AASL Chapter Delegate Handbook
Cathi Fuhrman, Chair
AASL CHAPTERS

AASL Chapters are school library organizations from across the United States who have an affiliate relationship with AASL. AASL Chapters serve as the voice of the profession within the association.

The primary role of AASL Chapters is raising issues of importance from the state- and local-level to the national level via the AASL Board of Directors. Reversely, chapters are also a vehicle of AASL communication to state- and local-level school librarians. AASL also relies on chapters to respond to ‘calls for action’ when legislative or advocacy issues arise.

AASL Chapters meet virtually throughout the year and face-to-face at the ALA Annual Conference.* Meeting topics can include voting on Concerns and Commendations, sharing best practices and knowledge, learning about AASL activities and initiatives, and professional development.

* See calendar below for 2021 exception.

AASL CHAPTER DELEGATES

Delegates are the official representation of an AASL Chapter at chapter meetings. Delegates should be actively involved in their state organization and have a clear understanding of the issues, trends, and concerns of school librarians within their state or region. Delegates must be AASL personal members in order to serve.

Each AASL Chapter is required to have one, but may appoint up to two, Delegates. As most of the meetings are now virtual, AASL encourages each chapter to appoint two Delegates as a matter of voting equity.

Responsibilities of an AASL Chapter Delegate include:

Concerns & Commendations

- Confer with their chapter leadership and members to identify possible Concerns and Commendations.
- Work with the AASL Chapters Chair-Elect to craft Concerns and Commendations to be submitted to ACCT and the AASL Board.
- Vote on Concerns impacting the profession during AASL Chapters Meetings.
- Vote on Commendations during ALA Annual Conference.
- Communicate the disposition of Concerns and Commendations to state leaders and members.
**Communication**

- Stay informed and promote AASL events, activities, initiatives, and offerings to state leadership and school librarians.
- Send AASL Chapter events, awards and activities to the AASL Chapter liaison for marketing and promotion.
- Submit changes in AASL Chapter leadership (Chair/President, etc.) and changes in Delegates.
- Connect with other Delegates via ALA Connect.

**CONCERNS**

Concerns are an important communication vehicle between AASL Chapters, AASL members, and the Board of Directors. The Concern process ensures that AASL and the chapters are conscious of, and responsive to, the needs of our members and the profession. The creation of Concerns composed collaboratively allows Delegates to build awareness, network, share, and strategize using their shared knowledge.

Concerns can be sent to the ACCT at any point in the year. ACCT will review the Concern to determine immediacy, process, etc. and communicate back to Delegates how the Concern will be addressed.

The Concerns process is evolving due to recent changes in AASL Chapters leadership and meeting structure. More information on the revolving submission process will be shared via office hours and the ALA Connect community.

- [Historical database of submitted Concerns](#)

**COMMENDATIONS**

Commendations are outstanding programs, events, and products nominated by AASL Chapters that follow the mission and principles of AASL. This validation at the national level is a powerful advocacy tool.

Delegates have until **May 15** to submit Commendations to the AASL Chapters Chair-Elect. After this, the ACCT will discuss which Commendations should move forward to the AASL Chapter Delegates for discussion and voting.

If passed, the Commendations are moved forward to the AASL Board of Directors. If approved by the Board, an official certificate and letter of recognition are sent to the nominating AASL Chapter for presentation.
Recent Commendations presented by AASL

2020 - 2021 CALENDAR

The AASL Chapters as a body will meet at least once a quarter. Affinity groups and/or individual AASL Chapters are encouraged to meet in between these meetings. Professional development for the Delegates may also be held at this time.

Affinity groups are those AASL Chapters wishing to discuss a certain topic or concern as the need arises. Affinity meetings can be convened by the AASL Chapters or by the AASL Chapters Coordinating Team (ACCT). ACCT may also convene specialized professional development based on chapter needs.

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<tr>
<th>Month</th>
<th>Meeting</th>
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<tr>
<td>July</td>
<td><strong>Delegate Orientation</strong></td>
<td>Virtual</td>
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<td>July 15, 2020</td>
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<td>September</td>
<td><strong>Office Hours</strong> (Password in ALA Connect)</td>
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<td>September 9, 2020</td>
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<td>6:00 p.m. - 7:00 p.m. Central</td>
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<tr>
<td>October</td>
<td><strong>AASL Chapters Meeting</strong></td>
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<td>October 7, 2020</td>
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<td>January</td>
<td><strong>ALA Midwinter Meeting</strong></td>
<td>Face-to-Face in 2021</td>
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<td></td>
<td>Indianapolis</td>
<td>Virtual as of 2022</td>
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<td>January 22-26, 2021</td>
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**AASL CHAPeRS COORDINATING TEAM**

The AASL Chapters Coordinating Team (ACCT) consists of the Chair, Chair-Elect, Past Chair, and Secretary. The AASL Chapters Representative to the Board and the AASL Executive Director serve as ex-officio members. The AASL Manager of Web Communications serves as the staff liaison.

**Chair-Elect Duties:**

- Attend all AASL Chapter Meetings and ACCT Meetings.
- Coordinates the nomination and election process.
- Coordinates Concerns and Commendations with the AASL Chapters.
- Host “office hours” in the first quarter to assist with Concern writing.
- Stand in for the Chair when necessary.
- Assist in preparation of agendas.

**Chair:**

- Attend all AASL Chapter Meetings and ACCT Meetings.
- Present AASL Chapter Delegate orientation in July of each year.
- Convene and preside over AASL Chapter Meetings and ACCT Meetings.
- Work with the Chair-Elect and Past Chair to identify discussion topics for affinity meetings and/or possible professional development.
- Preside over affinity meetings and present professional development – or – delegate facilitation of meetings/trainings to volunteers.
- Provide statements and letters to represent AASL Chapters as needed.
- Keep in communication with the AASL Chapter Representative regarding Concerns and Commendations and other matters of note from the AASL Chapters.
Past Chair:

- Attend all AASL Chapter Meetings and ACCT Meetings.
- Serve as a mentor to AASL Chapter Delegates.
- Review and edit the AASL Chapter Delegate Handbook.
- Assist the AASL Chapter Chair with the Delegate Orientation as needed.
- Serve on the AASL Leadership Development Committee.

Secretary:

- Attend all AASL Chapter Meetings and ACCT Meetings.
- Record attendance and minutes of AASL Chapter Meetings and ACCT Meetings.
- Post minutes on AASL Chapters and ACCT groups on ALA Connect.
- Facilitate AASL Chapter communication between meetings.

AASL Chapters Board Representative:

- Attend all AASL Chapter Meetings and ACCT Meetings as ex officio.
- Attend all Board of Directors meetings and calls as the AASL Chapter Representative.
- Report to the ACCT actions taken by the AASL Board of Directors on Concerns and Commendations.
- Share Concerns and Commendations and other matters of note from the AASL Chapters with the AASL Board of Directors.

**ELECTIONS**

Each year AASL Chapters elect a Chair-Elect and a Secretary. All candidates for positions must be personal members of AASL, and have previous experience within the past three years as an AASL Chapter Delegate. Individuals may only hold one elected AASL Chapters office at a time (ie., cannot serve as Chair-Elect and Secretary).

The Elections timeline is evolving due to recent changes in AASL Chapters leadership and meeting structure. More information will be shared via office hours and the ALA Connect community.
There are two AASL Chapters communities on ALA Connect. The first, AASL Chapter Delegates, is your workspace as the appointed representative from your AASL Chapter. Meeting dates, documents, updates, and discussions will be shared in this space.

The AASL Chapter Delegates community includes all delegates from chapters across the US and the AASL Chapter Coordinating Team. Membership within the group is by subscription only and is maintained by the AASL staff liaison.

If you log in to ALA Connect and cannot see the posts in this group, please first check this spreadsheet to see who is subscribed as the official Delegates for your association. If the contacts listed need to be updated, complete this form.

If your name is listed as Delegate and your term has not ended, please check the status of your ALA/AASL membership. AASL personal membership is required to serve as your chapter’s Delegate.

The second group available on ALA Connect is AASL Chapters. Membership in this group is open to all and may include your association’s president/chair, other officers, conference chair, etc. Past Delegates and other interested stakeholders from your association may join this group.

AASL uses these spaces to post announcements, news, and facilitate communication between members. Feel free to post relevant information, and connect with fellow delegates, in these spaces throughout the year.

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

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

Or, while in a community, click the “Settings” button under the name of the community. Use the email notifications drop down menu to select your preference.

If you choose to receive email notifications, the email is sent from Mail@ConnectedCommunity.org. Please add it to your safe sender list.
ROSTERS

To ensure that the most up-to-date information is available to Delegates, we do not print rosters in the handbook but rather ask that you refer to the AASL website for the most current information.

AASL makes every effort to maintain up-to-date information. As a Delegate, you play a critical piece by reviewing your Chapter’s current contact information and submitting updates when needed.

- Current AASL Chapters: [www.ala.org/aasl/about/chapters/directory](http://www.ala.org/aasl/about/chapters/directory)
- Current AASL Chapter Delegates & Leadership: [www.ala.org/aasl/about/chapters/delegates](http://www.ala.org/aasl/about/chapters/delegates)
- AASL Chapters Coordinating Team (ACCT): [www.ala.org/aasl/about/chapters/team](http://www.ala.org/aasl/about/chapters/team)
- AASL Board of Directors: [www.ala.org/aasl/about/board](http://www.ala.org/aasl/about/board)
- AASL Headquarters Staff: [www.ala.org/aasl/about/staff](http://www.ala.org/aasl/about/staff)

VIRTUAL MEETINGS

AASL has a Zoom meeting room that can be used to conduct AASL Chapter meetings. To reserve, please submit a Zoom Meeting Room Request.

TOOLS

AASL CHAPTER LOGOS

Any current AASL Chapter may, and is encouraged, to use the “AASL Chapter” logo to post to their website, publish on material, etc. Logos are available in the AASL Chapter Delegates Connect space under the tab that reads “Library.”
FORMS & INFORMATION

Commendations

- Worksheet
- Submission Form
- Past Commendations Recipients

Concerns

- Worksheet
- Submission Form
- Concerns Database

Conferences & Events

- Submit to AASL Chapter Calendar
- Material Request Form
- Books & Products Pre-Order Program
  - Info
  - Order Form
- State Leadership Visits
- Zoom Meeting Room Request

ALA RESOURCES

ALA Public Policy and Advocacy Office
www.ala.org/aboutala/offices/ppa
AASL and ALA are ready to assist as advocacy issues arise at the state, district or school level.

ALA Office for Intellectual Freedom
www.ala.org/aboutala/offices/oif
OIF can assist with any technical or legal questions regarding intellectual freedom topics or concerns.

AASL INFORMATION

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