Cataloging and Metadata Management Section (CaMMS)

Member-at-Large and Secretary responsibilities

**Member-at-Large**

The responsibility of the Member-at-Large is to represent the general membership on issues of interest or concern relative to the charge for the CaMMS Executive Committee. The Member-at-Large is expected to attend the CaMMS Executive meetings at Midwinter and Annual, and to participate in the business of CaMMS throughout the year. There are five members-at-large serving staggered terms. The Member-at-Large is elected for a term of three (3) years.

Responsibilities

- Serve as a voting member of the Executive Committee
- Communicate member concerns to the Executive Committee
- Develop programming for the CaMMS Forum
- Provide support to Section interest groups and committees as needed
- Support Executive Committee work as needed

The Member-at-Large is subscribed to the ALCTS Cataloging and Metadata Management Section Executive Committee electronic discussion list (camms-exec) by the ALCTS Office.

Required meetings

1. CaMMS Executive meetings (required - Annual & Midwinter)
   See Meeting Calendar for specific times.
2. Assigned Interest Group meeting(s)
   The meeting times and locations are posted and distributed by ALCTS through the alctcentral electronic discussion list before publicly available on the ALA conference website. The meeting(s) of the assigned IG is only required if it does not conflict with other obligations such as CaMMS Executive meetings.

**Secretary**

The responsibility of the Secretary is to serve as a recording secretary for the CaMMS Executive Committee. The Secretary is expected to attend the CaMMS Executive meetings at Midwinter and Annual, and to participate in the business of CaMMS throughout the year. The Secretary is elected for a term of three (3) years.

Responsibilities

- Serve as a voting member of the Executive Committee
Approved 9 June 2015

- Take minutes at the meetings of the Executive Committee held at the Annual and Midwinter meetings of the American Library Association
  a. Record date, time, and location of meeting
  b. Record names of members in attendance and absent; also guests
  c. Record transactions of the meeting in order of the agenda
  d. Record verbatim statements of motions and makers of motions
  e. Record votes: In favor, #; opposed, #; not voting #
  f. State that reports were given and by whom
  g. Record discussions of agenda items
- Create list of action items from minutes or by direction of the Chair for work to be done between Annual and Midwinter meetings
- Distribute the minutes to the membership of the Executive Committee prior to the next semi-annual meeting
- Record votes taken online for Confirmation of Electronic Votes agenda item
- Maintain the CaMMS section of the ALCTS website, including posting minutes
- Serve on ALCTS Web Advisory Committee

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

See CaMMS Executive Committee Meeting Calendar for details of times for meetings.