Chapter 5: Assistant Chair/Chair-Elect

I. Role

The GODORT Assistant Chair is also the Chair-Elect of the Round Table. The Assistant Chair/Chair-Elect assists the GODORT Chair with the implementation of the work of the Steering Committee.

Service as Chair-Elect is the first year of a three-year commitment. The GODORT Chair is elected by the membership to serve a three-year term rotating through the positions of Chair-Elect, Chair, and Past-Chair.

The GODORT Bylaws primarily refer to this position as Assistant Chair/Chair-Elect. For the purposes of this PPM chapter, Chair-Elect is used hereafter to describe this position.

The Chair-Elect attends the GODORT Membership meeting and Steering Committee meetings at the Midwinter Meeting and Annual Conference and all Steering Committee meetings held between conferences. Also, the Chair-Elect chairs the Program Committee meetings held at, or in between conferences and participates in Nominating and Executive Committee meetings held at or in between conferences.

II. Major Responsibilities

A. The Chair-Elect serves as Chair of the Program Committee and is an ex-officio member of the Steering, Executive, and Nominating Committees.
B. The Chair-Elect has the responsibility to make appointments to GODORT Committees immediately before assuming the role of GODORT Chair.
C. The Chair-Elect shall confirm GODORT's liaisons with other organizations at the end of the year as Chair-Elect. (The Nominating Committee's deliberations are particularly helpful).
D. The Chair-Elect is also the Round Table's official representative to the ALA Planning and Budget Assembly (which meets fairly early in each Conference schedule).
E. The Chair may also ask the Chair-Elect to attend both the COPES (Committee on Planning, Evaluation and Support) and the ALA program planning meetings at the Annual Conference immediately following their election, even though they have not officially taken office.
III. Specific Functions

A. Program Committee

As Chair of the Program Committee, the Chair-Elect is responsible for planning the program at the Annual Conference to be held one year after election. The Program Committee Chair is also responsible for soliciting and receiving written proposals for programs to be held at the Annual Conference two years after election, and presenting those proposals for a decision at the Second Steering Committee meeting at the first Annual meeting after being elected.

i. See Program Committee for the Committee purpose and organization.

ii. After election, attend the ALA program planning meetings at both the Midwinter Meeting and Annual Conferences to find out any information on location, hotels, transportation, tours, and programs.

iii. If the slot is not already filled, make your recommendation for at-large member of the Program Committee to the incoming chair before you leave the Annual Conference immediately following your election.

iv. Special appropriations may be available upon application for Annual Conference program expenditures. Forms will be sent to the GODORT Chair in early fall of the year prior to the conference. Request the forms from the ALA Conference Office if not received.

v. Follow the deadlines given on the ALA Program forms.

vi. Include the names and addresses of all speakers on the preliminary and final program forms sent to the ALA Conference Arrangements Office.

vii. Schedule Program committee meetings for the Midwinter Meeting (two meetings may be needed) and for the Annual conference (at the beginning).

viii. Have notices placed in both the Fall and Winter issues of DttP explaining the process for making a written proposal for a program to be offered two years from the year of your election.

ix. As part of the program planning process, be sure to ask speakers about submitting papers. (The DttP Editor will have first option to publish papers presented at GODORT programs.)

x. Programs: Following ALA policy, programs will only be scheduled during the Annual Conference. Programs will not be held during a Midwinter Meeting.

xi. Sponsorship: GODORT will sponsor no more than two programs at the Annual Conference, one program, which will be the main program, and one program sponsored by a task force. The main program will, whenever possible, address interests of all task
forces and include all levels of government information. GODORT will cosponsor programs from other ALA groups if requested and if the GODORT Steering Committee approves the request.

xii. Selection: Program ideas for either a task force program or the main GODORT program will be presented for approval at the second Steering Committee meeting at the first Midwinter Meeting after being elected.

xiii. Publicity
   a. Flyers should be distributed electronically to potential attendees.
   b. Flyers to publicize programs, special sessions, etc., may be distributed, with prior permission, at the ALA distribution tables in the registration area at the Annual Conference. Each ALA unit is limited to three baskets per conference. A draft of the proposed flyer should be sent to GODORT’s ALA Staff Liaison requesting permission to distribute. Once permission is received, arrangements to have printing done at ALA Headquarters may be made with the Liaison. If printing is to be done by ALA, allow at least four weeks prior to conference. If printing is done elsewhere, other arrangements should be made for shipping. Expenditures of this nature should be approved by the Steering Committee prior to commitment unless special appropriation was granted for the event or a library is absorbing the expenses.

B. Liaison/representative appointments
   i. The Chair-Elect is responsible for the appointments of liaisons and representatives to be approved by the Second Steering Committee of the Annual Conference immediately before assuming the role of GODORT Chair. With so many appointments to keep track of, it is easy to make an error. Therefore, it is wise to double check the current GODORT Directory and compare that with what is listed below for the correct turnover/appointment time period. That way, any problems can be corrected.
   ii. Note that the Chair has responsibility for certain appointments; therefore, it is useful to share information with the Chair to help fill these positions as well.
   iii. Liaisons/representatives with Other Organizations/Groups
       a. Names of GODORT liaisons (these are usually voting members of both groups) and representatives (these are reps to larger assemblies who do not vote on any issues) should be included in the GODORT Directory. GODORT Representatives to ALA Units will be included in the roster submitted by the GODORT Chair to ALA for inclusion in the *ALA Handbook of Organization*. 
b. Duties and responsibilities of Liaisons and Representatives
   1. To attend pertinent meetings of the organizations they represent.
   2. To communicate GODORT interests and activities to the organization they represent.
   3. To present written or oral reports to the appropriate GODORT unit on their organizations' meetings and activities which are of mutual interest.
   4. Liaisons will receive copies of all pertinent GODORT correspondence and reports.

iv. GODORT Representatives to ALA Units
   a. Representatives are generally mandated by ALA.
      Representatives serve either by virtue of their position (ex-officio representatives) or are designated by the GODORT Chair (upon the recommendation of GODORT Committee chairs as appropriate). Terms are for three years, except for representatives who serve by virtue of their position (ex-officio) or unless otherwise indicated.

      ALA Legislation Committee, Legislative Assembly Subcommittee:
      GODORT Legislation Committee Chair. Reports to GODORT Legislation Committee.

      ALA Legislation Committee, Subcommittee on Government Information
      Chair of the GODORT Legislation Committee is an ex-officio member.

      ALA Library Education Assembly:
      Designated by GODORT Chair upon recommendation of GODORT Education Committee. Reports to GODORT Education Committee.

      ALA Literacy Assembly:
      Designated by GODORT Chair upon recommendation of GODORT Education Committee. Reports to GODORT Education Committee.

      ALA Map and Geospatial Information Round Table (MAGIRT), GEOTECH Committee, Subcommittee on GIS
      Designated by GODORT Chair. Reports to GODORT Steering Committee. 2 liaisons, staggered 2-year terms
ALA Membership Committee, Membership Promotion Task Force:
Designated by GODORT Chair upon recommendation of GODORT Membership Committee Chair.
Reports to GODORT Membership Committee.

ALA Planning and Budget Assembly:
GODORT Chair-Elect. Reports to GODORT Steering Committee as appropriate.

ALA Public Library Association's Internal Revenue Service Committee:
Designated by FDTF Coordinator, 2 liaisons appointed to staggered 2-year terms

ALCTS Cataloging and Classification Section: Committee on Cataloging: Description & Access (CC:DA):
Designated by GODORT Chair upon recommendation of GODORT Cataloging Committee Chair. Reports to GODORT Cataloging Committee.

v. Maintaining and establishing liaisons
a. Prior to the Annual Conference, the Chair-Elect will send a written request to each organization with whom GODORT wishes to continue liaison.
b. Prior to the Annual Conference, the Chair-Elect will send a written request to each organization with whom GODORT wish to establish liaison.
i. GODORT units may also establish liaisons. Unit liaisons must be approved by the Steering Committee. This liaison should be reflected in the unit description of each GODORT unit for the Policies and Procedures Manual.

C. Committee Appointments

i. At the end of the Midwinter Meeting following your election ask the Chair of the Nominating Committee to send a list of names (with contact information) of everyone who volunteered to be considered for a GODORT position. An annotated copy of the ballot with telephone numbers added can be very helpful when contacting the unsuccessful candidates about committee appointments.

ii. Committee appointments are approved during Old Business at the Second Steering Committee meeting of the Annual Conference where you succeed to the Chair. If you are unable to fill all
appointments by this time, distribute the remaining appointment information to the Steering Committee for their approval via ALA Connect.

iii. Any officer or committee member who misses two consecutive meetings can be removed from the office or committee. (Vacancies are filled at the discretion of the GODORT Chair in consultation with the Steering Committee or Committee Chair. [see ALA Policy Manual, Section A.5.5.3, “Provision of Explanation of Absences”]

iv. Committee appointments are made according to the chart below.

v. Refer also to the GODORT Bylaws, Article IV, Section 2 and Article VIII for rules governing the appointment process.

vi. Appointments to GODORT Standing Committees

Awards
- 6 members are elected to staggered 2-year terms (3 each year).
- Chair appointed by GODORT Chair from among Committee members.

Bylaws
- 4 members are elected to staggered 2-year terms (2 each year).
- Chair appointed by GODORT Chair from among Committee members.

Cataloging
- 5 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (2 in even years; 3 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Conference
- 5 members appointed by the GODORT Chair with approval of Steering to staggered 2-year terms (3 appointed in even years; 2 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Development
- 5 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (2 appointed in even years; 3 in odd years.)
- Chair appointed to a 2-year term by GODORT Chair from among Committee members.
- Treasurer serves as ex-officio member.
Education
- 9 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (4 in even years, 5 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Government Information for Children
- 5 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (3 in even years, 2 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Legislation
- 4 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (2 in even years; 2 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Membership
- 4 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (2 in even years; 2 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Nominating
- 4 members are elected to staggered 2-year terms (2 each year).
- Chair appointed by GODORT Chair from among Committee members.
- Assistant Chair/Chair-Elect serves as ex-officio member.

Program
- 5 members, all except Chair are appointed, or filled by virtue of position.
- 3 Task Force Coordinators-elect serve as ex-officio members.
- 1 appointed by GODORT Chair in odd years.
- Assistant Chair/Chair-Elect serves as Chair.
Publications
- 7 members. Committee Chair, Assistant Chair (elected annually), and Immediate Past Chair.
- Others by virtue of office:
  - GODORT Treasurer
  - Editor of DttP (non-voting)
  - Website Administrator (non-voting)
  - Chair of the Notable Documents Panel

Rare and Endangered Government Publications
- 6 members, all serve 2-year terms, appointed by GODORT Chair with approval of Steering (3 in even years and 3 in odd years).
- Chair appointed by GODORT Chair from among Committee members.
- One liaison each from ACRL/RBMS and/or from MAGIRT may be invited to participate as voting member(s).

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<th>Odd Numbers Years</th>
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<td>Rare and Endangered (6)</td>
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*Note: Other committees and positions are elected or filled by virtue of position (e.g., Chair is elected in first year as Chair-Elect in Publications.)
- Awards (6 elected)
- Bylaws (4 elected)
- Executive (7, by virtue of position)
- Nominating (5, 4 elected and Assistant Chair/Chair-Elect)
D. Interns

i. The Chair-Elect, in consultation with the outgoing Committee Chair, may appoint up to two Interns to each committee to assist the Chair and the committee members in performing the duties and responsibilities of the committee.
   a. The Awards and Nominating Committees do not have intern positions.

ii. An Intern serves as a non-voting member of the committee, but participates in all other activities. When possible, the Assistant Chair should appoint recent or previously less involved members to provide them an opportunity to become more involved in the work and organization of GODORT and to provide a pool of potential candidates for regular committee appointments.

iii. The term of appointment is one year, beginning at the conclusion of the Annual Conference. An Intern cannot be reappointed as an Intern to the same committee or to a committee on which he or she has previously served.
   a. At the end of the one year, the committee chair may request that a successful Intern be appointed to full membership on the committee by submitting a brief assessment of the Intern’s work to the Chair-Elect making appointments for the coming year.

iv. Service as an Intern shall not be counted in accumulating the maximum consecutive service on a committee (maximum terms in Bylaws VIII, Section 2).

v. Interns are appointed at the same time and in the same manner as all other committee appointments.

IV. Additional Activities

A. Performs tasks of the Nominating, Schedule, Executive, and the Steering Committees.

B. Communication
   i. Uses the current communication tool(s) employed by the Steering Committee.
   ii. Posts and edits content on the GODORT wiki.