THE ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN PRESENTS

Process Committee Chair Orientation

Prepared by Cecilia McGowan
Role of Process Committee Chairs

- Welcome new committee members and keep them informed about the work of the committee.
- Reply promptly to all inquiries.
- Arrange meetings at Midwinter and Annual Conferences for ‘in-person’ committees.
- Virtual meetings of ‘in-person’ committees may also be scheduled between conferences as needed.
- Virtual committees do not meet in person at either conference.
Role of the Process Committee Chairs

- Lead the committee and establish procedures for the committee’s work.
- Whether an ‘in-person’ or virtual committee, post agendas to ALAConnect and send a copy to the PGC.
- Encourage all committee members to be fully engaged; this works best when work of committee is delegated and everyone is involved.
- File paperwork promptly—agendas due three weeks before meetings in-person or virtual; minutes due three weeks following same.
Role of the Process Committee Chairs

- Chairs, in-person and virtual, attend Leadership and ALSC at each conference.
- Publicize committee activities and opportunities in consultation with PGC.
- Submit minutes of meetings to committee members, the ALSC President, Vice-President, PGC, staff liaison and ALSC Executive Director and upload to ALA Connect.
- Copy all correspondence to President, Vice-President, Priority Group Consultant and ALSC Executive Director.
Role of the Priority Group Consultants

- Follow polices and procedures in the Division Leadership Manual (DLM).
- Forward all substantive committee material to the next PGC; send older material to the ALSC Executive Director for the archives.
- Serve as a liaison amongst committees, Task Forces, and discussion groups and the ALSC Board and staff.
- Offer advice concerning questions of a committee’s function statement.
- Help find answers to questions and consult with committees on matters of procedure or substance.
Role of the Priority Group Consultants

- Meet with committees at Midwinter and Annual Conferences if in-person committee.
- Assist chairs with procedural matters (how and when to submit reports, etc.).
- Facilitate communication amongst committees, Task Forces & discussion groups.
- Attend as many committee programs and discussion group meetings as feasible.
- Facilitate the transition of chairs and discussion group leaders.
- Write letters of appreciation to outgoing chairs.
Contacts

- To find all current ALSC staff, board, PGC’s and committee chairs visit the About ALSC page:
- www.ala.org/alsc/aboutalsc
Chair’s Calendar

- January
  - Attend Midwinter Conference.
  - Conduct meetings.
  - Complete post conference minutes, post to ALAConnect & send a copy to the PGC.

- February/March
  - Welcome new committee members.
  - Submit online Committee/Task Force Quarterly Report, due February 15; send copy to PGC.
Chair’s Calendar

❖ April/May

- Submit program proposals for the following year’s Annual Conference.
- Submit Pre-conference Agenda to ALA Connect & send copy to PGC.
- Communicate with committee about upcoming meeting and agenda.
- Submit online Committee/Task Force Quarterly Report, due May 15, post to ALAConnect and send copy to PGC.
Chair’s Calendar

- **June/July**
  - Attend Annual Conference.
  - Complete post conference minutes, post to ALAConnect & send a copy to the PGC.
  - Submit request for reimbursement, if needed via Form A in the DLM.

- **August/September/October**
  - Continue work of the committee.
  - Submit online Committee/Task Force Quarterly Report, due September 15; post to ALA Connect & send copy to PGC.
Chair’s Calendar

- **November**
  - Prepare, submit & post Midwinter Meeting Agenda to ALAConnect & send copies to Committee & PGC.

- **December**
  - Contact committee members about the upcoming meeting
  - Submit online Committee/Task Force Quarterly Report, due December 15; post to ALAConnect & send copy to PGC.
Chair’s Calendar

- All forms can be found in the Division Leadership Manual and on the ALSC website under Committee Information.
  http://www.ala.org/alsc/aboutalsc/coms/alsc forms

- Ensure you have submitted your quarterly forms and all committee reports, agendas and minutes to ALA Connect.
Our core values are collaboration, excellence, inclusiveness, innovation, integrity and respect, leadership and responsiveness.

Our core purpose is: Creating a better future for children through libraries.

Our envision future: Libraries are seen as vital to all children and the families that support them.
ALSC Committee Work Plan Template

Core Purpose

Core Values

Committee work

Core Purpose
ALSC Committee Work Plan Template

Creating a better future for children through libraries.

What is our value to members?
What is most helpful to know, have access to or learn?
Who can help us with this work?
ALSC Committee Work Plan Template

Committee Charge

What is of greatest use to our members?

Ideas/Proposals

Collaboration with other ALSC Committees

Resources needed

Process

Delegation

Time line

Communication
Committee Information

- Committee Year
  - Same as Conference Year
  - Begins day after Annual
  - Ends last day of Annual

- Basic Committee term is two years.

- Vice President/President-Elect begins making committee appointments and reappointments for terms beginning at the close of the upcoming Annual Conference.
Committee Information

- President makes appointments in late summer, early fall to award and evaluation committees.
- The President is responsible for appointing committee members or representatives according to the Fall and Spring appointment schedules and when posts become vacant during his/her year of office, and when new committees and task forces are created.
- Refer to the DLM for calendar of specific appointments.
Member Duties

- Duties and Responsibilities of Committee Members:
  - Commit to attend Midwinter & Annual Conferences; exceptions are virtual committees and their members.
  - Be familiar with the work of the committee and how it fits within the bigger picture of ALSC & ALA.
  - Assume a share of the responsibility assigned to the committee.
  - Offer suggestions, recommendations & ideas.
  - Notify the Chair & ALSC office of address changes and update online profile.
Planning & Conducting a Meeting

- Chair is responsible for planning & conducting meetings.
  - Annual and Midwinter
  - Conduct committee tasks between conferences
  - If a chair cannot attend conference, notify President, Executive Director & PGC immediately

- Duties of Chair in Planning Meetings
  - Committee Correspondence
  - Scheduling
  - Communicating with members
  - Preparing Agendas
  - Welcome observers per ALA’s Open Meeting Policy
Planning & Conducting a Meeting

- Objectives formulated by the committee become the basis for planning committee activities and lead to:
  - Determination of procedures and methods
  - Assignment of responsibilities
  - Establishment of deadlines
Designing & Conducting Activities

Planning Committee Activities

✓ Which incomplete projects should be finished? Eliminated?
✓ For new activities, evaluate:
   ○ Does it help the division reach its vision, mission, goals, objectives?
   ○ Does it duplicate ALA or ALSC programs or resources?
   ○ Is it realistic?
   ○ Is it congruent with the function statement and the objectives of the committee?
   ○ Is the committee’s budget sufficient?
✓ Establish priorities
✓ Project required time and costs
Reports resources are located on Committee Page

- After completing online reports post all agendas and reports to ALAConnect.
- Keep in mind: online reports are public; be discreet in comments about individuals.
- Send confidential information about committee members & contributions privately to PGC & Staff Liaison. For urgent matters, also include ALSC Executive Director, ALSC President and & Vice-President/President Elect.
Vital Links & Resources

- ALSC Home Page - http://www.ala.org/alsc/
- How to Reach the ALSC Staff
  http://www.ala.org/alsc/aboutalsc/contact
- The ALA Policy Manual
  http://www.ala.org/aboutala/governance/policymanual/
- The ALSC Handbook of Organization
  http://www.ala.org/alsc/aboutalsc/governance/alsc-handbook-organization
- The Division Leadership Manual
  http://www.ala.org/alsc/aboutalsc/governance/dlm
Vital Links & Resources

- ALSC Best Practices for Virtual Committees Wiki
  http://wikis.ala.org/alsc/index.php/Best_Practices_for_Virtual_Committee_Work
- Guidelines for Electronic Communication for ALSC Committees, Appendix G in Division Leadership Manual
- ALSC Committee Information
  http://www.ala.org/alsc/aboutalsc/com
- Conferences and Continuing Education
  http://www.ala.org/alsc/confevents
- ALSC on ALAConnect
  http://connect.ala.org/alsc
- ALSC Strategic Plan -
  http://www.ala.org/alsc/aboutalsc/stratplan
THANK YOU!

Questions or comments please contact
Your Priority Group Consultant