Job Descriptions: CaMMS Interest Group Chair & Vice-Chair Positions

CaMMS Interest Group Chair
The chair of the interest group is responsible for planning a program/meeting at both the Midwinter and Annual Conference during the incumbent’s year as chair.

Responsibilities

- The chair is responsible for researching current developments or trends in the area to solicit speakers and/or discussion leaders with expertise/experience with the development/trend.
- At least three months (October 1 for MW, March 1 for Annual) prior to each ALA meeting, the chair should solicit presentations giving a deadline for submissions. Ask for title, abstract, presenters’ names, positions, and institutions.
- Collect submissions. After the submission deadline, choose your presenters and determine their order. Notify presenters with confirmation that they have been accepted. Ask if they will bring their own computers, presentation document, and if they will be willing to submit their presentations after the conference to post on the conference wiki or Connect.
- The chair is responsible for publishing (to alctsleaders and relevant electronic lists) an agenda no later than one month prior to each meeting.
- 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. Ask for a volunteer secretary. 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.
- Notify membership via e-mail when presentations have been posted
- The chair should coordinate activities with the vice-chair and solicit advice from the vice-chair. The chair must mentor the vice-chair in the process.
- The chair must send a written report to the ALCTS Office and the Newsletter Editor following each meeting. The written report filed with the ALCTS office should include the attendance list of those at the meeting.
- The chair should provide copies of all communications to the CaMMS Executive Committee Liaison.
- At the Annual meeting, the chair should run the election for the incoming vice-chair position. Nominations should be gathered prior to the Annual meeting but a call for candidates should also be made during the meeting.
- The Chair must notify the ALCTS office of any changes to the group’s leadership so the member database can be updated. The Chair will be subscribed by the ALCTS Office to the ALCTS Leaders discussion list (alctsleaders), used by the ALCTS Office to convey information to chairs.
- The Connect space must be updated manually as well. Outgoing chairs should make the new chair an Admin before they relinquish their Admin rights. Details on how to do this and other helpful hints can be found at: Member Chair cheat sheet: http://connect.ala.org/node/73614
- Respond to PPC’s renewal petitions (generally on a 5-year cycle)
Meeting Times and Scheduling

- Dates must be requested for Midwinter and Annual during the time frame announced by ALCTS
- Room configuration must be specified
- The standard large IG meeting set for AV is a projector, screen, podium with mike, computer if needed and internet connection if needed. If you aren’t sure, then order it.
- The Chair is required to attend Midwinter and Annual meetings

CaMMS Interest Group Vice-Chair

The vice-chair’s role during the first year is to support and shadow the chair, make suggestions on topics and speakers. In the event that the chair cannot perform his/her required duties, the vice-chair must assume them.