

YALSA Chair Transition Checklist

Item or Activity	Person Responsible for Dissemination	Recipient	What/When	Complete?
Complete chair preparation	Incoming chair	Incoming Chair	<ul style="list-style-type: none"> ○ Review online YALSA Handbook and other member group resources prior to the start of your term as Chair. ○ Communicate with the out-going Chair. Decide who will complete and submit the post-conference report. 	
Subscribe to chairs@ala.org listserv	YALSA Membership Coordinator	Incoming Chair	The membership coordinator will subscribe you to this list a few weeks prior to your appointment. The President will use this list to share important information with you.	
Incoming member group roster	YALSA Membership Coordinator	Incoming Chair	By email approximately 4 weeks before your term begins	
Contact group members and introduce yourself	Incoming chair	Group members	Once you have received a roster from the Membership Coordinator, contact the individuals on the roster, let them know you are the new Chair and introduce yourself. Do this before the term officially begins. The group members have no other way of knowing who their Chair is.	
Assign Board Liaison to member group	President-Elect	Incoming Chair	Board Liaisons change annually. The President-Elect completes this shortly before each Annual Conference and posts it online in the Governance section of the web site. If you cycle on to your member group after Midwinter, check online for your Board Liaison.	

<p>Member group records/notebook (can be print or electronic), should include:</p> <ul style="list-style-type: none"> • Significant communications, such as emails • Activity reports & summaries, if applicable • pre and post conference reports • URLs and log in information for all online work spaces & resources, including listservs, YALSA wiki pages and ALA Connect • Publicity materials, including press releases, fliers, etc. • Summary of recently completed projects • Evaluations of committee work which might include conference program evaluations, information sent by President or Board Liaison to the Chair, and so on. • Copies of forms or other information regarding proposed or planned conference or symposium programs • Important dates &/or a 	<p>Outgoing Chair</p>	<p>Incoming Chair</p>	<p>Outgoing Chairs need to pass this information to the in-coming Chair just prior to or at the conference where their term is ending. If this information is in ALA Connect, be sure to specify how it can be accessed.</p>	
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<p>timeline outlining regular responsibilities and deadlines</p> <ul style="list-style-type: none"> • other information as appropriate 				
Summary of ongoing member group projects or tasks that are in progress	Outgoing Chair	Incoming Chair	Outgoing Chairs need to pass this information to the in-coming Chair just prior to or at the conference where their term is ending	
Complete chair training	Incoming chair	Incoming Chair	<ul style="list-style-type: none"> ○ Participate in the Annual and Midwinter Chair conference call which is help approximately six weeks prior to the upcoming meeting or conference. ○ If your group meets face-to-face, attend Leadership Development at Annual and Midwinter conferences during your term as Chair. If you can also attend Leadership Development just before you officially begin as Chair, that is strongly recommended. ○ Participate in any online chair training during your term as Chair. 	
Subscribe to valsacom@ala.org listserv	YALSA Membership Coordinator	Incoming Chair	This will occur about two weeks after your term begins. This listserv is a way for you to share ideas and network with other chairs, and is also a communication tool the YALSA President will use to share information	
Board directives for the member group (e.g. Strategic Plan initiatives, new projects, etc.)	Board Liaison or YALSA President	Incoming Chair	Immediately following the conference that begins your appointment, then as needed. This may happen by phone or email.	
Post Conference Report	Usually the outgoing chair, but	YALSA Board	This is due no later than four weeks after the conference. There is an online form in	

	the two of you should decide for sure		the YALSA Handbook to use to submit this information.	
Begin group work	Incoming Chair	Member group	As soon as the term of your appointment is official, and you have discussed ongoing tasks with the outgoing chair as well as any new ones with your Board Liaison, contact your group and develop a work plan for what your group will accomplish in the next six months (between now and when you have to turn in your next report to the Board)	