

COMMITTEE DESCRIPTIONS

MARS Achievement Recognition Certificate Committee

Descriptive Statement

1. Establishment

Established by the MARS Executive Committee, January 1993.

2. Purpose

To recognize excellence in service to MARS. The MARS Achievement Recognition Certificate is given to an individual who is a current member of MARS, and has been an active member for the past two years. The recipient must have made either (1) sustained contributions toward attaining the goals of MARS, or (2) a single, significant contribution that has resulted in a positive impact upon the work of the section.

3. Composition

At the Annual conference, the Executive Committee shall appoint a committee of 4-5 members composed of the Members-At-Large of the Executive Committee, the most recent available recipient of the certificate, and a 5th member (such as a previous recipient or a previous Executive Committee member) if needed for continuity. The chair of this committee should be the senior Member-at-Large unless the Executive Committee recommends otherwise.

4. Terms of Office

Members-at-Large serve on the Achievement Recognition Certificate Committee during their tenure in office. Any other appointments are for one year.

5. Specific Duties

- a. To solicit nominations.
- b. To select the recipient.
- c. To inform the MARS Chair of the selection.
- d. To prepare citation and/or other appropriate items.
- e. To provide vita of recipient.
- f. To announce the name of the recipient.

1. Announce the recipient around the time of the ALA election results to:

- RUSA Headquarters.
- Message from MARS editor for immediate posting on the MARS-L list

2. To provide a press announcement release, which includes the award citation, **prior to** or soon after the Annual conference to:

- RUSA Headquarters.
- Message from MARS editor for inclusion on the MARS-L list and in RUSA Update.
- Web Coordinator for inclusion on the MARS Web site.

6. Procedures and Timetables

A. Establishment of the committee

At the Annual Conference, the Executive Committee shall confirm the membership of the Achievement Recognition Certificate Committee and appoint a fifth member if necessary. The chair of the committee shall also be determined at the Annual Conference.

B. Solicitation of recommendations

1. The call for nominations should take place in September/October of each year. The call should go out in RUSA Update/Messages from MARS, MARS-L, RUSA-L, and other appropriate print and electronic communication as determined by the Achievement Recognition Certificate and Executive Committees.

2. The Executive Committee of MARS and the MARS committee chairs are encouraged to help solicit nominations. The chairs should be reminded at their meeting with the Executive Committee at the Annual conference to solicit nominations by the members of their committees.

3. Members of the committee may submit individual nominations, but the committee should not make nominations as a whole.

C. Selection of the recipient

1. The committee should meet at Midwinter to evaluate the nominations and make the selection if possible. If not, selection should be finalized by March 15. The committee members may work via e-mail for discussion and voting.

2. The selection shall be initially announced only to the recipient, the MARS Chair, and the Executive Director of RUSA. Additional announcements will be made around the time ALA elections results are announced.

3. The chair of the committee is responsible for assigning responsibilities such as: obtaining vita of the recipient, preparing the press release, drafting the official letter that is sent to the recipient by the MARS Chair, preparing the citation/certificate and assisting the MARS Chair with language for the presentation.

4. Ordinarily only one certificate will be awarded annually.

5. Nominations not selected will remain active nominations for two additional years.

D. Presentation of the award

1. The awardee should be informed of his/her selection in person or by a personal phone call from the MARS Chair within 30 days, to be followed by a formal letter from the MARS Chair.

2. The certificate shall be presented by the MARS Chair at the Annual MARS Program.

3. The certificate shall consist of a citation, to be read at the presentation and then presented to the recipient. Other appropriate items may be awarded but are not required.

4.. The committee shall be responsible for the wording on the certificate, which should be based on the justification for the recipient's nomination.

5. The committee shall convey to the MARS Chair all materials for the presentation prior to the annual meeting.

6. An article on the recipient shall be submitted to RUSA Update, Messages from MARS, and MARS-L.

Approved: June 1994

Revised: May 1999; January 2002; June 2005

MARS Conference Program Planning Committee

Descriptive Statement

1. Establishment

Established with MARS in 1978 at the Annual Conference in Chicago.

2. Purpose

To plan and coordinate the Section program meeting for the Annual conference and present the plan to the Executive Committee of MARS for approval.

3. Composition

The size and membership of the committee is determined by the MARS Vice-Chair. It typically ranges from four to nine members.

4. Terms of Office

The members of the committee shall serve two-year terms. Appointments continue through the conference at which the program is presented. The members are generally appointed in the spring two years before the program by the newly-elected Vice-Chair of MARS. At any one time, because of the time needed to plan a program, there will be two program committees, one working on the current year's conference program and the other on the next year's.

5. Specific Duties

a. In accordance with the procedures outlined in the document, RUSA Program Planning, to work within established timetable and present a program plan and budget including equipment needs to the Executive Committee of MARS in a timely fashion so that it may be forwarded to the RUSA Conference Coordinating Committee and RUSA Board.

(Note: Audiovisual equipment no longer needs to be part of the budget, as these costs are now covered by Headquarters. Costs which the committee may incur include non-librarian speakers' travel expenses and honoraria, handout duplication costs, etc.)

b. To identify a program topic, develop a program plan, and identify speakers in accordance with the suggested topic(s) and preferences of the MARS Chair.

c. To submit the "Request for Program Meeting Form" to the RUSA Program Coordinating Committee at or before the Annual conference preceding the program.

d. To submit the "Request for Special Allocation Form" to the RUSA Program Officer by deadline (which is usually September).

e. To arrange for speakers; reserve time and meeting space through the MARS Scheduling Coordinator by the ALA deadline. (Note: The deadline for programs is earlier than the deadline for regular committee meetings).

f. To develop handouts, as appropriate, and to develop and implement a publicity plan. Committee members should consider the following publicity vehicles: "Messages from MARS", Cognotes, a flier to be distributed at related programs and meetings and the conference literature distribution center (work with the MARS Scheduling Coordinator), and notices on LISTSERVS.

g. To develop and administer an evaluation form for the program.

h. To assist in the presentation of the program (e.g., chairing the program) as needed.

i. To be familiar with the activities of other MARS committees and work with them as appropriate.

6. Additional Charges from the Planning Committee:

a. Refer to RUSA Program Planning for guidelines.

b. All programs are approved at the RUSA level, with funding provided by RUSA. Preliminary plans should be approved by the MARS Executive Committee and RUSA Board at the Annual meeting 12 months before the conference at which the program is to be presented.

Approved: January 1987

Revised: June 1992

MARS Executive Committee

Descriptive Statement

1. Establishment

Established with MARS in 1978 at the Annual Conference in Chicago.

2. Purpose

To provide leadership, coordination and direction for the Section and to act for and by the authority of the Section during the period between meetings of the Section.

3. Composition

The Executive Committee shall consist of the officers of the Section, i.e., the Chair, Vice-Chair, and secretary, the immediate past Chair, and three elected members-at-large. The editor of the Section newsletter, the Section Archivist, and the President and Executive Director of the Reference and User Services Association shall be ex-officio, non-voting members of the Executive Committee.

4. Terms of Office

Members-at-large shall serve staggered three-year terms. The terms of the other members of the committee are specified by office.

5. Specific Duties

a. To act for and by the authority of the Section during the period between meetings of the Section.

- b. To report on its work at the regular meetings of the Section and communicate via "Messages from MARS," MARS-L, and MARSEXEC-L.
- c. To oversee the work of the committees, task forces, working groups, discussion groups, and liaisons and to charge them with tasks as appropriate.
- d. To review and approve all proposals and documents produced by MARS and its committees.
- e. To recommend action to the RUSA Board.

Approved: June 1988

Revised: November 1995

MARS Best Free Websites Committee

Descriptive Statement

1. Establishment

Established at ALA Annual Conference, June 19, 2001 in San Francisco upon the recommendation of the MARS Planning Committee, following action of the MARS Executive Committee as an outgrowth of the MARS Best of the Web Task Force.

2. Purpose

To research, identify, evaluate, and annotate free reference resources available on the Internet in order to advise libraries of all types of quality information. Publicize the lists on the MARS Web site and in RUSQ [Reference and Users Services Quarterly.]

3. Membership

The committee shall be composed to 12-20 members including the two Chairs. Virtual committee membership will be encouraged. All members except the Chairs can be virtual members. The majority of the Committee work shall be done outside of conference.

4. Terms of Office

The members of the committee shall serve staggered two-year terms. Individuals can be appointed for a second two-year term, but the maximum that can be served is four consecutive years.

5. Specific duties

- a. Solicit nominations, search the Web and identify resources useful in a variety of reference settings.

b. Evaluate those resources by comparing and contrasting with other Web resources, and resources in other media.

c. Annually review criteria.

d. Announce the availability of the list at the ALA Annual Conference.

6/01/01

rev. 6/17/01 MARS Planning Committee

rev 6/19/01 MARS Executive Committee

MARS Education Training and Support Committee

Descriptive Statement

1. Establishment

Established as a MARS in 1990 at the Annual Conference in Chicago. Its predecessor, the MARS Education and Training of Search Analysts Committee, was established with MARS in 1978.

2. Purpose

To create, collect, analyze, and disseminate information and materials on the development, implementation, and evaluation of education, training and support for all groups of users of electronic reference services. These users include on-site and remote users; library staff; and library science educators and students.

3. Composition

The committee shall be composed of seven to nine members, plus one intern and/or one consultant if desired.

4. Terms of Office

Members of the committee shall serve staggered two-year terms. Individuals can be reappointed for a second two-year term, but the maximum that can be served is four consecutive years.

5. Specific Duties

a. To carry out committee activities which may include writing and recommending guidelines; planning, conducting and assisting in programs, workshops, discussions and

forums; preparing annotated bibliographies, reports, or other documents as appropriate to the charge of the committee.

b. To consider ethical implications as appropriate.

c. To establish subcommittees to address specific concerns and projects as needed.

d. To be familiar with the activities of other MARS committees and work with them as appropriate.

e. To maintain contact with other ALA units engaged in related activities.

Approved: June 1990

Revised: June 1999

MARS Local Systems and Services Committee

Descriptive Statement

1. Establishment

Established as a MARS committee in 1990 at the Annual Conference in Chicago. Its predecessors, in part, were the MARS Nonbibliographic Databases Committee, established in 1982 (an outgrowth of an ad hoc committee on Nonbibliographic Databases established by the MARS Executive Committee in 1981); and the MARS Direct Patron Access Committee, established in 1982 (an outgrowth of an ad hoc Committee for the Education of Online End Users established by the MARS Executive Committee in 1981).

2. Purpose

To create, collect, analyze, and disseminate information and materials on the development, implementation, and evaluation of local and locally customized systems and services in any format; and to gather and share with the library profession information on new technologies and ethical issues relating to such systems and services. Local systems and services to be considered may include, but are not limited to, the following: provision of **electronic** reference services; document delivery; expert systems; locally developed databases; public access catalogs; non-bibliographic databases.

3. Composition

The committee shall be composed of seven to nine members, plus one intern and/or one consultant if desired.

4. Terms of Office

Members of the committee shall serve staggered two-year terms. Individuals can be reappointed for a second two-year term, but the maximum that can be served is four consecutive years.

5. Specific Duties

- a. To carry out committee activities which may include writing and recommending guidelines; planning, conducting and assisting in programs, workshops, discussions, and forums; preparing annotated bibliographies, reports, or other documents as appropriate to the charge of the committee.
- b. To consider ethical implications as appropriate.
- c. To establish subcommittees to address specific concerns and projects as needed.
- d. To be familiar with the activities of other MARS committees and work with them as appropriate.
- e. To maintain contact with other ALA units engaged in related activities.

Approved: June 1990

Revised: June 1999; June 2005

MARS Nominating Committee

Descriptive Statement

1. Establishment

Established with MARS in 1978 at the Annual Conference in Chicago.

2. Purpose

To present a slate of candidates for election as officers of the Section and for the members-at-large of the Executive Committee of MARS.

3. Composition

The committee shall be composed of three members. The Chair and other members of the Executive Committee of MARS, with the exception of the immediate Past Chair, may not serve on the Nominating Committee.

4. Terms of Office

Members of the committee shall serve for one year and are generally appointed in the fall one and one-half years before the election for which they are to provide a slate by the newly-elected Vice-Chair of MARS.

5. Specific Duties

To present a slate of two candidates for each office to fill an anticipated vacancy on the MARS Executive Committee. The Committee shall send the Executive Director of RUSA all slates, in ballot order as determined by lot, and accompanied by the candidates' permissions, according to RUSA's instructions and timeline (usually the September or October before the election.) The Committee shall collect and forward candidates' statements and biographies to RUSA, or instruct the candidates to forward the materials directly to RUSA with a copy to a designated person on the Committee (generally the Chair) according to RUSA's instructions and timeline. RUSA arranges for the publication and distribution of the official ballot by the American Library Association. The committee shall forward candidates' statements to MARS-L and to the MARS Webmaster for inclusion on the MARS web page, except where a candidate explicitly requests the statement not be posted electronically.

Approved: June 1988

Revised: June 1999

Revised: June 2005