New Format for All Committee Charges

All member groups will have a standard description of the volunteer opportunity, so members will know what to expect when they volunteer:

- Group name and Charge - why the group exists
- Deliverable - a description of what the group will produce/final work product
- Expected time commitment
- Desired skills, knowledge, experience
- Staff contact and role
- Resources available (budget, IT support, etc.)

Sample Committee Charge Existing Committee

LLAMA President's Planning Committee

Current Charge: To support presidential activities; to plan the president’s program at the Annual Conference; to support the president’s social at the Annual Conference.

Sample Charge:

To plan and support the activities and initiatives of the LLAMA president.

Deliverables:

1. Annual Conference President’s Program, including generating a list of/contacting potential speakers, and making the final selection.
2. Annual Conference President’s Social, including buying supplies for/hosting the social.

Expected time commitment:

Approx. 8 hours for conference calls, contacting potential speakers, and program/social attendance at the Annual Conference.

Desired skills, knowledge, experience:

Some program planning experience

Staff contact and role:

Kerry Ward, kward@ala.org, 800-5454-2433, ext. 5036
Budget guidance, preparing final speaker contract, speaker communication, program publicity and logistics, support with suite supplies and social hosting

Resources available:

Ongoing consultation with the president
Approved budgets for the both the program and the social
Virtual meeting support
Sample Committee Charge New Project Team

Volunteer Opportunity: Public Relations and Marketing Community of Practice

Professional Development Research Team

Charge
To do an environmental scan of professional development opportunities in library marketing/communications, and to identify the gaps where LLAMA can contribute value.

Deliverables
Final report with scan results and product/program development recommendations to be delivered to Community leadership and the LLAMA Content Coordinating Team

Expected time commitment
Approx. 20 hours over one year for virtual collaboration and project work

Desired skills, knowledge, experience
Knowledge or experience with CE providers in library marketing/communications, including other units of ALA and other nonprofit/for-profit providers

Staff contact and role
Kerry Ward, kward@ala.org, 800-5454-2433, ext. 5036
Advice, communication support

Resources available
Online collaboration tool, conference call access, Survey Monkey subscription