

Section 8 – Committees

The majority of the work for any association takes place at the committee level, and most volunteers begin their membership journey in an association as a committee member. It is critical to LLAMA's success that committee chairs and members feel that they are valued and that their work is relevant to the division. Agreement and progress on committee goals for the year, as well as frequent communication, are keys to a well-functioning committee.

Committee Overview

- **The Work of Committees:** generally the charge of the committee and its traditional activities define the work that will be done over the course of the year. **There are two types of committees in LLAMA**, each with its own focus:
 - **Division level committees** focus primarily on business areas of the division, i.e., membership surveys and support, program review, fundraising, etc. (See Section 1.)
 - **Section level committees** focus primarily on creating value within their specialty, i.e., buildings, human resources, public relations, etc. The value can be derived from many different activities: planning annual programs and/or online continuing education sessions, managing an awards program, sharing current trends and/or best practices, etc. (See Section 2.)

Committees at both the division and section levels are also encouraged to think beyond their traditional activities and to explore new and creative ways for engaging members. This may be something easy like planning an online chat for members, or something complex like planning an online publication or a new leadership development event. Special funding is available for these ideas through the LLAMA Innovation Fund (see Section 10).

- **Appointments:** for both levels of committees, appointments take place in the spring/early summer for terms beginning July 1. The division President-elect and section Vice-chairs are responsible for appointing committee chairs and members. The entire committee volunteer/appointment process is online, and staff sends appointing officers appointment instructions in the early spring.

- **Terms:** for committee chairs, terms are generally one year beginning July 1. For committee members, terms are generally two years beginning July 1. Nominating committees are an exception, as their chairs/members can only serve one year.
- **Reappointments:** active committee members can be reappointed for another two-year term. Committee members should not serve on a single committee for more than five consecutive years (generally two terms as a member and one term as a chair).
- **Charge/Roster:** each committee's charge and roster are available on the LLAMA website, see: <http://www.ala.org/llama/llama-committees-and-member-groups>. Charges give direction to committees and should be reviewed annually, especially in relation to the goals of the division and section. At any time committees are welcome to request their charge be changed. The committee chair should contact the section chair (or President for division level committees) to discuss the new charge and then contact staff to implement the change.
- **Committee Budgets:** Generally, the only time a committee needs to submit a budget request is if it is planning a program or special project (See Section 10, Budget and Finance)

Committee Meetings at ALA Conferences

All-Committee Meetings

LLAMA uses a single, all-committee meeting format in order to maximize efficiency, reduce our conference footprint, and minimize travel between hotels for committee members. Division committees all meet at one time and section committees all meet at one time. The section committee meeting is held in a ballroom since dozens of committees are present.

At Midwinter:

- Section committees: Saturday, 8:30-10:00 am
- Division committees: Saturday, 10:30-11:30 am

At Annual Conference:

- Section committees: Saturday, 8:30-10:00 am
- Division committees: Saturday, 1:00-2:30 pm

Committee chairs DO NOT need to request meeting space; that is managed by the staff. All committees will have a table at the all-committee meeting, and there are extra tables for large committees. Table tents will identify each committee's table.

The LLAMA Program Committee is the only one that does not meet during the all-committee session. Due to the nature of its work, this committee meets Friday afternoons at both conferences.

E-Participation at Conference

With library budgets under pressure, we understand that every committee member may not be able to attend both conferences, and we offer as much support as possible. All-committee meetings are generally held in a room with free wifi. Committees are free to bring in virtual members using Skype or similar service, but please note that the strength of the wifi can't be guaranteed.

Committee Chair

The committee chair manages the plans and activities of the committee and is responsive to the needs of members. The chair is also the communication link between the committee and the section chair, or division president.

Major Responsibilities

- Communicate with committee members! Particularly at the beginning of your term and between conferences.
- Lead the committee. The successful implementation of committee plans is in large part due to the chair's leadership.
- Preside at committee meetings and actively participate in discussions
- Communicate with the section chair or division president about committee planning, programs, continuing education, budget implications, etc.
- Work with staff to publicize committee activities via the blog and member email blasts, i.e., calls for award entries, Annual Conference programs, special events, etc.
- Inform the section chair or division president of changes on the committee, i.e., member resignations, a request to change the committee charge, etc.
- Look for collaborative opportunities with other section and/or division committees

Committee Communication

Good communication is essential for the success of any committee. It is particularly important to communicate between ALA conferences, so members feel connected and see progress toward committee goals. There are many ways to communicate between conferences, and you may need to combine a number of them:

- **ALA Connect:** the main workspace for committees (see Section 5). It can be used to share documents, post committee minutes, and as a discussion list. Every division level and section level committee has its own space in Connect (see <http://connect.ala.org/>). If you haven't used Connect, go to the site and login with your ALA ID/password, and you will see all the committees you're associated with.
- **Free online services:** While ALA Connect is a good space for committee documents and history, it is less effective (at least right now) for live chats and connection to social media. For that you may want to take advantage of more widely used online options, like Google Hangouts.
- **Group emails:** the committee rosters on the website include current emails for all committee members, so you can copy/paste the entire roster into group emails, if you're committee is more productive communicating that way. Please note that you must login to the ALA website to see committee member emails.
- **Conference calls:** LLAMA provides a free calling service for committee use, available any time. For access instructions, contact staff at llama@ala.org.

Committee Agenda and Meeting Documents

Agendas and any necessary documents are developed and shared by the committee chair before each meeting. Chairs should check with members for any agenda items.

ALL agendas and working documents of the committee should be posted to the committee page in ALA Connect, so they can be accessed by future committee members.

Committee Chair's Calendar

July:

- July 1, term begins
- Review your committee's web page and let staff know any roster changes
- Talk with the previous committee chair and review past committee documents in ALA Connect
- Review online LLAMA Leadership Orientation Guide
- Subscribe to LLAMA's blog <http://www.llama.ala.org/llamaleads/> and like our Facebook page <https://www.facebook.com/libraryleadership>

August:

- Send a welcome message to committee members
- Facilitate introductions among the committee members, i.e., share short bios, become Facebook friends, or schedule a conference call

September:

- September 1, new fiscal year begins
- Participate in online orientation session for new Board members and committee chairs, if interested

October

- Review LLAMA Exec Cmt Fall Meeting agenda; share any updates with division president or section chair

January

- Send Midwinter committee meeting agenda

Midwinter Meeting

- Lead committee meeting
- Share any updates with division president or section chair
- Attend LLAMA Happy Hour on Sunday if available

February

- Submit Reporting Form for Sections and Division Level Committees (division level committee chairs only)



Leadership Orientation

April

- Review LLAMA Exec Cmt Spring Meeting agenda; share any updates with division president or section chair
- Advise division president-elect/section vice-chair on appointments/reappointments to your committee

June

- Send Annual committee meeting agenda

Annual Conference

- Lead committee meeting
- Share any updates with division president or section chair
- Attend LLAMA Happy Hour on Sunday if available

Post-Annual Conference

- Send thank you message to committee for their work during your year
- Submit Reporting Form for Sections and Division Level Committees (division level committee chairs only)

Committee Members

Committee members are at the center of all the work done within LLAMA, and their volunteer service is very much appreciated. LLAMA leaders and staff are committed to making committee service a rewarding experience. If you have questions, concerns, or suggestions on how to improve your committee experience, please don't hesitate to talk to your committee chair, section chair or division president, or LLAMA staff.

When you are appointed to a committee, you will receive an email from the appointing officer that includes the committee, charge, term (generally two years from July 1–June 30), and ALA policies for committee membership. Your specific duties as a committee member will be determined as the committee begins its work for the year.

Though committee members are not required to attend the Midwinter Meeting or Annual Conference, they are expected to contribute to the work of the committee via email, conference calls, etc. Members who cannot come to a conference are welcome to attend virtually, however,



Leadership Orientation

the strength of wifi and the ability to use Skype (or similar) at the conference center cannot be guaranteed.

If possible, you may wish to attend a committee meeting as an observer before your scheduled term begins, so you can better understand the work of the committee.

Committee Member's Calendar

July:

- July 1, term begins
- Review your committee's web page, including charge and other members
- Review online LLAMA Leadership Orientation Guide
- Subscribe to LLAMA's blog <http://www.llama.ala.org/llamaleads/> and like our Facebook page <https://www.facebook.com/libraryleadership>

August:

- Look for a welcome message from the committee chair and introduce yourself to other committee members

September:

- September 1, new fiscal year begins

January

- Look for Midwinter committee meeting agenda from your chair

Midwinter Meeting

- Actively participate in the committee meeting
- Attend LLAMA Happy Hour on Sunday if available

April

- If you're in the final year of your term, let your chair know if you're interested in a reappointment

June

- Look for Annual committee meeting agenda from your chair

Annual Conference

- Actively participate in the committee meeting
- Attend LLAMA Happy Hour on Sunday if available