



YALSA Committee Chairs: Midwinter Preparation #1

Hello Current and Incoming Committee Chairs:

Thanks to all of you for dedicating your valuable time and energy to the important task of chairing a YALSA committee. Over the next few weeks you will be receiving a series of emails from me designed to help you prepare for the upcoming Midwinter meeting in Philadelphia.

I'm kicking things off with this reminder message about a few time-sensitive topics.

Registration

Advance Registration for the conference closes Nov. 30. You can register online at <http://www.ala.org/ala/eventsandconferencesb/midwinter/2008/home.htm>

Preconference Reports

Preconference committee reports are due Dec. 10th. It's easy to submit your preconference report through YALSA's website at: <http://www.ala.org/ala/yalsa/aboutyalsa/preconference.cfm>

I recommend that you create your preconference report in a word processing document first. Then copy and paste the information into the online form.

Please save a copy of the information for your records.

If you have any pressing problems or concerns, don't wait to submit those via this preconference form. Contact your Board liaison or me when major problems or pressing questions arise.

Requests for Board Action

Requests for Board Actions are also due December 10th and the form is available at <http://www.ala.org/ala/yalsa/aboutyalsa/requestboard.cfm>.

If you're like me the first time I chaired a committee (and maybe the second time, too) you may not know exactly what a Request for Board Action is or why you would need to submit one.

One common example of when to use this form is if your committee would like to request a change in your committee's charge. To start this process submit a Request for Board Action form recommending that the charge be changed and make sure to **include your recommendations for what you would like the charge changed to** via the Request for Board Action form. This is an effective, efficient way to have the Board consider this change in a timely manner.

Other instances when YALSA members submit a Request for Board Action include asking the Board to investigate an idea or establish a task force. The recently established Second Life Task Force is the result of just such a request to the Board.

If you think a Board action might be necessary for your committee, or if you have an idea you would like to bring before the Board, a good place to start is by contacting your Board Liaison and discussing your question or idea with them.

If you do decide to submit a Request for Board Action:

- Review the form
- Think about how to set forth the issue for the Board in a short, understandable way
- If possible, anticipate and offer background and context for possible questions that might be raised by Board members when discussing your request

Next Monday I'll be sending out another email with more Midwinter information -- Midwinter Prep, #2! Until then, please do not hesitate to contact me if you have any questions or concerns.

Thank you,
Paula