

Chapter 20: Help! Series Committee

I. Purpose

The purpose of the GODORT Help! Series Committee is:

- A. Organize the ongoing GODORT Help! Webinar series covering topics related to the full range of government information at the international, federal, state, and local levels.
- B. Solicit topics and presenters for webinars on a regular schedule throughout the year.
- C. Actively seek out topics related to marginalized communities and government information.
- D. Curate and post webinars to the Help! Series YouTube channel and share the information with the Social Media Committee for dissemination.
- E. Explore models for encouraging active participation including but not limited to awards for best webinars.

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 Help! Webinar Series Committee is composed of 5 members.

- A. Chair/Webinar manager
The Chair/Webinar manager shall be appointed by the GODORT Chair with the approval of the Steering Committee to serve a two-year term rotating through the position of Assistant Chair for one year, followed by one year as Chair.
- B. Assistant Chair
The Assistant Chair/Assistant Social Media Manager shall be appointed by the GODORT Chair with the approval of the Steering Committee serving a two-year term rotating through the position of Assistant Chair for one year, followed by one year as Chair.
- C. GODORT Virtual Meeting Coordinator
The GODORT Virtual Meeting Coordinator shall serve as an ex-officio member.
- D. Members
Two members will be appointed by the GODORT Chair in consultation with the GODORT Steering Committee. One member from the Education Committee and one At-Large member will serve as Representatives. Members will serve one-year terms, with the possibility of a one-year renewal.

III. Committee Officers and Duties

- A. Chair/Webinar manager
 - 1. Provides oversight and leadership for the management of the webinar series.
 - 2. Provide leadership in soliciting and developing content for series.
 - 3. Serves as host for webinars or designates a replacement in advance.
 - 4. Follows through with tasks necessary for the webinar series and ensures other committee members are informed of their duties.
 - 5. Is required to have an active ALA Connect account for Steering communication.
 - 6. Is the account holder of all accounts required for webinar development and publication.
 - 7. Submits committee's minutes in format as described in PPM Chapter1: Conferences (Article III. Section D) to the GODORT Secretary by the deadline specified by Steering.
 - 8. Should facilitate meetings as necessary for the continuation of the webinar series.

- B. Assistant Chair
 - 1. Assists Chair/Webinar manager in developing content and managing the series.
 - 2. Serves as host for webinars as necessary.
 - 3. Is required to have an active ALA Connect account for Steering communication.
- C. GODORT Virtual Meeting Coordinator
 - 1. Schedules webinars using the ALA Zoom platform.
 - 2. Manages registration for webinar series.
 - 3. Provides transcripts and recordings for uploading.
- D. Members
 - 1. Member from the Education Committee
 - a) Develops content and solicits speakers in consultation with the GODORT committees and membership.
 - b) Assists with the development of promotional materials.
 - c) Assists with the transcription for closed captioning of final videos.
 - 2. At-Large Committee Member
 - a) Develops content and solicits speakers in consultation with the GODORT committees and membership.
 - b) Assists with the development of promotional materials.
 - c) Liaises with the Social Media & Outreach Committee to ensure promotion of webinars. Attends Social Media & Outreach Committee meetings as an observer.

Approved: 09/2022