Acquisitions Section Participation Guide

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Approved by AS Exec.: 5/10/2019
Scope
The Acquisitions Section Participation Guide offers general guidelines for all Acquisitions Section (AS) volunteers. This document outlines responsibilities of Executive Committee members, Committee and Award Jury chairs, Interest Group chairs, section volunteers, and section interns but is not meant to be an exhaustive account of these roles.

I. Expectations of AS Committee Participation:
As a member or chair on a committee, you will be expected to participate and perform responsibilities specific to that committee. These expectations should have been shared at the time the committee appointment was offered to you. If you have any questions about the responsibilities for a particular committee, you are always welcome to contact the committee chair, or the AS Chair or Vice-Chair/Chair-Elect. We also know situations come up during the course of a committee appointment. If you have concerns about being able to participate after you are appointed, please contact the committee chair about your situation. Every case is different, so we highly encourage all committee members to talk to their chairs in case of any questions about responsibilities. Committee chairs will also reach out to individuals to assess individual situations.

II. Responsibilities of AS Executive Committee:
- Make sure you have access to the ALCTS AS Executive Committee group in ALA Connect. Official communication regarding the Section will be sent via ALA Connect and so it is important that you are subscribed via an email address that you check regularly. If someone posts a question or discussion topic to this group, respond in a timely manner.
- Attend as many Executive Committee meetings as your schedule will allow. This includes both standing virtual meetings and in-person meetings at ALA Midwinter and Annual. Executive Committee meeting time and location will be sent by the Executive Committee Chair before the meetings. If you are unable to attend meetings, please let the Section Chair know as soon as you know.
- Everyone on Executive Committee is expected to participate fully in the work of Section leadership. Plan to be an active Section leader to the best of your ability. When the Section Chair proposes tasks, volunteer to work on them as your time allows. Complete any work you’ve volunteered to do by the agreed upon deadline. If you are unable to complete a task that you’ve volunteered to do, let the Section Chair know in a timely manner. If your time does not allow you to be an active Section Leader, contact the Section Chair to let them know.

III. Responsibilities of Committee chairs:
- Contact committee members after your term as chair begins.
- Reach out specifically and directly to new committee members, including interns. Introduce yourself and your committee, including the committee’s mission and recent activities.

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• Use ALA Connect for posting documents such as meeting minutes and program agendas. ALA Connect can also be used for conducting real-time chats or discussion board-style conversations. Ensure that all members of your committee have ALA Connect accounts and are members of your Committee’s Connect space.

• Review the work done by the committee in the previous year and set your priorities and schedule accordingly. This is especially important if your committee is responsible for programming. Identify key areas of your committee’s charge and work with your committee to come to consensus on how you will meet them. If your committee puts on programs, respond to calls from ALA/ALCTS staff to schedule rooms for conference events and meet A/V needs for speakers.

• Schedule regular meetings with your committee to discuss the status of projects and programs. You have access to the ALCTS conference call line and GoToMeeting software. Refer to Appendix A for best practices on scheduling and conducting virtual meetings.

• Plan to attend the AS All-Section and Executive Committee meetings at Midwinter and Annual. AS All-Section meeting time and location will be sent by the ALCTS Programme Officer, Communications to the Committee Chairs before the meetings. The AS Executive Committee meeting time and location will be sent by the AS Executive Committee Chair. Chairs give reports from their committees to the rest of the Executive Committee during this time. If you are unable to attend this meeting, confer with your Executive Committee liaison regarding your report.

• After ALA Midwinter and Annual submit reports to ANO editor, secretary, and ALCTS office representative via the online form. For more information, see http://www.ala.org/alcts/mgrps/howto/grp_report.

IV. Responsibilities of Award Jury chairs
• Review the work done by the jury in the previous year, especially the people who were nominated in the previous year but not selected as award winners. Those people may be included in the nominees for the following year’s award using the same nomination packet from the previous year. Nominees may be considered after the second consecutive year, but must be re-nominated and a new nomination packet must be submitted. Nomination packets that cannot be reconsidered must be destroyed with confidentiality in mind.

• Familiarize yourself with the ALCTS Awards Policy, especially the part of the policy that outlines the calendar. This policy outlines the work of ALCTS award juries and should answer most questions you might have about the work of the jury.

• Award jury chairs are not required to attend the AS Executive Committee meeting. However, note that information about the award recipient selected by the jury must be sent to the AS
Executive Committee prior to ALA Midwinter so that they may approve the selection and forward it on to the ALCTS Board for approval.

V. Responsibilities of Interest Group chairs:
- With your Chair-Elect, review the program put on by the previous year and schedule your Interest Group’s milestones (e.g., call for proposals) accordingly. Respond to calls from ALA/ALCTS staff to schedule rooms for conference events and meet A/V needs for speakers.
- Send out calls for proposals and meeting agendas to listservs that reach the acquisitions community. Send calls for proposals early enough to allow enough time to receive and review program proposals. Archive program agendas in your Interest Group’s ALA Connect space.
- Work with your current Chair-Elect to recruit a new Chair-Elect. You may want to send a call for Chair-Elect email out to the same listservs to which you sent your call for proposals and program agendas.
- Plan to attend the AS Executive Committee meetings at Midwinter and Annual. AS Executive Committee meeting time and location will be sent by the AS Executive Committee Chair before the meetings. Chairs give reports from their committees to the rest of the Executive Committee during this time. If you are unable to attend this meeting, confer with your Executive Committee Chair regarding your report.
- After ALA Midwinter and Annual submit reports to ANO editor, secretary, and ALCTS office representative via the online form. For more information, see http://www.ala.org/alcts/mgrps/howto/grp_report.

VI. Responsibilities of Committee and Award Jury members:
- Contact your Committee or Award Jury Chair if you have not heard from them in a timely manner. The Chair should fill you in on the background and composition of the committee, including how frequently the committee meets.
- Set up an ALA Connect profile and make sure that your committee or award jury shows up under the “My Committees” menu. Set up alerts for your committee so you will be notified when new documents are uploaded.
- If you are unable to attend a meeting, let the Chair know in a timely manner. This includes virtual meetings between conferences as well as the All-Section meetings held at ALA Midwinter and Annual. Award jury members are not expected to attend the in-person All-Section meetings, but are welcome to attend if they are able to attend the conference. Your Chair will give you specific details on the agenda, meeting time, and location.
- Plan to be an active committee or award jury member to the best of your ability. When the Chair proposes tasks, volunteer to work on them as your time allows. Complete any work you’ve
volunteered to do by the agreed upon deadline. If you will be unable to complete a task you’ve volunteered to do, let your Chair know in a timely manner. If your time does not allow you to be active on the committee, contact your Chair to let them know. Regardless of the type of volunteer post you accepted (i.e., member, or intern), everyone is expected to participate equally.

VII. Responsibilities of Representatives and Liaisons

● A current list of Section representatives and liaisons can be found on the AS Representatives and Liaisons page on the ALCTS website. The AS Executive Committee Chair should be aware of the work that the committee on which you represent AS is doing. Should you require it, the AS Executive Committee Chair can answer any question you have or help you manage problems you’re encountering. If the committee you are assigned to requires input from ALCTS sections, work with the AS Executive Committee Chair to secure this input from the appropriate people.

● Your representative or liaison role may give you Ex Officio status on an ALCTS committee. In this case, your role is mainly advisory. Plan to attend the ALCTS All-Committee meeting if you are able. The Chair of the committee on which you have Ex Officio status will give you specific details on the agenda, meeting time, and location.

● Plan to attend the AS Executive Committee meetings at Midwinter and Annual. AS Executive Committee meeting time and location will be sent by the AS Executive Committee Chair before the meetings. Liaisons give reports from their committees to the rest of the Executive Committee during this time. If you are unable to attend this meeting, confer with the AS Executive Committee Chair regarding your report.

● Plan to be an active representative or liaison to the best of your ability. When the Chair of the committee on which you are a representative or liaison proposes tasks, volunteer to work on them as your time allows. Complete any work you’ve volunteered to do by the agreed upon deadline. If you will be unable to complete a task you’ve volunteered to do, let your Chair know in a timely manner. If your time does not allow you to be active on the committee, contact your Chair to let them know.
Appendix A: Calling and running virtual meetings:

- You can use the ALCTS copy of GoToMeeting or the ALCTS conference call account for your meeting. Contact the Program Officer, Continuing Education in the ALCTS Office to set up meetings. You can also contact the Program Officer, Communications if the Continuing Education Officer is not available. The chat feature in ALA Connect is useful for holding synchronous meetings when not all attendees have access to a private space in which to conduct meetings.

- Poll committee members to find a preferred date and time for the meeting. Doodle is a useful tool for polling. Avoid scheduling a virtual meeting using GoToMeeting software on Wednesday, as there is often an ALCTS webinar that requires this software. Provide the ALCTS office with your top three meeting options to give them options when setting up the meeting. After the meeting has been set up, your contact in the ALCTS Office will provide you with access information to provide to your Committee.

- Prepare an agenda and distribute it prior to the meeting. Include a manageable number of agenda items for the time allotted. If people other than the Chair are responsible for agenda items, note this in the agenda. If there is not an assigned Secretary, ask for a committee member to volunteer to take notes. These notes should include clearly identified action items.

- As virtual meetings are dependent on technology, plan ahead and test the meeting technology to reduce possible technical issues. Advise each committee member to be in an area with good connectivity, free of distractions. Ask attendees to plan on joining the meeting early to sort out any technical challenges which might prevent the meeting from beginning on time. Instruct attendees to clearly identify themselves when joining the call.

- Begin the meeting by asking members to introduce themselves. Explain the procedure for interjecting comments and encourage speakers to identify themselves by name when speaking. It may seem cumbersome for people to give their names every time they speak, but it is often difficult in a virtual meeting to identify a speaker only by their voice.

- It is often necessary to be more deliberate in a virtual meeting than an in-person meeting because people cannot rely upon non-verbal cues. Clearly identify the objective(s) and desired outcome of the meeting. Decide how key decisions will be made and by whom. If necessary, the discussion leader should poll attendees for the opinions. Attendees should be referred to by name.

- Meetings should end on time. To this end, it helps to designate how long the group will spend discussing a particular agenda item. If discussion of an agenda item runs over, agree to table the discussion for either an email thread or a follow-up meeting. At the end of the meeting, summarize the key outcomes. Highlight action items, those responsible for them and any deadlines associated with them. Next steps should be clear and notes should be shared in a timely manner with the opportunity for committee members to offer corrections or amendments.
Appendix B: ALA Connect

- ALA Connect is ALA’s centralized online space. Currently, your username and password for ALA Connect and ALA’s website are the same. Because your ALA membership and your instance of ALA Connect are tied together, your instance of ALA Connect gives you access to workspaces for the ALA divisions, sections, and committees of which you’re a member. These workspaces allow users to post documents online, post polls and pictures, schedule meetings, and have online chats.

- Committee and Award Jury chairs should ensure that committee and award jury members are familiar with ALA Connect and visit it regularly to view updates to AS spaces. ALA Connect allows users to set up notifications to be pushed out to an email address when a space they’re a member of is updated.

- AS Secretary and AS Committee chairs should archive copies of meeting agendas and meeting minutes in their ALA Connect workspace, as well as any additional documentation created within the Section. Additionally, Committee chairs should archive copies of the agendas and notes from programs held at ALA Midwinter and ALA Annual. Having these documents archived in ALA Connect will ensure a smooth transition between Section leadership and a less stressful Section review process.