2020 Leader Orientation Sections

Tuesday, July 14, 2020
1:00 - 2:00 pm Central
Karen Munro
Associate Dean of Libraries, Learning and Research Services
Simon Fraser University
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 Board of Directors

- Division-level Committees
- Editorial Boards
- Sections
- Interest Groups
- Discussion Groups
ACRL Plan for Excellence

- Enabling Programs & Services
- Equity, Diversity & Inclusion
- New Roles & Changing Landscapes
- Value of Academic Libraries
- Student Learning
- Research & Scholarly Environment

ACRL Plan for Excellence

ACRL Plan for Excellence

ACRL Plan for Excellence
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
APPOINTMENTS & EDI

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.org/fundlibraries)
ALA STREAMS OF CHANGE

Pandemic Impact
ALA Reorganization: Forward Together Divisions (CORE)
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
Communication

ACRL Board

ACRL Staff

Your Group Members

Posterity

ACRL
Board

ACRL
Staff

Your
Group
Members

Posterity
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

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

Plan for Excellence Implementation Reports Due
July 17
Unused Funds
- No funds carried over to next fiscal year

Reimbursements: FY21 deadline is August 15
- Original receipts required
- 4-6 weeks processing
- Use form on ACRL website forms page
2021 ACRL CONFERENCE SCHOLARSHIP FUNDRAISING CAMPAIGN

OPPORTUNITIES FOR NAMED SCHOLARSHIPS
MORE KEY DATES & DEADLINES

AWARD NOMINATIONS: FIRST FRIDAY IN DECEMBER
SECTION MEMBERSHIP REPORTS

• ACRL Section Membership Committee
• Monthly section reports
• Lists of new, dropped, reinstated, and renewing members
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.
SECTION BASIC SERVICES BUDGET

Small
- Membership <1,000
- $1,000 - $1,450

Medium
- Membership between 1,001 – 2,499
- $1,450 - $2,575

Large
- Membership >2,500
- $2,575 - $4,100
ADDITIONAL FUNDING SOURCES

Special Requests to Board

- ACRL annual budget includes unallocated funds for strategic initiatives.
- Use Board Action form

Fundraising

- Discuss plans with Executive Director before approaching potential donors
Appointing Authorities

- ACRL section vice-chairs make their section appointments.

Timeline

- **Dec - Feb 14:** volunteer form open
- **Mid-March:** Appointments sent
- **July 1:** New appointment terms begin

ACRL Staff Contact for Section Appointments

Megan Griffin
Megan Griffin

- Section support & appointments
- CoPA unit special events (cruises, dinners, tours, receptions)
- Annual conference programs
- Elections

Lauren Carlton

- Nominating committees
- Interest Groups
- Discussion Groups
- Chapters
- Virtual Meetings
Face-to-Face
- Leadership Council
- Other meetings at ALA

Email & Blogs
- ACRLeads
- ACRL Update
- CoPA 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
LIBGUIDES

Access for all ACRL units

Toolkits, FAQs, Bibliographies

Contact your staff liaison if interested

http://acrl.libguides.com/
PLAN FOR EXCELLENCE IMPLEMENTATION REPORTS

ACRL units conduct activities throughout the year

Plan for Excellence Activities are reported

Plan for Excellence Implementation report compilation guides Board planning
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.
▪ 2022 program proposals due August, 2021.
▪ **ACRL staff contact:** Megan Griffin [mgriffin@ala.org](mailto:mgriffin@ala.org)
MEETINGS AT ALA CONFERENCES

Midwinter
• August (tent): Midwinter requests due

Annual Conference
• October: Annual Conference requests due
VIRTUAL MEETINGS
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!
| 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 |
| Section Chair Submits Plan for Excellence Report | • On or before July 17 |

Next steps . . .