Action Items

COO moves

1. Adoption of the revised ALA Leadership Development (Intern) Guidelines, ALA CD#27.1 (attached).

This change, requested by the Training, Orientation and Leadership Development Committee, provides consistency to the appointment process and responsibilities of ALA and Council interns.

2. Adoption of revised policy 6.6.3 to read as follows:

The Leadership Development (Intern) Program is offered to provide an avenue for interested members to learn more about the American Library Association and to become involved in ALA committee work.

To be appointed as an intern, a member must not have held a committee appointment or elected office within the Association or any of its units (including its Divisions, Round Tables, etc.) and must have been an ALA member for fewer than 10 years. Interns are appointed for a period of one year by the ALA President-Elect. All ALA committees may have interns, but it is voluntary for a committee.

This change, requested by the Training, Orientation and Leadership Development Committee, establishes policy to reflect the revised guidelines.
Information Item

COO discussed expectations for member participation in committee work and how the differing needs of ALA and Council committees may inform appointments. COO developed a four-level matrix based on the need for the committee work to be accomplished in person or otherwise. The matrix reads as follows:

- First level – the business of the committee does not require face-to-face meetings in order to be transacted.
- Second level – the business of the committee may require face-to-face meetings in order to be transacted.
- Third level – the business of the committee requires face-to-face meetings once a year in order to be transacted.
- Fourth level – the business of the committee requires face to face meetings more than once a year in order to be transacted.

ALA and Council committees will be surveyed for their thoughts on these levels and related issues.

Jan Sanders, chair, Committee on Organization
The internship program began its two-year trial period in 1988. This program, initiated by the ALA Membership Committee*, was designed to provide an avenue for interested members to become more easily involved in ALA activities and to introduce new people and ideas to ALA committee discussions and decision-making. The hope is that the experience gained by the interns will aid their official appointment on an association committee, and provide them with valuable association leadership experience.

These guidelines are designed to: (1) clarify the role of the intern on the committee and the process by which an intern is appointed; and (2) suggest responsibilities for intern appointments, such as duties on the committee, voting status, etc.

**What is the ALA Intern Program?** The ALA Intern Program provides an opportunity for newer library workers to become familiar with ALA structure, in particular its committees; to network with peers and library leaders from around the country; and to participate in a service learning activity. The ALA Intern Program offers the possibility to connect, to learn, to succeed, to advance and to lead.

**Who can be appointed as an intern?** The Intern Program is open to any ALA member who has never held an appointment or elected office within the Association, or office within any unit of the American Library Association (including its Divisions, Round Tables, etc.) and have been ALA members for fewer than 10 years.

**Who appoints interns?** Interns will be appointed by the ALA President-Elect. Names of possible interns will be forwarded to the ALA President-Elect by individuals, committee chairs, and others.

**Which committees can have interns?** All ALA committees may have interns, but it is voluntary for a committee. The intern position is an extra membership slot on the committee.

**Terms of appointment.** Each intern will serve for a period of one year. Successful interns should be considered by the ALA President-Elect as candidates for appointment as members of an ALA committee. Service as an intern is not counted in accumulating the four years of maximum consecutive served on a committee.

**Duties.** The committee chair will determine the most appropriate duties for the intern on a specific committee, depending in large part on the nature of the work of a particular committee. The primary duty should be, however, to become as knowledgeable of ALA processes as possible, such as how to submit a resolution, how to make a report to ALA Council or other Board, as well as to learn about the inner workings of the Association, its Divisions, its Round Tables, and its Committees. Some suggestions for intern duties are:

- Help with planning and presenting programs and events.
- Perform administrative duties to facilitate committee/association processes.
• Assist the ALA staff liaison and/or the committee chair in posting announcements to ALAConect and general committee correspondence.
• Write the committee report.

All interns are expected to participate fully in the work of the committee to which she/he is appointed.

**Voting.** Interns are not voting members of a committee, but can participate in discussions and deliberations.

**Travel.** If the committee meets outside of the Midwinter Meeting and the Annual Conference, the committee will determine if the intern will attend the meeting.

**Attendance at Meetings.** An intern is expected to attend both the Midwinter Meeting and the Annual Conference committee meetings.

* During the 2009 Midwinter Meeting, Council voted to transfer responsibility for the program from the Membership Committee to the Training, Orientation & Leadership Development (TOLD) Committee.