference in June of 2012, your proposal will be due four weeks before Annual Conference 2011.

Committee Programs at AASL National Conference
Programs sponsored by AASL committees are the responsibility of the current chair at the time of the biennial national conference. All programs must be reviewed and approved by the AASL National Conference Committee. The AASL Meeting Planner will inform each committee chair of their program status.
As the member chair of an ALA group, you have greater privileges than regular members of the group. This FAQ will explain some issues you need to consider and those extra privileges.

**Things you should consider doing in Connect**

- Upload a picture to your profile (it can be a picture of anything).
- Add some details to your profile so that other ALA members can learn more about you.
- Turn on email notifications from Connect (either “all” in your profile or on a group-by-group basis). See [http://connect.ala.org/node/69177](http://connect.ala.org/node/69177) for help with this.

**Group Properties**

Note that you must be an admin for the group in order to “edit” its properties. If you are not an admin for a group in Connect but believe you should be, your group’s staff liaison must designate you as the chair in ALA’s membership database. There is no way to make yourself an admin in Connect. You can tell you’re an admin if you see tabs underneath the group’s name on its home page.

As an admin, you can edit the following group properties.

- Subject headings have been attached to each group, but you should check that yours are correct. If you want to use a subject heading you don’t see on the list, email Jenny Levine to request that it be added (jlevine@ala.org).
- You can add an external RSS feed that will display in the right-hand column (e.g., your blog’s headlines).
- You can also create special subject headings/categories just for your group. To do this, click on the “Categories” tab underneath the group’s name on its home page.

**Special Admin Privileges**

- Only admins can archive and delete chats.
- Only admins can start new discussion forums or delete discussions topics.
- Only admins can delete comments.
- Only admins can make a piece of content “sticky” so that it stays at the top of a group’s home page.
- Only admins can edit anyone else’s content within the group.
- Only ALA IT admins can edit a poll once it has been opened. This is to prevent poll manipulation after voting has begun.

[http://connect.ala.org](http://connect.ala.org)
1. Which members of my group are admins?
Anyone designated as the “member chair” in ALA’s membership database is automatically the member admin for the group by default.

2. Someone who is on my committee is not appearing on the roster in Connect. How do I add them there?
You can’t add them to the committee in Connect, because the site synchronizes directly with ALA’s membership database, so they have to be added there first. Once your group’s staff liaison does that, they’ll begin appearing as part of the group the next day, after the overnight synchronization.

The exception to this is if the person has chosen to exclude themselves from the member directory or Handbook, in which case they won’t appear anywhere in Connect and won’t be able to log in. The member needs to change that option on their ALA website profile in order to begin appearing in Connect and gain access to it.

3. How do I add a non-member to a group?
The non-member needs to have an account in Connect, so you can either have them create the account and send you their username or you can create the account for them by pretending to be them. Then go to your group’s roster and click on the “Add members” tab. Type the person’s username into the box and click on the “submit” button.

Note that you cannot do this for an ALA member because the next time they log in to Connect, ALA’s membership database will update their profile and wipe out this affiliation because they’re not part of the group in the membership database.

4. Can I make a non-member an admin for a group?
Yes. Go to your group’s roster, click on the “List” tab, and find the person’s name. To the right of it should be a link to “Admin: Create.” Click on that link and confirm that you want to make this person an admin for the group. Start with question #3 if the person is not yet a member of the group.

5. How secure is my group’s content in Connect?
By default, content added to your group is “protected” so that only the group’s members can see it. When adding content, you must manually check the “public” box to make it viewable by anyone outside of the group. Once content is made “public,” anyone can comment on it but only the group’s members can modify it. See http://connect.ala.org/node/72947 for more information about this.

Please consider making non-confidential content “public” so that ALA members can see all of the good work your group is doing. This will also make your content appear on the Connect home page, which will help promote future participation in your group.
Committee Instructions

Please note all committees will ‘turn over’ on July 1. If you are a new committee member you will not have access to your committee on connect prior to July 1. If you are going off of a committee you will no longer have access to the committee’s community after July 1.

If you have never accessed ALA Connect before please follow these instructions prior to accessing your committee(s):

Go to http://connect.ala.org/.

In the upper left hand corner enter your ALA Username and Password (this is the same information you enter when accessing the member’s only sections on ALA’s website).

After logging in, select the “My profile” link in the same upper left hand space.

In your profile click the “Subscriptions” tab.

You will see a list of the groups you are member of with check boxes on the far right side. You must check the boxes and click “submit” in order to receive notifications from your committee(s).

Hover over ”My ALA Groups” in the menu bar at the top of the page- your committee(s) will be listed in a drop down menu. Select which one you would like to visit.

ALA Connect Features and Uses

AASL would like for all committees to use the features of ALA connect consistently. This will enable volunteers who serve on multiple committees, or who move from one committee to another, to know where to find information, where to post information, and how to communicate with the group. Additionally, maintaining a uniform system for archiving committee history is essential. In the right hand corner of your ALA Connect screen you will see the features listed below:

- **Posts** This feature should be used for committee announcements. Posts cannot be altered or edited by other members, but
- **Online Docs** This feature is a wiki page in which a committee can cut and paste content for all members to review, edit, alter, etc.
- **Calendar** Use the calendar to post upcoming committee conference calls and online chats. ALA events are automatically
- **Polls/Votes** Use this feature to poll the committee regarding an issue/decision. **NOTE: You cannot edit a poll once it's been sub-
- **Chats** This feature is a quick and easy way for the group to have discussion in real time. Chats can also be archived for
- **Discussions** This feature mimics a listserv or bulletin board and should be used when questions are being posed or group dis-
- **Files** This area will be the repository for all committee documentation |minutes, notes, documents, final projects, reports,
- **Categories** When adding a new post, online doc, calendar event, poll or file to the committee workspace, a list of categories

Access links to ALA-created tutorials on these and other features in ALA Connect at www.ala.org/aasl/alaconnectedtutorials.
Does a committee have a budget?

Each committee has been allocated up to $50 per year. This amount is to be used for communication purposes, i.e. postage, telephone, copying, etc., for one fiscal year (September 1 – August 31). If additional funds are needed, the AASL Executive Committee must be consulted before funds are committed. If a committee anticipates a budget need for more than $50 in the upcoming fiscal year, a request for additional funds should be made at the Midwinter Meeting preceding the fiscal year when the funds will be needed (i.e. requests for funds to be used in March 2012 must be made at Midwinter Meeting 2011).

Requests received after the budget has been accepted by the AASL Board of Directors require budget amendments; therefore committee chairs are strongly urged to make all requests before formal acceptance of the budget. Requests made after Midwinter should be sent to the AASL office, to the attention of the appropriate staff liaison. The Request for Additional Funds Form is available from the AASL office. Only requests made by the current committee chair will be considered.

How does a committee member get reimbursed?

To request reimbursement, a committee member must contact the appropriate staff liaison. To be reimbursed, the expenditure must be pre-approved by the AASL Board of Directors. Reimbursement requests for all costs incurred during a fiscal year may be submitted at any time but should not be made any later than the close of that fiscal year, i.e. August 31st of that year.

Can a committee seek additional funds from outside sources?

Before soliciting outside funding for any project, be sure to consult the AASL fundraising policy and your AASL Staff Liaison.

Can a committee request additional funding for professional contracted services?

If your approved budget requests include contracted services, the committee chair must complete the Request for Contracted Services Form, available from the AASL office, and return it to the AASL office, attention AASL Executive Director.

Are travel expenses for committee members reimbursable?

Only committees and task forces that have an AASL Board of Directors pre-approved budget for travel expenses can request reimbursement for member travel expenses. Travel expenses that are never reimbursed for committee members include travel to and from ALA Midwinter Meetings, Annual Conferences and AASL National Conferences. Some examples of when travel reimbursement might be approved by the AASL Board of Directors is for site visits or national training events offered by the committee or task force or an outreach effort by the committee or task force.

If your committee or task force is one that has been pre-approved for travel expenses, you must complete the Member/Non-Staff Travel Expense Report, which can be found online at: www.ala.org/aasl/committees

Please note:

- Anything for which you request to be reimbursed, other than mileage or per diem, must be accompanied by an original receipt.
- Please do not submit reimbursement requests in the form of a letter.
- Note that the car mileage reimbursement is dependent upon the IRS national guidelines. The mileage return rate is subject to change. Please check with the AASL office to verify the latest reimbursement rate.
- ALA allows a $50 per diem for meals. The recommended usage of this is: $10 for breakfast, $15 for lunch and $25 for dinner. You can use the per diem amount any way though, as long as you do not exceed $50.
In an effort to make things easier for you while hopefully boosting the committee’s efficiency and effectiveness in achieving association goals, there is a staff person in the AASL office assigned to your committee – your AASL staff liaison. Their role within the committee structure is to serve as a direct link to the office resources and information – feel free to ask questions, seek their help with committee issues, planning meetings, etc.

Your AASL staff liaison can assist you with the following:

- produce rosters and distribute among committee members
- provide you with address labels for your committee
- help you with policy issues
- assist with planning meetings and events
- help you fill out forms and keep you informed on ALA deadlines
- serve as a link to information in the AASL office
- assist you with bringing matters before the AASL Board of Directors
- provide budgetary information for your committee
- advise on best course of action with problems or questions

You are encouraged to form a working relationship with your AASL staff liaison and keep up regular communication to apprise them of the committee’s progress or needs. They are your best link to the office and AASL leadership.

Please keep in mind that each of them has several committees they work with as well as many other responsibilities, so they may not be available to exclusively work with your committee at any given time.

The AASL Board Liaison provides a link and conduit for information to and from the committee/editorial board/task force and the AASL Board. The Board Liaison provides chairs with information on Board activities impacting the committee/editorial board/task force’s ability to carry out its function. Both Member-at-Large AASL Board members serve as Board Liaisons to the Bylaws and Organization committee. They provide a link and conduit from the Board for information to and from the committee.

**Liaison responsibilities**

Contact chair of the committee or task force four times per year:

- **Between Annual & Oct. 1**: Report Board activities at Annual that impact the committee/editorial board/task force.
- **By Dec. 15**: Check if the committee/editorial board/task force needs to bring a proposal to the Board at Midwinter and if the chair has questions.
- **By March 1**: Inquire about the committee/editorial board/task force’s progress toward meeting minimum outcomes, problems encountered, questions the chair may have.
- **By May 1**: Check if the committee or task force needs to bring a proposal to the Board at Annual Conference and if the chair has questions. Report questions/concerns of any committee/editorial board/task force to the President via email.
<table>
<thead>
<tr>
<th>Committee/Editorial Board/Task Force/Advisory Board</th>
<th>Staff Liaison(s)</th>
<th>Board Liaison(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy Committee</td>
<td>Allison Cline</td>
<td>Sara Kelly Johns</td>
</tr>
<tr>
<td>Alliance for Association Excellence Committee</td>
<td>Julie Walker and Allison Cline</td>
<td>Karen Lemmons</td>
</tr>
<tr>
<td>American University Presses Book Selection Committee</td>
<td>Stephanie Book</td>
<td>Valerie Edwards</td>
</tr>
<tr>
<td>Annual Conference 2011 Committee</td>
<td>Melissa Jacobsen Neela Johnston</td>
<td>Deborah Svec</td>
</tr>
<tr>
<td>Appointments Committee</td>
<td>Joshua Capp</td>
<td>Carl Harvey and Susan Ballard</td>
</tr>
<tr>
<td>Awards Committee and Subcommittees</td>
<td>Melissa Jacobsen</td>
<td>Lou Greco</td>
</tr>
<tr>
<td>Best Websites for Teaching and Learning</td>
<td>Jen Habley</td>
<td>Susi Grissom</td>
</tr>
<tr>
<td>Bylaws and Organization Committee</td>
<td>Joshua Capp</td>
<td>Lou Greco Jay Bansbach</td>
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<tr>
<td>Intellectual Freedom Committee</td>
<td>Allison Cline</td>
<td>Jay Bansbach</td>
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<tr>
<td>Interdivisional Committee on Information Literacy</td>
<td>Allison Cline</td>
<td>Linda Roberts</td>
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<tr>
<td>Joint Committee on School/Public Library Cooperation</td>
<td>Julie Walker</td>
<td>Deborah Christensen</td>
</tr>
<tr>
<td>Legislation Committee</td>
<td>Allison Cline</td>
<td>Sally Daniels</td>
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<tr>
<td>National Conference 2011 Committee</td>
<td>Melissa Jacobsen Neela Johnston</td>
<td>Bonnie Kelley</td>
</tr>
<tr>
<td>NCATE Coordinating Committee</td>
<td>Julie Walker</td>
<td>Deborah Christensen</td>
</tr>
<tr>
<td>National Institute 2012 Committee</td>
<td>Melissa Jacobsen Neela Johnson</td>
<td>Nancy Everhart</td>
</tr>
<tr>
<td>Nominating 2012 Committee</td>
<td>Joshua Capp</td>
<td>Carl Harvey</td>
</tr>
<tr>
<td>Research and Statistics Committee</td>
<td>Allison Cline</td>
<td>Nancy Everhart</td>
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<tr>
<td>School Library Month Committee</td>
<td>Jen Habley</td>
<td>Karen Egger</td>
</tr>
<tr>
<td>Blog Group</td>
<td>Jen Habley</td>
<td>Susi Grissom</td>
</tr>
<tr>
<td>Knowledge Quest Editorial Board</td>
<td>Markisan Naso</td>
<td>Dorcas Hand</td>
</tr>
<tr>
<td>SLMR Editorial Board</td>
<td>Markisan Naso</td>
<td>Susan Ballard</td>
</tr>
<tr>
<td>Essential Links Editorial Board</td>
<td>Jen Habley</td>
<td>David Sonnen</td>
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<tr>
<td>Educator Pre-Service Task Force</td>
<td>Jennifer Habley</td>
<td>Deborah Svec</td>
</tr>
<tr>
<td>Leadership Development Task Force</td>
<td>Julie Walker and Joshua Capp</td>
<td>Valerie Diggs</td>
</tr>
<tr>
<td>Planned Giving Initiative Task Force</td>
<td>Julie Walker and Allison Cline</td>
<td>Karen Lemmons</td>
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<tr>
<td>Retirees Task Force</td>
<td>Allison Cline</td>
<td>Sally Daniels</td>
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<tr>
<td>Standards &amp; Guidelines Implementation Task Force</td>
<td>Jennifer Habley</td>
<td>Audrey Church</td>
</tr>
<tr>
<td>Urban Schools Task Force</td>
<td>Jennifer Habley</td>
<td>Karen Egger</td>
</tr>
<tr>
<td>Publications Advisory Board</td>
<td>Stephanie Book</td>
<td>Valerie Edwards</td>
</tr>
<tr>
<td>Professional Development Advisory Board</td>
<td>Melissa Jacobsen</td>
<td>Dorcas Hand</td>
</tr>
</tbody>
</table>
AASL Staff

Julie Walker
Executive Director
Ext. 4388
jwalker@ala.org

Allison Cline
Deputy Executive Director
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acline@ala.org

Neela Johnston
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Markisan Naso
Manager/Editor, Journals and Newsletters
Ext. 1396
mnaso@ala.org

Joshua Capp
Program Coordinator
Ext. 4382
jcapp@ala.org
## AASL Board of Directors 2011-2012

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Carl Harvey</td>
<td><a href="mailto:carl@carl-harvey.com">carl@carl-harvey.com</a></td>
</tr>
<tr>
<td></td>
<td>North Elementary School, IN</td>
<td></td>
</tr>
<tr>
<td>President-Elect</td>
<td>Susan Ballard</td>
<td><a href="mailto:sdballard@comcast.net">sdballard@comcast.net</a></td>
</tr>
<tr>
<td></td>
<td>Londonderry School District, NH</td>
<td></td>
</tr>
<tr>
<td>Past President</td>
<td>Nancy Everhart</td>
<td><a href="mailto:everhart@ci.fsu.edu">everhart@ci.fsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Florida State University, FL</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Karen R Lemmons</td>
<td><a href="mailto:calaf@charter.net">calaf@charter.net</a></td>
</tr>
<tr>
<td></td>
<td>Detroit School of Arts, MI</td>
<td></td>
</tr>
<tr>
<td>Member-at-Large</td>
<td>Jay Bansbach</td>
<td><a href="mailto:cjbansbach@yahoo.com">cjbansbach@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td>Maryland State Department of Education</td>
<td></td>
</tr>
<tr>
<td>Member-at-Large</td>
<td>Louis Matthew Greco, Jr</td>
<td><a href="mailto:grecol@stjohns.k12.fl.us">grecol@stjohns.k12.fl.us</a></td>
</tr>
<tr>
<td></td>
<td>Saint Johns County Schools, FL</td>
<td></td>
</tr>
<tr>
<td>Division Councilor</td>
<td>Sara Kelly Johns</td>
<td><a href="mailto:skjohns@gmail.com">skjohns@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Lake Placid Middle/High School, NY</td>
<td></td>
</tr>
<tr>
<td>ESLS Representative to the Board</td>
<td>Audrey Church</td>
<td><a href="mailto:churchap@longwood.edu">churchap@longwood.edu</a></td>
</tr>
<tr>
<td></td>
<td>Longwood University</td>
<td></td>
</tr>
<tr>
<td>ISS Representative to the Board</td>
<td>Dorcas Hand</td>
<td><a href="mailto:handd51@tekkmail.com">handd51@tekkmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Annunciation Orthodox School, TX</td>
<td></td>
</tr>
<tr>
<td>SPVS Representative to the Board</td>
<td>Bonnie Kelley</td>
<td><a href="mailto:kelleyb@pcsb.org">kelleyb@pcsb.org</a></td>
</tr>
<tr>
<td></td>
<td>Pinellas County Schools, FL</td>
<td></td>
</tr>
<tr>
<td>Director, Region 1</td>
<td>Valerie Diggs</td>
<td><a href="mailto:vbdiggs@verizon.net">vbdiggs@verizon.net</a></td>
</tr>
<tr>
<td></td>
<td>Chelmsford Public Schools, MA</td>
<td></td>
</tr>
<tr>
<td>Director, Region 2</td>
<td>Sally Daniels</td>
<td><a href="mailto:sallydaniels@twcny.rr.com">sallydaniels@twcny.rr.com</a></td>
</tr>
<tr>
<td></td>
<td>Cicero North Syracuse High School, NY</td>
<td></td>
</tr>
<tr>
<td>Director, Region 3</td>
<td>Valerie Edwards</td>
<td>Val <a href="mailto:Edwards@mononagrove.org">Edwards@mononagrove.org</a></td>
</tr>
<tr>
<td></td>
<td>Monoa Grove High School, WI</td>
<td></td>
</tr>
<tr>
<td>Director, Region 4</td>
<td>Deborah Jean Christensen</td>
<td><a href="mailto:debjcn@earthlink.net">debjcn@earthlink.net</a></td>
</tr>
<tr>
<td></td>
<td>Central Academy of Technology and Arts, NC</td>
<td></td>
</tr>
<tr>
<td>Director, Region 5</td>
<td>Deb Svec</td>
<td><a href="mailto:dsvec@bellsouth.net">dsvec@bellsouth.net</a></td>
</tr>
<tr>
<td></td>
<td>Palm Beach Gardens High School, FL</td>
<td></td>
</tr>
<tr>
<td>Director, Region 6</td>
<td>Susi Parks Grissom</td>
<td><a href="mailto:Susi.grissom@sbcglobal.net">Susi.grissom@sbcglobal.net</a></td>
</tr>
<tr>
<td></td>
<td>Travis Vanguard Academy, TX</td>
<td></td>
</tr>
<tr>
<td>Director, Region 7</td>
<td>Karen L Egger</td>
<td><a href="mailto:skooberom@yahoo.com">skooberom@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td>Fay Herron Elementary School, NV</td>
<td></td>
</tr>
<tr>
<td>Director, Region 8</td>
<td>David Sonnen</td>
<td><a href="mailto:wlmadave@gmail.com">wlmadave@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Sherwood Elementary School, WA</td>
<td></td>
</tr>
<tr>
<td>Director, Region 9</td>
<td>Linda Roberts</td>
<td><a href="mailto:lroberts@ckt.net">lroberts@ckt.net</a></td>
</tr>
<tr>
<td></td>
<td>Pittsburg High School, KS</td>
<td></td>
</tr>
</tbody>
</table>
### Annual Committee Calendar

<table>
<thead>
<tr>
<th>Date/Event</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALA Annual Conference</strong></td>
<td>Committees meet at ALA Annual Conference&lt;br&gt;Awards presentation with recipients and sponsors&lt;br&gt;Incoming President and President-Elect take seat at the third (or final) AASL Board of Directors meeting&lt;br&gt;Most committee members begin their term at close of the Annual Conference</td>
</tr>
<tr>
<td><strong>Fall/Winter</strong></td>
<td>AASL sets up an ALA Connect Community&lt;br&gt;Online orientation for committee chairs&lt;br&gt;Committee chairs contact committee members&lt;br&gt;AASL President-Elect begins to make appointments to committees starting with the Nominating and Annual Conference Committees&lt;br&gt;Meeting space request forms for Midwinter due to AASL office&lt;br&gt;AASL Executive Committee accepts/refuses Nominating Committee slate of nominees for ALA election</td>
</tr>
<tr>
<td><strong>January 2</strong></td>
<td>Deadline for National School Library of the Year Award applications</td>
</tr>
<tr>
<td><strong>ALA Midwinter Meeting</strong></td>
<td>Committees meet at the ALA Midwinter Meeting&lt;br&gt;Complete Committee Meeting Report Form and submit to AASL staff on-site</td>
</tr>
<tr>
<td><strong>February 1</strong></td>
<td>Deadline for all award applications except for NSLPY</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>ALA ballots sent out to all ALA members&lt;br&gt;AASL Annual Conference Committee reviews and accepts/denies program proposals for Annual Conference 1.5 years away&lt;br&gt;Meeting space request forms for Annual due to AASL office&lt;br&gt;Committees are notified by the AASL Staff of the status of their program proposal for Annual Conference 1.5 years away.</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td>ALA election results announced</td>
</tr>
<tr>
<td><strong>30 Days Prior to Annual</strong></td>
<td>Annual committee reports due to AASL office for the AASL President’s annual report to the membership at Annual Conference</td>
</tr>
</tbody>
</table>
### Annual Committee Forms Calendar

<table>
<thead>
<tr>
<th>Report Description</th>
<th>Due in AASL Office</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Committee Meeting Report Form</strong></td>
<td>ALA Midwinter Meeting and Annual Conference. Form must be completed and turned in immediately following the AASL All-Committee Meeting.</td>
<td>Serves as minutes of committee meeting at AASL All-Committee. Includes members attending, members absent and guests, along with a summary of meeting. Report form will be used as committee report for AASL Board of Directors meeting.</td>
</tr>
<tr>
<td><strong>Annual/ Pre-Midwinter Report Form</strong></td>
<td>30 Days Prior to Annual Conference or Midwinter Meeting</td>
<td>Updates AASL Board on status of committee work. Reviews committee function statement and minimum intended outcomes. Describes accomplishments committee made as well as concerns/issues still to be addressed. Includes recommendations for the AASL Board of Directors to address.</td>
</tr>
<tr>
<td><strong>Recommendations for AASL Board Action</strong></td>
<td>MIDWINTER: On-site ANNUAL: 30 Days Prior to conference</td>
<td>Recommendation request to be placed on Board agenda. Provides wording for a motion, background and rationale for action request and suggestions for implementation. Recommendation request is made on the Committee Meeting Report Form or the Annual Committee Report to the Board. Board Motion forms will be available at the all-committee meeting at both Annual and Midwinter Conferences.</td>
</tr>
<tr>
<td><strong>Project/Publication/Activity Promotion Request Form</strong></td>
<td>Whenever appropriate</td>
<td>Description of project/publication/activity committee wishes to undertake. Promotion must be in order to further the accomplishment of the committee function statement.</td>
</tr>
<tr>
<td><strong>Request for additional funding</strong></td>
<td>ALA Midwinter Meeting</td>
<td>Request for additional funding for a committee (outside of the budgeted $50 for each committee) to be used for special projects, preparation of manuscripts, conference programs, or other activities for the following fiscal year. One form per request.</td>
</tr>
<tr>
<td><strong>Travel Expense Report</strong></td>
<td>Whenever appropriate</td>
<td>Reimbursement for pre-approved travel expenses relating to association work. Reimbursed expenses must be approved by the AASL Office.</td>
</tr>
<tr>
<td><strong>Request For Contracted Services</strong></td>
<td>Whenever appropriate</td>
<td>Request for contacted services relating to committee function. Contracted services and fees resulting from services must be approved by the AASL Board of Directors.</td>
</tr>
</tbody>
</table>
Committee Resources and Forms

All committee resources and necessary forms can be found on the AASL Website:

http://www.ala.org/aasl/committees

The following forms are linked from this page:

- Committee Volunteer Form (online form)
- Pre-Midwinter Report Form (online form)
- Annual Report Form (online form)
- Travel Expense Report (pdf)
- Request for Additional Funding Form (pdf)
- Project/Publication/Activity Promotion Request Form (pdf)

If you need any general committee questions answered, please contact your staff liaison or call 800-545-2433, ext. 4382.

About AASL

The American Association of School Librarians is interested in the general improvement and extension of school library services for children and young people.

AASL has specific responsibility for: planning of programs of study and services for the improvement and extension of library services in elementary and secondary schools as a means of strengthening the educational program; evaluation, selection, interpretation and utilization of media as it is used in the context of the school library program; stimulation of continuous study and research in the school library field and establishment of criteria of evaluation; synthesis of the activities of all units of the American Library Association in areas of mutual concern; representation and interpretation of the need for the function of school libraries to other educational and lay groups; stimulation of professional growth, improvement of the status of school librarians, and encouragement of participation by members in appropriate type-of-activity divisions; conducting activities and projects for improvement and extension of service in the school library when such projects are beyond the scope of type-of-activity divisions, after specific approval by the ALA Council.

Based on extensive investigation and study of the needs of both members and non-members, AASL identified its core values and its primary functions and designed a structure that would respect these values and support these functions.

AASL Mission

The mission of the American Association of School Librarians is to advocate excellence, facilitate change, and develop leaders in the school library field.

AASL Goals

AASL works to ensure that all members of the school library field collaborate to:

- provide leadership in the total education program
- participate as active partners in the teaching/learning process
- connect learners with ideas and information, and
• prepare students for life-long learning, informed decision-making, a love of reading, and the use of information technologies.

AASL Values
The values that have been identified for AASL are:
• AASL will make a difference for members of the field/profession by addressing the important issues.
• AASL will have a national presence and a national identity.
• AASL will encourage diversity in its membership.
• AASL will be organized to clearly address the identified essential functions.
• AASL’s structure will allow members to be represented in the decision-making process.
• AASL involvement opportunities will be varied and geographically dispersed.
• AASL will be fast, focused, friendly, flexible, and fun.

Essential Functions of AASL
Eight essential functions for AASL fall into four major areas. None of these functions is discrete. They overlap, are interrelated and support each other.

Responsibility to the Field Function
• Vision and Voice: Developing, implementing, and articulating a vision for the profession through standards, frameworks and guidelines.
• Development of the Knowledge Base: Developing and disseminating theory, best practice and research to move the field forward.
• Continuing Issues: Continuing support for the major issues in the field such as funding, reading, technology and intellectual freedom.

Responsibility to Members Function
• Communications: Disseminating information through a variety of formats.
• Professional Development: Providing opportunities for continuing education.
• Community: Building a sense of community and creating connections to others.

Outreach Function
• Advocacy: Reaching out to constituencies and decision-makers who affect the quality of school library programs.

The Association
• Association Maintenance: Maintaining an association that is fast, focused, friendly, flexible and fun.

AASL Vision Statement
The American Association of School Librarians is:
• A proactive organization that addresses issues, anticipates trends, and sets the future agenda for the profession;
• An advocate for the indispensable role of school library programs with school librarians, for best practices in school librarianship, and for the core values and ethics of the library profession;
- An open, friendly, welcoming organization that embraces cultural and ethnic diversity;

- An inclusive professional home for all school librarians and a partner in mutual interests with educators, technologists, researchers, vendors, and other librarians;

- An essential resource for school librarians seeking professional development, leadership opportunities, communication with peers, and the most current information, research, and theory in the field; and

- A flexible, responsive organization that models effective management practices.
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