

AASL Online Committee Chair Orientation - WEEK 2

"The AASL Committee Chair Handbook 2008-2009: Procedures, Policies and More"

Hello again!

I am so impressed with all of your interests and experiences - and the personal and professional levels of achievement you bring to the work of AASL. I knew each of you had a variety of experiences within AASL, which would enhance the organization's goals and objectives and "get the job done", but I am SO impressed by the depth of your collective experiences. I know this will be a great year with all of you working with your committees to meet your minimum intended outcomes for 2009.

Thank you so much for sharing information about yourself and your work. Some of you are experienced AASL committee chairs while others are just beginning with their first national association leadership position. Being a chairperson is a great way to get to know other motivated, creative library media professionals. I'm looking forward to working with you this year.

As you read through this very long email keep in mind there are five tasks that the orientation for WEEK 2 is asking you to complete.

TASKS FOR THE WEEK:

- Read the Committee Chair Handbook 2008-2009. Pay special attention to the "Duties of a Committee Chair" section.
- Check out the Function of YOUR committee and the minimum outcomes expected by June 2009.
- Highlight your committee's **staff liaison and Board liaison**; these folks are there to work with you and are two-way communications channels.
- Review the AASL Annual Committee Calendar and AASL Committee Forms Calendar.
- Post to this e-mail discussion list one "tip" for being an effective Committee Chair that you learned from the handbook or from previous AASL experience on a committee.

By now you have received a copy of the AASL Committee Chair Handbook 2008-2009. The handbook includes great detail on committee charges and minimum intended outcomes for June 2009. The handbook is a reference tool, and reading it carefully will help you understand your responsibilities, learn the timeline for committee work, and provide necessary forms, etc. to make you a successful committee or task force chair.

AASL maintains the majority of its documents on the AASL website <<http://www.aasl.org>>. The 2008-2009 Committee Chair Handbook and information about all AASL committees, editorial boards and task forces, can be located online at <<http://www.ala.org/aasl/committees>> after the ALA website "lockdown" and update has completed. On that page you can also find various forms you need to know about (such as the Project/Publication/Activity Promotion Request Form and the Request for Additional Funding form).

Let's get started becoming familiar with our handbook for committee work. Scanning the table of contents of the AASL Committee Chair Handbook 2008-2009, you will find two major sections: [Committee Work](#) and [About AASL](#):

Committee Work

This first section contains information regarding Committee Work. This section clarifies the type of committees and task forces that can be established within AASL based on ALA and AASL policy. An understanding of this area is very important when forming new groups and/or requesting changes to the status of groups within AASL. There are policies and definitions that guide the actions of committee members and chairs. Of particular importance are the following policies.

Virtual Participation Statement (page 5)

Adopted by the AASL Board in January 2001, this statement allows the AASL President or President-elect to appoint AASL virtual members to serve on committees and task forces. A virtual member is not required to attend either Midwinter Meetings or Annual Conferences, but can communicate electronically with the committee. This concept greatly increases the opportunities for active participation by members regardless of their geographic location, financial status, and ability to leave their school or other workplace, or family situations.

Use of Email Lists and Other Web-based Communication Tools (page 6)

Approved by the Board in June 2002, this policy requires that all committees of AASL use the email lists or other web-based means of communications created by the association to conduct their electronic discussions of AASL business. The purpose of this policy is to ensure inclusion of all committee members in committee discussions. However, if you have an individual personal or personnel issue, please communicate individually with the committee member. Please look carefully before you click the "Send" button in your email communication.

Conflict of Interest Policy (page 6)

Adopted by the Board in June 2001, this very important policy outlines that no AASL officer, board member, committee/task force chair or member may benefit financially from their work in the association.

AASL Fundraising Policy (page 7)

This policy puts in place procedures for committee or task force chairs or members who wish to solicit funds, services, or in-kind items from vendors for AASL. The approval of the AASL Executive Director and the AASL Board is required as outlined in the policy. The purpose is not to inhibit the pursuit of resources to carry out association activities, but rather to coordinate the actions so as not to request assistance from the same vendors repeatedly. Please read these policies carefully and post questions to this list. Don't hesitate to ask for clarification on details of these policies and procedures. I look forward to the discussion.

Committee Appointments (page 7)

This section explains how committees are appointed, length of terms, and terms of office.

2008-2009 AASL Committees (page 10)

This section provides a listing all of the 2008-2009 committees. Editorial boards and task forces, with their charges and minimum intended outcomes. I am sure you have already reviewed your own committee. You may also want to look at other AASL committees to get a "feel" for the work of the organization and the work of your fellow committee chairs. If you have any questions regarding your Outcomes 2009, please communicate with me. These outcomes were developed with information from last year's outcomes, the annual report, and communication with last year's and sometimes this year's committee chairs; all within the policies and committee approvals from the Board.

This section of the handbook also lists current and past (2007-2008) chairs with their emails so you can easily communicate with them (pages 26 and 27). It also covers the duties of committee chairs and members (pages 29-31); please read these three pages carefully. They will give you guidance for your role as chair. You may want to familiarize your committee with these responsibilities also.

Committee Meetings and Programs

All committees meet during the ALA Annual Conference and Midwinter Meeting during the AASL All Committee Meeting. It is your responsibility, as listed in the duties, to plan, conduct, and report regarding this meeting. If you believe your committee or task force needs additional meeting time outside of the AASL All Committee Meeting, you should contact your AASL staff liaison right away. These requests will be evaluated on a case-by-case basis. There is a Staff Liaison Roster on page 35 of the Committee Chair Handbook and staff email addresses and phone extensions are listed on page 36.

Please note that committees do not meet at the AASL National Conferences. ALA policy prohibits formal committee meetings at division conferences.

In December (before ALA Midwinter) and then in the spring (before ALA Annual), you will be asked to provide a summary of your activities for the year. These very important summaries are compiled and distributed at the ALA Midwinter Meeting and Annual Conference. **The summary that is submitted in April/May will also become part of the AASL President's Annual Report to the Membership. If you do not turn in a report, my report will be incomplete! Each chairperson will be asked to send these summaries to AASL electronically, and the online form is available at <http://www.ala.org/aasl/committees>.**

Some AASL committees elect to sponsor programs at the ALA Annual Conference. The program submission timeline is approximately 18 months before an upcoming conference. The AASL Annual Conference Committee chairs and staff will apprise you of deadline dates. The AASL Annual Conference Committee must approve all programs.

Committee Budgets

Each committee is allocated up to \$50 per year, unless otherwise requested (see page 33). Additional funds for special projects, conference programs, or other activities related to the completion of a committee's minimum intended outcomes can be requested using the "Request for Additional Funding." Be realistic when requesting additional funds. Consult your staff liaison regarding the process.

Calendars to Guide Your Committee/Task Force's Activities

To help keep you on schedule, two calendars are provided in the Committee Chair Handbook -- the AASL Annual Committee Calendar (page 38) and the AASL Committee Forms Calendar (page 39). The Annual Committee Calendar lists chronologically the timeline of any AASL Committee -- from the changeover in leadership and committee members to the final committee and task force reports due 30 days prior to ALA Annual Conference. **The AASL Committee Forms Calendar lists the type of report, its purpose, and when it is due.**

Liaisons

Pages 34 and 35 of the Handbook provide you with the responsibilities of the staff and Board liaison to your committee and the roster of who these liaisons are. Develop a relationship with these liaisons and communicate regularly. They are there to make your job easier and to help you with your committee

work. If you have concerns about your task force's or committee's work that need to go to the AASL Board, please contact your liaison. Liaisons will be reporting quarterly on your work to the Executive Committee and the Board and will relay to you any actions by the Board that impact your work.

About AASL

You will find that this section (page 40) contains basic documents that underlie the philosophy of the organization and its members: the AASL Mission, Goals, Values, Essential Functions, and Vision. Remember we are Fast, Focused, Friendly, Flexible, and Fun!

Another important document that you should be familiar with is the AASL Strategic Plan, which is available on the AASL website, at: <<http://www.ala.org/aasl/strategicplanning>>.

That's it for this week. Your tasks for the week are repeated below. As you work through your tasks each week, you'll be taking your first steps as chair.

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If you have questions about the work done by your committee last year, contact the former chair using information found on page 27. If you have questions about your upcoming work (for example: Is the charge of your group clear? Do you have questions about minimum intended outcomes?), contact me directly at <libraryann@comcast.net>. My back-up e-mail is <ammartin@henrico.k12.va.us>.

Finally, if you have general questions as you review the Committee Chair Handbook, please post them to this e-mail discussion list for answers. Someone else is sure to need that answer, too. Have a good week!

Ann M. Martin
2008-2009 AASL President