Cataloging and Metadata Management Section (CaMMS)
Chair and Chair-Elect, Past Chair, Past Past Chair Descriptions

Chair

The Chair conducts the business of the CaMMS Executive Committee and carries out its charge. The Chair is expected to attend the CaMMS Executive meetings at Midwinter and Annual. The Chair is a member of the ALCTS Board and attends its meetings.

Responsibilities

- Plan for in-person meetings at Midwinter and Annual
- Conduct meetings at Midwinter and Annual
- Assure that the business of CaMMS is carried out throughout the year
- Mentor the Chair-Elect, particularly in regard to appointments
- Serve as a Member of the ALCTS Board

Equipment (passed to each Chair)

1. Robert (rule of conduct)
2. Gavel

The Chair serves as a member of the ALCTS Board and as a conduit to the other sections in ALCTS, the CaMMS committees, and the CaMMS and interest groups

1. ALA Connect -- Use for:
   a. Posting documents
   b. Polls / voting (keep record of who made 1st and 2nd motion and vote tally. Electronic voting approved at in-person meetings.)
   c. Targeted discussions
   d. Chat (140 word maximum for each post)
2. ALCTS CaMMS Executive Committee electronic discussion list (camms-exec)
   a. Use for general communication
   b. Consider all communication as Executive Session unless explicitly stated otherwise; as when communication is also sent to individuals or groups outside of the CaMMS Executive Committee
   c. 8 members: past-chair, chair, chair-elect, 1 secretary, 5 members-at-large (3-year terms that are staggered), and Keri Cascio (ex-officio)
3. ALCTS members electronic discussion list (alctscentral) – subscribed by the ALCTS Office; used by the ALCTS Office to convey information to chair
4. ALCTS CaMMS committee chairs electronic discussion list (camms-chairs) (includes liaisons; use to call for quarterly reports). Check with the ALCTS Executive Director
to obtain a list of who is on this list for information purposes and to assure that all chairs of IGs have been added.
5. ALCTS Board (alctsbd) is to conduct business of the ALCTS Board of which the Chair is a member
6. Skype – for virtual attendance of committee members at meetings

Meeting Times (required)

1. CaMMS Executive meetings (Annual & Midwinter)
   The ALCTS Office will schedule Executive meetings. Must notify ALCTS Office if there is a desired change.
2. ALCTS Board – attended by Chair or his/her designee
   a. All business meetings
   b. Monday evening Board dinner for outgoing chair (optional; personal expense)
3. CaMMS Executive Forum
4. Margaret Mann Citation Award Ceremony (Annual)

Other duties

1. Make appointments during year (resignations)
2. Work with Chair of CaMMS Policy and Planning Committee to maintain current record of strategic initiatives as needed. Address issues raised by Committee charge reviews or Interest Group renewal petitions.
3. Organize “Hot topic” forum for Midwinter and Annual. Timeslot may be changed if desired.
   a. At least three months (October 1 for MW, March 1 for Annual) prior to each ALA meeting, the chair should solicit from CaMMS Executive members ideas and possible speakers for the forum
   b. Two weeks later, contact possible speakers. Ask for title, abstract, presenters' names, positions, and institutions, and if they would be willing to submit their presentations after the conference to post on the conference wiki or Connect.
   c. When all details are settled, ensure that the forum is advertised appropriately.
   d. At time of presentation, arrive early at the room & get A/V set up. When session begins, welcome the presenters and audience, introduce self and fellow officer. Introduce presenters briefly with where they are from and their presentation topic. Tell audience that you are sending around sign-up sheet (include 3 columns: Name, Institution, E-mail address). Tell audience format of presentations: e.g., three speakers will speak in succession; save questions for all three for end of the session.
4. Submit reports to ALCTS Board (including quarterly progress reports) and ANO after the meetings
5. Attend the ALCTS Awards ceremony; present the Margaret Mann Citation Award
6. Schedule meetings:
   a. ALCTS Office schedules meetings and will confirm dates requested for Midwinter, Annual, and Forum via the actscentral electronic discussion list
   b. Room configuration and AV requests must be specified
   c. Post meeting times and rooms to electronic discussion lists when available
   d. Post meeting details on ALA Conference Scheduler when available
7. Plan meetings
   a. 7-8 weeks before conference, ask all chairs if they have issues to discuss at the meeting
   b. 5-6 weeks before conference, ask CaMMS Exec for additions to agenda
   c. Distribute agenda in advance
   d. Distribute any documents related to the agenda in advance and list of documents keyed to the agenda.
8. Conduct business
   a. Address charge reviews of committees
   b. Confirm Interest Group petition renewals and/or approve new Interest Groups
   c. Form task groups for special projects
   d. Recommend nominees for the IFLA Cataloging Section Standing Committee. IFLA calls for nominations to standing committees every two years, in the fall of an odd numbered year
   e. Recommend nominees for ALCTS President-elect and Director-at-Large
   f. Ensure programs for Annual are being planned
      i. Determine if the Executive Committee wants to develop a program and submit proposal
      ii. Encourage and consult on program proposals from CaMMS Committees
      iii. Assist with co-sponsorships of programs as needed
   g. Deal with other issues that arise

Member Chair cheat sheet for ALA Connect admin role:
http://connect.ala.org/node/73614

Detailed calendar:
http://www.ala.org/ala/mgrps/divs/alcts/about/governance/org/cmtes/cmte_calendar.cfm

Chair-Elect

The responsibility of the Chair-Elect is to make the committee appointments (chairs, members, interns) for the CaMMS committees for the coming year when (s)he will be Chair. There may be instances when the Chair-Elect serves as the Chair-designee. The
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Chair-Elect is expected to attend the CaMMS Executive meetings at Midwinter and Annual, and to participate in the business of CaMMS throughout the year. The Chair-Elect is also required to receive ALCTS appointing officers training, Board orientation and attend some ALCTS Board meetings.

Meeting times (required)

1. CaMMS Executive meetings (Annual & Midwinter)
2. ALCTS Orientation meetings
   a. Appointing (Midwinter or online)
   b. Board (Annual or online)
3. ALCTS Board meeting II (Annual)

The Committee Appointment database describes the composition of committees and the ALCTS Office will provide orientation and guidance on the process.

The Chair-Elect is subscribed to the ALCTS Cataloging and Metadata Management Executive Committee electronic discussion list (camms-exec) by the ALCTS Office

Past-Chair

The responsibility of the Past-Chair is to provide guidance to the Chair when needed; to mentor the Chair in his/her responsibilities and serve as back-up to the Chair-Elect when needed. The Past-Chair is expected to attend the CaMMS Executive meetings at Midwinter and Annual, and to participate in the business of CaMMS throughout the year.

The Chair-Elect is subscribed to the ALCTS Cataloging and Metadata Management Executive Committee electronic discussion list (camms-exec) by the ALCTS Office.

Meeting times (required)

CaMMS Executive meeting (Annual & Midwinter)

Past Past-chair

Chairs the CaMMS Nominating Committee with 4 appointed members. Work starts after Annual meeting and should be completed by November.