

Chapter 24: Program Committee

- I. Purpose
The Program Committee proposes, plans, and implements GODORT programs.
- II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference. The committee is composed the Assistant Chair/Chair-Elect, with additional members added at the discretion of the Chair/Elect. A. Chair: The Assistant Chair/Chair-Elect serves as the Chair of the committee. B. Members: One or more members shall be appointed by the GODORT Chair, in consultation with the GODORT Steering Committee, as requested by the Chair/Chair-Elect. Additional members will serve one year.
- III. Committee Officers and Duties See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.
 - A. Chair
 1. Is required to have an active ALA Connect account for Steering communication.
 2. Have activity updates posted to committee and GODORT membership following the Steering communication schedule (PPM, Chapter 3).
 3. Prior to Annual Conference: Have the agenda for committee meeting posted to the website.
 4. At conference: Submits committee's minutes in format as described in PPM Chapter 1: Conferences (Article III. Section D) to the GODORT Secretary by the deadline specified at Steering. If this deadline is missed, Committee Chair is responsible for making print (50) copies to bring to the GODORT Membership Meeting.
 - B. Intern ALA allows interns to be appointed as one-year, non-voting member of a committee. This introduces them to the workings of the committee and Round Table. Chapter 23: Program Committee
- IV. Meetings and Communication According to the GODORT Bylaws (Article V, Section 2), this committee will meet as necessary.
It is recommended that committee members use ALA Connect for GODORT business.
- V. Activities and Projects
 - A. Annual Conference Program
 1. The Committee plans, publicizes, and implements the annual program(s) and preconference(s), if any, held at the Annual Conference. This involves identifying topics for future programs and identifying speakers and setting up current programs.
 2. The Program Committee may also work with a Committee for one additional program, not the main program, sponsored by a Committee (subject to the approval of the Steering Committee).
 3. The Program Committee is not responsible for other programmatic events at conferences. Note that individual committees may hold discussions

during their meetings at conferences that may be in all appearances a program. These are organized by the sponsoring committee and held during the committee's meeting time.

4. Guidelines for program selection, publicity, sponsorship, etc., are available in Chapter 5, Chair-Elect.
- B. Programs Outside of the Annual Conference Although not a requirement of the Committee, the Committee may plan and/or participate in programs held outside of the Annual Conference, including online learning programs. The Committee should conduct a careful analysis of the event and submit the proposed event for the approval of the Steering Committee before proceeding.
- C. Kenya Flash Memorial Lecture Series ([see appendix H](#))
 1. The committee will appoint three members to the PPIRS/GODORT Joint committee for the planning of the Kenya Flash Memorial Lecture series
 - a) One member each from the International Documents Task Forces and Program Committee and one at-large member.
 - b) Members will serve 2-years terms

Revised 7/2007, 8/2011, 12/2012, 4/2013, 1/2018, 3/2020, 1/2023