

Appendix B: CALENDARS

Usual Meeting Times for the MARS Executive Committee

Midwinter

Saturday afternoon: Executive Committee, Planning Committee, Committee Chairs

Monday morning: Action items, reporting

Tuesday morning: Action items, reporting

Annual

Friday afternoon: Executive Committee, Planning Committee, incoming and current Chairs; orientation; meeting run by Vice-Chair/Chair Elect; may be moved to an early Saturday morning slot such as 8:00 - 9:00 when MARS has a preconference.

Sunday morning: Business meeting and program

Monday morning: Action items, reporting

Tuesday morning: Action items, reporting

Approved 6/92; Revised November 1995; June 2005.

MARS Basic Schedule

SUMMER:

SUMMER:	Friday	Saturday	Sunday	Monday	Tuesday
9:30-11:30		MARS Committee Meetings	MARS Business Meeting and Program	MARS ExComm	MARS ExComm
11:30-12:30		MARS Committee Discussion Forums	MARS Program	MARS ExComm	MARS ExComm
2:00-4:00	MARS ExComm, Planning, and Chairs	----- MARS Planning -----	MARS Committee Meetings	RUSA Program	RUSA Board
4:30-5:30		RUSA Board MARS Discussion Groups	MARS Discussion Groups		RUSA Board

Revised: June 1995

MIDWINTER:

	Friday	Saturday	Sunday	Monday	Tuesday
9:30-11:30		MARS Committee Meetings	MARS Discussion Groups	MARS ExComm	MARS ExComm
11:30-12:30		MARS Committee Discussion Forums	MARS Discussion	MARS ExComm	MARS ExComm

Groups

2:00- 4:00	MARS ExComm, Planning, and Chairs	MARS Committee Meetings -----	MARS Committee Meetings
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MARS Planning

4:30- 5:30	MARS ExComm, Planning, and Chairs
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Revised: June 1995; June 2005

Vice-Chair and Chair-Elect Calendars

Vice-Chair Calendar

Responsibilities:

- Appoints members of committees to serve at the same time as s/he assumes Chair
- Serves ex-officio on MARS Planning Committee
- Organizes and conducts the Orientation meeting at Annual
- Serves on RUSA Planning and Finance Committee

July	August	September	October
Begin term as Vice-Chair	Appoint Nominating Committee for year as Chair	Appoint Nominating Committee for year as Chair	
Serve as a member of MARS Planning Committee, MARS Executive Committee, and RUSA Planning and Finance Committee*	Appoint Program Committee for year as Chair	Appoint Program Committee for year as Chair	
Chair Orientation Meeting. Inform chairs of procedures documented in the <u>Handbook</u> . Highlight and discuss the priorities for the Section chosen from the "Goals, Strategies, and Objectives."			
Begin term as Chair			

Begin term on RUSA Board			
November	December	January	February
	Prepare Committee interest forms	Prepare Committee interest forms	Report to the Executive Committee about next year's program topic
		Report to the Executive Committee about next year's program topic	Visit MARS Committees to distribute committee interest forms
		Visit MARS Committees to distribute committee interest forms	Receive MARS Committee Status Reports from current Committee Chairs
		Receive MARS Committee Status Reports from current Committee Chairs	Receive and respond to call from RUSA Vice-Chair to recommend MARS Section Representatives to RUSA Committees (copy to RUSA Executive Director)
		Receive and respond to call from RUSA Vice-Chair to recommend MARS Section Representatives to RUSA Committees (copy to RUSA Executive Director)	Receive updated roster from current MARS Chair
March	April	May	June
Receive updated roster from current MARS Chair	Appoint volunteers to MARS Committees. Send confirmation		Create new MARS roster; print and distribute to the Executive Committee, Planning Committee, and

Appoint volunteers to MARS Committees. Send confirmation notices to all appointees.	notices to all appointees.		MARS Committee Chairs; make roster available electronically
			Plan Executive Committee/Planning/Chairs' Orientation Meeting
			Create and distribute Agenda for Orientation Meeting
			Chair Orientation Meeting. Inform chairs of procedures documented in the <u>Handbook</u> . Highlight and discuss the priorities for the Section chosen from the "Goals, Strategies, and Objectives."
			Chair of Program submits budget for next years Program

*Task during entire term as Vice-Chair.

Chair Calendar

Responsibilities:

- Make committee appointments as vacancies occur.
- Conducts Executive Committee meetings (except Annual's Orientation meeting)
- Serve on RUSA Board
- Represents section as need arises
- Prepares budget and planning reports
- Chairs MARS annual Program and Membership meeting at Annual

July	August	September	October
Write <u>RUSA Update</u> - "Messages from MARS" - appears in	Return corrected Roster to ALA for ALA Handbook of		Write <u>RUSA Update</u> - "Messages from MARS" - appears in

July/Sept issue. Check with "Messages" Editor for deadline.	Organization		Oct/Dec issue. Check with "Messages" Editor for deadline.
November	December	January	February
	Distribute Annual minutes via e-mail to Executive Committee and Chairs for approval. Allow 10 day window for approval if no substantive changes.	Write <u>RUSA Update</u> - "Messages from MARS" - appears in Jan/March issue. Check with "Messages" Editor for deadline.	
	Send Midwinter Agenda to Executive Committee and Chairs for changes and additions.		
	Send publicity reminders to Chairs and Members-at-Large for panels, forums and DGs.		
March	April	May	June
	Write <u>RUSA Update</u> - "Messages from MARS" - appears in April/Jun issue. Check with "Messages" Editor for deadline.	Distribute Midwinter minutes via e-mail to Executive Committee and Chairs for approval. Allow 10 day window for approval if no substantive changes.	
		Send Annual Agenda to Executive Committee and Chairs for changes	

		and additions.	
		Send publicity reminders to Chairs and Members-at-Large for panels, forums and DGs.	

Approved, June 1992
Revised, November, 1995; June, 2005

Discussion Group Leaders Calendar

After Annual -- Outgoing Chair

1. Submit a summary of meeting to "Messages from MARS" editor and MARS-L.
2. Forward pertinent group records to new Chair.
3. Send pertinent permanent records to Archives. (See "MARS Archives Guidelines," this Handbook).

After Annual -- Incoming Chair

1. Schedule meeting time for Midwinter and Annual (with MARS Scheduling Coordinator), in accordance with the schedule in Appendix B.
2. Identify a topic for discussion at the Midwinter meeting and make any necessary arrangements.
3. Prepare announcement flyer and give to MARS Scheduling Coordinator (who will arrange for dissemination at the literature distribution center at the registration area).
4. Submit announcements of discussions to appropriate listservs (see Martian to Martial Transmissions)

At Midwinter

1. Make sure flyers are distributed to other MARS Chairs, committees, and appropriate ALA groups.
2. Give an oral report to Executive Committee.
3. Submit "MARS Committee and Discussion Group Reporting Form" to Planning Committee Chair.

After Midwinter

1. Submit a summary of meeting to "Messages from MARS" editor and to MARS-L.
2. Recommend to the MARS Vice Chair a new candidate for Discussion Group Vice Chair, if an individual has been identified.
3. Develop a topic for discussion at the Annual Conference.
4. Prepare an announcement flier to give to the MARS Scheduling Coordinator for dissemination in the literature distribution center at the registration area.
5. Submit announcements of discussions to appropriate listservs (see Martian to Martial Transmissions)

At Annual

1. Make sure flyers are distributed to other MARS Chairs, committees, and appropriate ALA groups.
2. Give an oral report to Executive Committee, including the name of the newly elected Vice-Chair of the group.
3. Submit "MARS Committee and Discussion Group Reporting Form" to Planning Committee Chair.

Approved: July 1988

Revised: November 1995; June 2005

MARS Achievement Recognition Certificate Committee

Tasks and Timetable after the winner is chosen

Initials	Task
_____	1. After the awardee is selected (typically at the Midwinter Meeting, but at least by February 15), notify the MARS chair, who will call the awardee to notify him/her of the decision. The awardee information is still not public knowledge, but the awardee is notified shortly after the decision is made so that s/he has time to make plans for ALA Annual—family and friends may want to come, etc.
_____	2. Draft letter for the MARS Chair to send awardee. The letter should go to recipient in early April and is copied to RUSA Headquarters. Draft should be done in February.
_____	3. Obtain awardee’s CV to assist in writing press release.
_____	4. Write announcement to be given to the MARS-L Moderator to appear in the Web version of Messages which will be posted on April 10. The official announcement is posted to MARS-L as a separate item early in April, about the time of the announcement of ALA election results, and after the awardee has received the official letter. The MARS Chair may wish to post the announcement.
_____	5. Write award citation and prepare with appropriate special paper. Frame the citation to give to the MARS Chair at ALA Annual for presentation at MARS Program (usually Sunday morning). Frame should be “openable” because Chair has to sign. There is funding for reimbursement for frame and paper.
_____	6. Promptly after Annual write the press release, including award citation. Distribution is to RUSA Headquarters and to the MARS-L Moderator for MARS-L list and Web version of Messages.
_____	7. The press release should be submitted to the Web Coordinator to be posted on the MARS Web site under <i>News and Updates</i> .
_____	8. Send full press release to the recipient’s hometown newspaper.
_____	9. Send announcement to recipient’s Library School, if not defunct.
All	Attend MARS Program at ALA Annual Conference to see award given. Standard time is 10:30am Sunday.

Format: Naomi Lederer, Chair of Achievement Certificate Award Committee, 2003-4
MARSAwardComm.Tasks&Timetable.104

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