Chapter 23: 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 second Steering Committee meeting of the Annual Conference.

The committee is composed of four members appointed to staggered two-year terms, and the Assistant Chair/Chair-Elect.

A. Chair –
The Assistant Chair/Chair-Elect serves as the Chair of the committee.

B. Members –
One member shall be appointed by the GODORT Chair, in consultation with the GODORT Steering Committee, during odd years.

C. Internal Liaisons –
The Federal Documents Task Force Coordinator shall appoint one liaison during odd years and the International Documents Task Force Coordinator and State and Local Documents Task Force Coordinator shall each appoint one liaison during even years. These liaisons shall be members of their task force steering committee and voting members of the Program Committee, and shall attend both meetings and pass information back and forth between the two groups.

III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair
i. Required to have an active ALA Connect account for Steering communication.
ii. Post activity updates to committee and GODORT membership following the Steering communication schedule (PPM, Chapter 3).
iii. Prior to Annual Conference or Midwinter Meeting: Post agenda for committee meeting to the wiki.
iv. At conference: Submit committee’s summary minutes to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to the Membership Meeting (50 for Midwinter, 100 for Annual Conference).
B. Secretary
While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.

i. Secretary takes the minutes of the meeting as described in PPM Chapter 1: Conferences, Section II D.

ii. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Web Manager
In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

D. Intern
ALA allows interns to be appointed as one-year ex-officio members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication
A. According to the GODORT Bylaws (Article V, Section 2e), this committee will meet as necessary.

B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities/Projects
A. Annual Conference Program

i. 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.

ii. The Program Committee may also work with a Task Force for one additional program, not the main program, sponsored by a Task Force (subject to the approval of the Steering Committee).

iii. 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.

iv. 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 or the Chair Elect position, 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.