

# ACRL Chapters Council Officers Manual

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## **Information for Chapters Council Officers**

If you are a new Chapter Council Officer, we encourage you to review the **ACRL Orientation Toolkit for New Chapter Leaders / Representatives to Chapters Council**, as well as the responsibilities outlined in this document for Chapter Council Officers.

### **Composition of Chapters Council**

[Chapters Council](#) consists of the President and Vice-President of each ACRL Chapter (each of whom must be a member of ACRL National), or a delegate who is a member of the Executive Board of the Chapter. Council members must be members of ACRL and knowledgeable about both Chapter and ACRL activities.

### **Officers of Chapters Council**

The Chair, Vice-Chair/Chair-Elect, and Secretary serve as the Chapters Council Executive Committee, and are elected by the Chapters Council from among the Chapters Council delegates. The Executive Committee plans the agenda of the Midwinter and Annual Meetings of the Chapters Council and submits Chapters Council recommendations to the ACRL Board of Directors.

### **ACRL Relationship to Chapters**

[ACRL Bylaws](#) make it clear that Chapters are separate organizations interested in academic and research libraries that request affiliation with ACRL. In other words, ACRL recognizes Chapters if they meet certain criteria. ACRL affiliates with the Chapter; it does not, however, establish the Chapter as an organization, it does not control it, and it is not responsible for its actions.

## **Chapters Council Elected Officers' Responsibilities**

### **Chair**

Serving as Chair is a three-year commitment. This officer serves as Vice-Chair, Chair, and Past Chair in successive one-year terms. During the term of office as Chair, the responsibilities include:

- Preparing an annual report for ACRL, due mid-July.
- Implementing edits to Chapters Council manuals and orientation materials. Conducting virtual orientations (two per year).
- Attending and presiding over ACRL Chapters Council meetings at the ALA Midwinter Meeting and Annual Conference.
- Submitting election results from Chapters Council officer elections to ACRL staff.
- With the Chapters Council officers, preparing the meeting agendas.
- Appointing ad-hoc committee chairs including the editor for [Chapter Topics](#), and the [List Administrator](#). These appointments should be made immediately following the ALA Annual Conference (June/July.)
- With the Vice-Chair, attending ACRL Leadership Council at the ALA Midwinter Meeting and Annual Conference.
- Serving as Ex Officio to the [ALA Chapter Relations Committee](#).
- Inviting candidates running for ACRL President-Elect and ACRL Director-at-Large to speak at the Midwinter Meeting of Chapters Council.

- Contributing to the Chapters Council [blog](#) (all officers are asked to contribute at least twice a year) and [Facebook page](#).

### **Vice-Chair**

The Vice-Chair is elected at the Annual Conference. This is a three-year commitment. The Vice-Chair officer serves as Vice-Chair, Chair, and Past Chair in successive one-year terms. Duties (official and unofficial) during the Vice-Chair's term of office include:

- Attending ACRL [Chapters Council](#) meetings at the ALA Midwinter Meeting and Annual Conference.
- Attending ACRL Leadership Council at the ALA Midwinter Meeting and Annual Conference.
- Organizing elections for Vice-Chair and Secretary at Annual.
  - Announcing a call for nominations at the Midwinter Meeting;
  - Sending an announcement to the Chapters Council listserv after Midwinter (Jan./Feb);
  - Requesting nominations, including self-nominations. Deadline date of mid-March
  - Collecting bios, photos, and position statements to send to [Chapter Topics](#) Editor (the deadline is usually in early May);
  - Running the election at Annual, tallying the paper votes, and announcing results.
- Organizing a Dine-Around for the Chapters Council delegates at the ALA Midwinter Meeting and Annual Conference. This is an informal dinner. Send announcement with details to the Chapters Council listserv and [Chapter Topics](#).
- Organizing, on an as-needed basis, workshops at Midwinter to help council members address areas of leadership concern. For example, one year a workshop was held that assisted council members to complete the ACRL annual report, which is required of each Chapter.
- Contributing to the Chapters Council [blog](#) (all officers are asked to contribute at least twice a year) and [Facebook page](#).

### **Past Chair**

Responsibilities include:

- Attending ACRL [Chapters Council](#) meetings at the ALA Midwinter Meeting and Annual Conference.
- Serving as a member of the ACRL Leadership Recruitment and Nominations Committee. Because this a two-year appointment, every other Past Chair serves on this committee.
- Contributing to the Chapters Council [blog](#) (all officers are asked to contribute at least twice a year) and [Facebook page](#).

### **Secretary**

This office is a one-year commitment. The Secretary is responsible for:

- Taking roll and recording the minutes at the ALA Midwinter Meeting and Annual Conference.
- Submitting minutes for approval to the Council at the subsequent meeting and then to the editor of [Chapter Topics](#) for publication.
- Submitting final minutes for approval to the ACRL Program Coordinator for posting on the Chapters Council web page.
- Contributing to the Chapters Council [blog](#) (all officers are asked to contribute at least twice a year) and [Facebook page](#).

# **Chapters Council Appointed Officers' Responsibilities**

## **Chapter Topics Editor**

The editor is responsible for:

- Producing [Chapter Topics](#), the official newsletter of Chapters Council.
  - *Chapter Topics* is published online two times a year (winter and spring) to facilitate communication between Chapters;
  - The Spring edition of *Chapter Topics* includes information regarding the slate of candidates for Chapters Council elections at the Annual Conference.
- Attending ACRL Chapters Council meetings at the ALA Midwinter Meeting and Annual Conference.

## **Chapters Blog Editor**

The editor is responsible for:

- Producing the ACRL [Chapters Blog](#)
- Attending ACRL Chapters Council meetings at the ALA Midwinter Meeting and Annual Conference.

## **Legislative Network Representative**

The Representative will work with the ACRL Board, the ACRL Senior Strategist for Special Initiatives, and the ACRL Government Relations Committee to coordinate the ACRL legislative network and advance the ACRL legislative agenda. The Representative attends the ALA Midwinter Meeting and Annual Conference meetings, and reports results to the Chapters Council at the Chapters Council Meeting.

## **List Administrator**

The Chapters Council [e-mail list](#) serves to quickly disseminate information to Chapters Council members, officers, and ACRL liaisons. The List Administrator is responsible for:

- Maintaining, moderating, and updating the list.
- Attending ACRL Chapters Council meetings at ALA Midwinter Meeting and Annual Conference. At these meetings, the Administrator will distribute a written list and ask delegates to update their listings.
- Following up after Annual and Midwinter with an announcement on the list to all subscribers to please update listings and advise Administrator of any changes.

## **Board Liaison**

Current ACRL President

## **Staff Liaison**

Chase Ollis is the main contact at ACRL for all chapters and Chapters Council. Contact Chase at [collis@ala.org](mailto:collis@ala.org) or at 312-280-2521.

# **ACRL Board Directors-at-large**

ACRL's recognition of the importance of its Chapters is shown by the presence on the [ACRL National Board](#) of two directors-at-large nominated from within the Chapters Council. The Chapters Council director-at-large candidates run on the ACRL Board ballot every other year, and each serves a four year term.

## Planning Calendar for Chapters Council Officers

<b>January</b>	<p>Chapters Council officers plan the agenda of the Midwinter Meetings of the Chapters Council and submit Chapters Council recommendations to the ACRL Board of Directors.</p> <p>The Council Chair presides over the meeting.</p> <p>The Chapters Council Chair schedules and hosts two online orientation sessions per year.</p>
<b>Spring</b>	<p>The Executive Committee identifies candidates for officers and directors-at-large (as needed) for inclusion in the spring issue of <a href="#">Chapter Topics</a> and the election at the Annual Conference.</p>
<b>May</b>	<p>The Chapters Council Chair invites members of the ACRL Board and the Chapters Council to meet at the Sunday morning Chapters Council meeting at the Annual Conference.</p> <p>The Chair prepares the annual report for ACRL, due mid-July.</p> <p>The Chapters Council Chair prepares edits to the Chapters Council manuals and orientation materials.</p>
<b>June</b>	<p>Chapters Council officers plan the agenda of the Annual Conference meetings of the Chapters Council and submit Chapters Council recommendations to the ACRL Board of Directors.</p> <p>Council Chair presides over the meeting.</p> <p>Council Vice-Chair submits election results from Chapters Council officer elections to ACRL staff.</p> <p>Council Vice-Chair makes ad-hoc committee appointments for his/her term as chair, including the editor for <a href="#">Chapter Topics</a>, List Administrator and Legislative Network Representative. These appointments should be made immediately following the ALA Annual Conference (June/July).</p>
<b>July</b>	<p>Chair submits Annual Report to ACRL (due mid-July).</p>
<b>November</b>	<p>The Chapters Council invites members of the ACRL Board and the Chapters Council to meet at the Sunday morning Chapters Council meeting at the ALA Midwinter Meeting.</p>
<b>December</b>	<p>Chapters Council officers plan the agenda for the Midwinter Meetings of Chapters Council and the work group meetings, and determine action items, recommendations, and resolutions for submission to the ACRL Board of Directors.</p>

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*ACRL Chapters Council Orientation Manual; revised January 2014 to two documents: Chapters Orientation Toolkit and Chapters Council Officers Manual, by S. Davis, and ACRL Chapter Council Executive Officers: N. Cooper, C. Fuchs, L. Kong, D. Whren, in consultation with ACRL staff*