2020 Leader Orientation
Division-level Committees

July 15, 2020
1:00 - 2:00 p.m. Central
JON E. CAWTHORNE
Dean
Wayne State University
Library System
OUTCOMES

- Increased understanding of ACRL as an association and division of ALA
- Increased awareness of expectations for leaders
- Deeper understanding of ACRL policies and procedures
- Greater appreciation of resources available to ACRL leaders.
LEADERSHIP CLASS

- Board of Directors
- Division-level Committee & Editorial Board chairs & vice-chairs
- Section chairs & vice-chairs
- Interest & Discussion group leaders
- Chapters Council chair
- Representatives Assembly

Expectations
- Year-round work cycle
- Clear direction for members
- Ongoing communication
ACRL LEADERS LEAD!

ACRL Board of Directors

- Division-level Committees
- Editorial Boards
- Sections
- Interest Groups
- Discussion Groups

ACRL
Association of College & Research Libraries
A division of the American Library Association
ACRL Plan for Excellence

- Enabling Programs & Services
- Equity, Diversity & Inclusion
- Research & Scholarly Environment
- New Roles & Changing Landscapes
- Student Learning
- Value of Academic Libraries
ACRL is dedicated to creating diverse and inclusive communities in the Association and in academic and research libraries. This core commitment permeates the work of the Association, cutting across all ACRL sections, committees, interest and discussion groups, and communities of practice. The Association will acknowledge and address historical racial inequities; challenge oppressive systems within academic libraries; value different ways of knowing; and identify and work to eliminate barriers to equitable services, spaces, resources, and scholarship.
Equity, Diversity, and Inclusion
Added inclusive language for the volunteer form, website, and promotion.

Optional demographics questions added to volunteer form

Demographic report out to membership at conclusion of appointments process
KARA MALENFANT

Fun facts

Kara grew up in Minnesota and taught English with the first group of Peace Corps volunteers in the Republic of Armenia. When she's not working or with her family, you'll find her gardening on her garage rooftop, biking or practicing yoga.

ACRL Interim Executive Director
Kara Malenfant
• ALA is one legal entity of which ACRL is a part
• ALA is a 501(c)3; limits political activity but needs your advocacy
• ACRL self-sustaining: no direct financial support from ALA
• Divisions pay ALA an indirect cost on non-dues revenues generated
• Visit ala.org/fundlibraries
ALA STREAMS OF CHANGE

- Pandemic Impact
- ALA Reorganization: Forward Together Divisions
- COVID-19 Survey
- ALA HQ Building Move
- Operating Agreement Working Group
- ALA Midwinter
EXTERNAL COMMUNICATION

- Only the Board of Directors may speak for ACRL
- You are free to communicate as an individual, but not with your ACRL title
- Liaisons Assembly
• Surveys beyond your unit’s membership must be reviewed/approved by the office. Encourage all surveys to be reviewed.

• ACRL/ALA has the right of first refusal on all membership group work
WORKING WITH THE ACRL BOARD

Board of Directors Action Form
• Template for communicating with the Board
• Can be downloaded on the ACRL Forms page
• Staff and Board liaisons are here to help
DIRECTORY OF LEADERSHIP

About ACRL

- Annual Reports
- Bylaws
- Directory of Leadership
  - Board of Directors
  - Chapters
  - Committees
    - Committees of Practice Assembly
  - Discussion Groups
  - Editorial Boards
  - Interest Groups
  - President's Page
  - Representatives Assembly
  - Sections
  - Task Forces
- Elections

Directory of Leadership

Board of Directors
The ACRL Board of Directors has general oversight and direction of the affairs of the association.

Chapters Council
Chapters Council serves as a conduit for information and communication between National ACRL and its state and regional chapters.

Committees
ACRL has more than 30 standing committees created by the Board of Directors, each with specific functions, goals, and interests.

Communities of Practice Assembly
The Communities of Practice Assembly consists of the chairs and vice-chairs of each section and conveners and incoming conveners of each interest group. The function of this assembly is to facilitate the exchange of ideas among the various Communities of Practice.

Discussion Groups
Designed to respond quickly, discussion groups address hot topics. These short-term groups gather together to discuss the issues and provide members with the always-important informal networks for exchanging ideas and problem-solving.

Editorial Boards
YOU’RE INVITED!

ACRL Virtual Leadership Council & Membership Meeting

TBD Summer/Fall 2020
Before the pandemic, Mary Jane was a fan of Chicago’s public transportation system, and enjoyed walking in the city. She lives in a historic building with her cat Fidster (and husband). She has worked at ACRL since 2002 and is looking forward to the next chapter in ACRL history in our new location.
KEY DATES & DEADLINES

Appointment Terms
July 1 – June 30

Fiscal Year
September 1 – August 31

Summer Minutes Due
July 15

Final 2019-2020 Reports Due
July 31

Final 2020-2021 Work Plans Due
August 15
Funding

Allocations for FY21
$150 for division-level committees

Reimbursements: FY20 deadline is August 15
• Original receipts required
• 4-6 weeks processing
• Use form on ACRL website forms page

Unused Funds
• No funds carried over to next fiscal year
2021 ACRL CONFERENCE SCHOLARSHIP FUNDRAISING CAMPAIGN

OPPORTUNITIES FOR NAMED SCHOLARSHIPS
MORE KEY DATES & DEADLINES

AWARD NOMINATIONS: FIRST FRIDAY IN DECEMBER
ONLINE LEARNING

- Professional development focused on practical topics/issues.
- Live Webcasts and Online Courses.
- Fee-based registration
- Propose a topic to Margot Conahan mconahan@ala.org

- Member-initiated, member-driven.
- Offered by ACRL membership units on a wide variety of topics.
- Free and open to all ACRL units.
- Hosted on Zoom platform.
- Request a time in ACRL’s Virtual Meeting LibCal: http://acrl.libcal.com/booking/virtual-meetings

- ACRL/CHOICE sponsored webinars
- Connects academic and research librarians with a host of content and service providers, publishers, authors, and other experts to discuss timely and relevant topics pertinent to the library community at large.
Fun facts

Allison enjoys living in Chicago, and exploring the many museums, restaurants, theaters and markets it has to offer. She also likes traveling, playing tennis, hiking and gardening.

Allison Payne
ACRL Manager for Strategic Initiatives
ACRL APPOINTMENTS

Appointing Authorities
▪ ACRL Vice-President/President-Elect appoints division-level committees

Timeline
▪ Dec - Feb 14: volunteer form open
▪ March-May: Appointments sent
▪ July 1: New appointment terms begin

ACRL Staff Contact
Allison Payne, apayne@ala.org
Kara Malenfant, Interim Executive Director
- ACRL Board
- Advocacy
- Liaison Relationships with HE Orgs.

Allison Payne, Program Manager for Strategic Initiatives
- Board
- Budget and Finance
- Division-level appointments

Elois Sharpe, Program Coordinator
- Conference meeting scheduling
- Donation processing
- Virtual meetings
Face-to-Face
- Leadership Council
- Other meetings at ALA

Email & Blogs
- ACRLLeads
- ACRL Update
- Committee Chairs Leaders list
- ACRL Insider
- Social Media

Virtual
- Zoom
Scheduling virtual ACRL business meetings

Posted by: Jill Conte, an hour ago

Found in: ACRL ANSS Executive Committee (Anthropology and Sociology Section) Discussions

Dear Members of the ANSS Executive Committee, I hope this note finds you all safe and well. Below is info I recently received from ACRL, which I’m passing along to all of you as we plan to hold our committee ...

ACRL/ULS Online Forum: Wayne State University Libraries Tech Bunker: Connecting the Dots via Community, ...

Posted by: Minhao Jiang, 2 days ago
Access for all ACRL units

Toolkits, FAQs, Bibliographies

Contact your staff liaison if interested

http://acrl.libguides.com/
Annual and multi-year work plans align division-level committee work with the ACRL Plan for Excellence and the committee’s charge.

**2019-2020 Report**
- Draft Due: July 15
- Discussion: July 15-31
- Final Due: July 31

**2020-2021 Work Plan**
- Draft Due: July 31
- Discussion: July 31 - August 15
- Final Due: August 15
Division-level Committee Year-end Report and Work Plan Template

Committee
Visit [http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees](http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees) to find your charge.

Committee Name:

Charge/Tasks:

Committee leadership
Visit [http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees](http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees) for more information on ACRL.
ADVANCING THE PLAN FOR EXCELLENCE

2019-20 Report
• Draft Due July 15
• Final Due July 31

2020-21 Work Plan
• Draft Due July 31
• Final Due Aug 15
MEETINGS

Fun facts
Elois enjoys good action movies and strolling through Chicago’s museums.

Elois Sharpe
ACRL Program Coordinator
ANNUAL CONFERENCE PROGRAMS

- Optional: consider exploring virtual venues to disseminate content.
- 2021 program proposals are late August, 2020.
- ACRL staff contact: Megan Griffin mgriffin@ala.org
MEETINGS AT ALA CONFERENCES

Midwinter
- August (tent): Midwinter requests due

Annual Conference
- October: Annual Conference requests due
ACRL BEST PRACTICES OF VIRTUAL MEETINGS

Working with Your Membership Group

Timeline:
Establish early and regular communication with your membership group.

Scheduling:
The first step is determining member availability.

Communication Methods with Team:
In-person meetings, email, video conferences, phone calls, and collaborative editors, among others. Do what works!
MEETING EFFECTIVENESS

Chaotic, adversarial and aimless meetings can demoralize your members, diminish their enthusiasm, lead to flawed decisions, and waste time and resources. This tip sheet provides ideas for handling contentious meetings. It includes:

1. A logical approach to problem solving
2. An opening script for a contentious meeting
3. Mini-scripts to deal with tough situations in meetings

1. A Logical Approach to Problem Solving

Discussions of contentious issues may get out of hand if people leap to solutions prematurely. For example, one member suggests an option and others immediately attack it, leading to adversity. As a meeting Chair, you need to anticipate controversies and structure a logical flow for discussions. Consider the following sequence:

a) Start by asking the group to fully define the problems that need to be solved. If they leap to solution-mode too quickly, say something like this: “Can we wait with solutions until we fully define the problem?” or “I’ll put this idea on the flip chart as an option for us to discuss later. For now, can we please focus on defining the problems that we need to solve?”

b) Having defined the problem, establish the criteria by which to assess the solution. Relevant criteria may include: fairness, fiscal viability, maximizing benefits to
### Update your ALA Connect profile
- Upload a photo beginning on July 1

### Introduce yourself
- Welcome committee members

### Touch base with outgoing chair
- Familiarize yourself with unit work

### Draft 2020-2021 Annual work plans
- On or before July 31

### Review work plan with Board and staff liaisons
- July 31 – August 15

### Post final work plan to ALA Connect
- August 15

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**Next steps . . .**
Questions?