

ROUND TABLE COORDINATING ASSEMBLY (RTCA) HANDBOOK

This assembly acts as a conduit for information among round tables and various units and offices of ALA.

- Each Round Table is represented by the chair and chair-elect of each round table. The RTCA selects a convener annually.
- The RTCA meets twice a year, at the ALA Midwinter Meeting and the ALA Annual Conference.

The intent of the handbook is to differentiate those round table functions that are member driven and those that are staff supported. Additionally, the handbook content is provided to simplify and expedite the work of the round table.

The members are responsible for the work of the round table and coordinate with the staff liaison to ensure that the round table work is done.

The staff liaison acts as a facilitator to ensure that information flows between the members and the appropriate in-house unit.

Throughout the handbook, the staff liaison is noted as SL and the round table chair/president/designate is noted as RT.

ROUND TABLE HISTORY

Round Tables are units of the American Library Association created by Council and authorized by Article VII of the ALA Bylaws (See Appendix X) and further described in the ALA Policy Manual (section 6.3.5., See Appendix XX).

Each Round Table has its own Bylaws; many also have a Procedures Manual. Round Tables have 100 or more members and function as programmatic groups. Whenever the Round Table Bylaws do not make specific provisions, the organization and procedures in the Round Table should correspond to those set forth in the Constitution and Bylaws of the American Library Association and should be decided by parliamentary authority adopted by ALA.

Round Tables may:

- Organize the way that works best for them
- Issue publications
- Participate in studies and joint projects
- Recommend activities and policies to all units including Council
- Elect officers
- Incur expenses if: sufficient funds are available in the budget and the staff liaison receives written authorization and the executive officer(s) sign off on all documentation

Round Tables may not:

- Speak on behalf of the association
- Commit ALA by declaration of policy
- Incur expenses on behalf of ALA without proper authorization
- Sign any contracts or documents

PARTICIPATION IN ALA GOVERNANCE

There are numerous opportunities for RT leaders and members to participate, contribute and be heard. Round Tables, individually or collectively, also appoint liaisons to a number of ALA Committees: (See ALA Handbook for charges and current members or liaisons):

RT Councilor

ACTION: To amend Bylaw Article IV. Council Section 2 (d) by deleting the current language: [The five round tables with the largest individual membership shall be entitled to one councilor each and the remaining round tables jointly shall be entitled to one councilor to be elected for a term of three years by the members of the respective round tables. The membership of the round tables, for purposes of this section, shall be fixed as of August 31st. A councilor elected under this Article shall serve for three years without prejudice to any change that might occur in the size of the membership of their round table] and substituting: Those round tables with Personal Membership equal to or greater than one percent of ALA's total Personal Membership shall be entitled to elect one councilor each, and the remaining round tables jointly shall be entitled to one councilor to be elected for a term of three years by the members of the respective round tables. A councilor elected under this Article shall continue to serve without prejudice to any change that might occur in the size of the membership of their round table. For the purposes of this section, the Personal Membership of each round table and Personal membership of ALA shall be fixed as of August 31st of each year.

Budget Analysis and Review Committee (BARC) (standing committee, Council)

Board and to report to Council regarding budget analysis and process.

- BARC recommends approval of Round Table budgets (actually the RT budgetary ceiling) to the ALA Executive Board.
- BARC appoints a liaison to each RT. The BARC liaison will review your annual budget, discuss any issues or concerns with the RT leadership, and respond to budget-related questions or concerns raised by the leaders or members of the RT.
- Annually (at the beginning of the Midwinter Meeting, generally on Friday) BARC presents a "Financial Planning Seminar" for RT and Division leaders. Topics addressed range from the basics -- like the interpretation of budget performance reports -- to the advanced -- such as the establishment of endowments.

- BARC invites member leaders to the Financial Planning Seminar during the Midwinter Meeting, usually on Friday morning as an orientation to ALA financial procedures.

Planning and Budget Assembly (advisory to BARC and Planning)

As an elected or appointed representative to PBA your duties are:

1. Attend PBA meetings. At Midwinter the meetings are held on Sunday from 1:00 – 2:30 pm. At Annual the meetings are held on Sunday from 1:00 – 2:30 pm.
2. Review carefully the ALA budget presentations/reports given by the ALA Treasurer and the BARC chair to Council and to the Executive Board.
3. Come prepared to discuss these documents and other Executive Board planning documents. Your feedback and ideas give member input into the Executive Board planning process.

Committee on Literacy (standing): Literacy Assembly

- The Literacy Assembly provides "an opportunity for broad representation of the membership...." Individual RT may appoint a liaison.

Conference Committee (standing)

- The ALA Conference Committee must always include one representative from the Exhibits RT, selected by ERT, and one additional RT representative, selected by all other RT.

ALA Conference Program Coordinating Team (two-year term)

- Two (2) representatives, selected by the RTCA, are appointed to each ALA Program Conference Coordinating Team.

Education Committee (standing): Education Assembly

- RT with "education-related concerns" appoint a liaison to the Education Assembly.

Legislation (standing, Council): Legislation Assembly

- Liaisons are appointed to the Legislative Assembly "by the divisions and other units as determined by the Legislation Assembly"

Membership (standing): Membership Promotion (task force)

- The task force includes representatives from each RT and is charged with "promoting ALA membership within their respective units."

Website Advisory Committee

- Membership includes representatives from each division and a round table rep

Scholarships and Study Grants

ROLES

Chair/President/Designate/Coordinator

The Chair is the elected officer of the Round Table; usually for a one-year term. The Chair is responsible for the fiduciary and programmatic activities of the Round Table.

The Chair should:

- Attend PBA Meeting
- Demonstrate an ability to communicate with members, staff and other groups
- Demonstrate an interest and support the Round Table and its goals
- Understand how the Round Table fits into the larger work of the association
- Support and understand the protocol of conducting business within the Round Table and ALA
- Support and understand the role of the staff liaison
- Facilitate and evaluate the meetings of the Round Table
- Attend Round Table Coordinating Assembly meetings at conferences

Staff Liaison

The Liaison is an appointed member of the ALA staff who responds to the needs of the Round Table within the limits of time and other responsibilities.

The Liaison should:

- Serve as a resource to the Round Table (too large a staff role reduces the value of the Round Table and reduces the motivation of the members; too small a role often results in the Round Table drifting aimlessly and operating ineffectively)
- Attend Round Table meetings, as time and schedule permit.
- Become thoroughly familiar with all aspects of the Round Table's work and the association policies related to Round Table work.
- Answer questions, offer suggestions, and raise issues
- Facilitate the flow of information between members and ALA.
- Attend Round Table Coordinating Assembly meetings at conferences, as time and schedule permit.
- SL will establish a means of communication with the RT.

Budget

Round Tables are membership units and are authorized to charge membership dues. Round Tables incur expenses in carrying out their programs. These expenses are paid for from Round Table revenues, which include membership dues, subscriptions, sales of publications and other materials, preconferences, meal functions at conference and donations. ALA charges a small amount of overhead (10% of dues revenue) to recover a portion of its indirect costs.

Developing the RT Budget

Round Tables budget both revenue and expenses. Round Tables may retain net revenues (fund balance), which may be budgeted to support programs. Round Tables may not budget expenses greater than revenue; if annual expenses exceed annual revenues, accumulated net revenues from previous years (fund balance) are budgeted ("drawn down") to make up the difference. Round Tables may not maintain a negative fund balance. (Note: On rare occasions, an individual Round Table develops a negative fund balance; in this case, budget adjustments are made to return the fund balance to positive as quickly as possible.)

Calendar (ALA Fiscal Year Begins on September 1):

Midwinter Meeting: Review the year-end previous year budget, comparing the budget to actual revenues and expenses. Review the current year budget, comparing budget to actual revenues and expenses. Create a preliminary budget for the year to begin on the following September 1. The staff liaison will act as a resource during this process; the preliminary budget should be given to the staff liaison at the end of the Midwinter Meeting.

Between Midwinter and Annual Conference: Immediately following the Midwinter Meeting, the staff liaison prepares the budget for submission to ALA Planning and Budgeting, the ALA Executive Board and the ALA Budget Analysis and Review Committee (a standing committee of Council). The deadline for the initial submission to ALA Planning and Budgeting is typically between mid-February and March 1. Preliminary budgets, including Round Table budgets, are presented to the ALA Executive Board at their spring meeting (approximately May 1), and are then considered by the Budget Analysis and Review Committee, (BARC).

BARC assigns one of its members as a liaison to each Round Table. While the ALA Executive Board and BARC receive summary information on each Round Table's preliminary budget proposal, the BARC liaison will receive detail information.

- The BARC liaison may contact the Round Table chair or treasurer if there are questions regarding the preliminary budget proposal.

Annual Conference: Make any final changes to the proposed budget. (Note: Changes should be communicated to the staff liaison and BARC liaison as soon as possible.) BARC typically recommends approval to the ALA Executive Board at the Annual Conference. [Note: While the BARC liaison will review a Round Table's detailed budget document, BARC recommends to the ALA Executive Board approval of a "budgetary ceiling" -- the combined total budget for all Round Tables.]

Between Annual Conference and Midwinter: BARC meets prior to the fall meeting of the ALA Executive Board. Any necessary budget actions not completed at Annual Conference will be considered at this time. Budget instructions for the following fiscal year are received by the staff liaison (December) and communicated to the Round Table for consideration at the Midwinter Meeting.

Budget Structure

A Round Table is considered an ALA unit. Each unit may be further divided, for budgetary purposes, into "projects." The unit always includes an "administrative" project; this is where dues revenue is budgeted and where basic support expenses (expenses that are not clearly incurred for another individual project) are budgeted. The unit may define other projects as appropriate to the unit. For instance, a Round Table, which publishes a journal, may define a project for that newsletter, to enable member leaders to track both revenues and expenses attributable to the journal. A Round Table planning a preconference may define a project to capture those revenues and expenses. Or, a Round Table may define a project for a subgroup (e.g. a task force).

- Every Round Table has an administrative (0000) budget.

Each Round Table, working with the staff liaison, defines other unit-appropriate projects. Projects may continue indefinitely or for a limited number of years (e.g. a project for a specific, one-time institute).

- All projects are summed under a heading called "All Projects" (ie. the total Round Table budget.)

Round Table budgets include both revenue and expenses. Both revenues and expenses are divided into various "accounts" -- specific types of revenues or expenses.

ALA prudently follows the standard principles of accrual accounting:

- Expenses are "recognized" when they are incurred.
- Revenues are "recognized" when they are received and when the service/product for which they are being received can reasonably be assumed to have been delivered. Thus, membership dues represent an advance payment for services to be received. These services are delivered, typically, over a 12-month period; thus, one twelfth of a member's dues are "recognized" each month. A registration payment may be received prior to a preconference, but will not be recognized until the month that the preconference is actually given.

The annual budget is divided into monthly increments to facilitate monitoring:

- Once the preliminary annual budget is developed, it is necessary to specify where in the 12-month fiscal year revenues can be expected or expenses incurred. In some cases, revenue (e.g. dues) or expenses (e.g. telephone) will be divided into 12 equal increments. In other cases, that will not be appropriate. For instance, revenue from a quarterly journal subscription will be projected only for the four times a year when a new issue is actually supplied. Revenues or expenses related to the ALA Annual Conference or Midwinter Meeting will be projected for those months when expenses will be incurred or revenues recognized. Once the Round Table executive committee has developed a preliminary annual budget, the staff liaison can provide assistance in "spreading" the budget.
- ALA Budget and Finance provides a monthly "performance report." This report is distributed to staff liaisons for review. Staff liaisons will distribute summary information to the Round Table executive committee prior to the Midwinter Meeting and Annual Conference. The staff liaison will communicate any significant budget variances to the Round Table treasurer on receipt of the monthly report.

Monitoring the Round Table Budget (Staff Liaison)

The monthly [budget] performance reports currently issued by ALA Budget & Finance are in the following sequence:

- Unit administrative project [0000].
- Other projects [in numerical sequence].
- All projects [total Round Table].

Within each project, the report is sequenced as follows:

- Revenue, by account (in ascending numerical sequence).
- Expenses, by account (in ascending numerical sequence).

Reading the monthly [budget] performance report, from left to right:

- Monthly Budget: actual for the month, budgeted for the month, actual for the same month last year.
- Account number/description -- in ascending numerical order, beginning with revenue.
- Total annual budget, for that account.
- Actual year-to-date, for that account.
- Budgeted year-to-date, for that account.
- Variance -- the difference (positive or negative) between the budgeted and actual year-to-date.
- Prior Year Actual -- prior year actual year-to-date for the same period.
- Remaining current budget -- amount of the total annual budget, for that account, still to be earned or expended.

Monthly [budget] Performance Report is accompanied by the Monthly General Ledger Report:

- This details individual revenue/expense transactions typically with minimal description. The Monthly General Ledger Report will also be forward to the staff liaison.
- Monthly reports are distributed at the end of the following month (e.g. the April monthly report goes out around the 21st of May).

What to Look For

- Apparent errors, (e.g. income or expenses that "belong" to one project are assigned to a different project.) Notify the staff liaison so that the error can be corrected.
- Major variances (+/- 5%) on a revenue/expense line. Note that variances may be "temporary" (e.g. the result of a delayed journal issue.) Monitor succeeding performance reports.
- Strategic planning/budgeting indicators. The monthly performance reports, cumulatively, provide information useful in strategic planning and budgeting (e.g. upward/downward trends in dues or subscription revenues.)

Committee Appointments

Making Committee Appointments

Appointments may be made by letter or, initially, by telephone or in person, in a written confirmation. The round table vice chair/chair-elect handles the appointment correspondence for the round table. Terms become effective on the adjournment of an Annual Conference and expire on the adjournment of the conference two years later.

Nominating Committee

The Nominating committee should be appointed early in the term of the round table vice-chair. The Nominating Committee meets at Annual Conference to select candidates for the following year's election. Terms on these committees end when the appointing officer's term expires. Terms of members of ad hoc committees extend for the life of the committee. Incoming round table chairs need not be concerned with appointments to an ad hoc committee already established, unless vacancies occur due to resignations, etc. Committee chairs may be appointed for one or two-year terms. Unless the round table has determined otherwise, committee chairs may serve their entire four years on their committees as the chair. There are some limits on committee service. The following is an ALA policy: *(No person shall concurrently serve in more than three separate positions. Governing board, committee, liaison, subcommittee, and other responsibilities which require service in another position are not in conflict with this policy.)* Source: ALA Policy Manual 4.4

Before making appointments to committees, the round table vice-chair/chair-elect should ask incumbent committee chairs to supply the following information:

- Names of persons who, in their opinion, would be good candidates for appointment to their committees.
- Names of persons who should be reappointed for second two-year terms. (The ALA Bylaws state, "in no case shall a person serve on a committee for more than four years.")
- Names of persons who should not be reappointed whether the incumbent would like to continue as chair for another term or would like to recommend someone else for appointment. (Except for the four-year limit on committee service itself, there is no ALA limit on the number of years that a committee member may serve as a chair.)

Appointment Forms Should Include the Following Information:

- Length of term and effective dates for beginning and end of service
- Complete name of committee
- Purpose of the committee or a copy of the complete descriptive statement
- Copy of the ALA Policies Relating to Committee and Board Service

Appointment Acceptance Form

Vice-chairs may request that appointees photocopy their forms and submit one directly to the liaison and return one to them. Appointments should be completed in time for new appointees to be able to observe meetings of the committees at the Annual Conference.

RT Committees and Discussion Groups

Each round table may establish standing ad hoc committees and discussion groups necessary to conduct the work of the round table. Round tables may amend the committee descriptive statements when appropriate to changing circumstances, and may discontinue any committees or discussion groups when they are no longer needed. These actions should be reported to the liaison. The liaison maintains a file of the official descriptive statements for each round table committee.

Membership Lists

The liaison sends a copy of the round table's membership printout to the newly-elected round table chair-elect as requested. The office will also send a copy of this list to the round table's nominating committee chair.

RT Board

The Round Table Board includes elected, voting members and ex-officio, non-voting members. The voting members are the officers (president, vice-president/president-elect and the past-president), councilor, directors-at-large, and the chairperson of each section. The ex-officio and/or non-voting members may include the liaison and any others. Schedule permitting, it will be helpful for the vice chair/chair-elect to attend at least part of the round table Board meetings as an observer. When it is not possible for the chair to attend, the vice-chair may attend and participate in the Board's deliberations, but without vote. Since one of the round table chair's major responsibilities as a member of the Board is to represent the round table's interests, it is important for the chair to attend all meetings of the Board. The staff liaison would make sure that chair-elect is informed of Board documents to keep them posted on matters before the Board.

Nominations and Elections

Nominating Committee

A nominating committee is appointed by the president-elect of the RT (chair-elect of each section) to make up a slate of candidates for each elective position that becomes vacant through expiration of a term, resignation, or death. The composition of the nominating committee is delineated in the bylaws of the respective round table. The nominating committee meets at the Annual Conference to select candidates for the following year's election. For example, the nominating committee for the 1998 election meets at the 1997 Annual Conference. The slate should be submitted to the liaison in September. Candidates have until November 1st to submit their biographical information. The liaison will notify the chair of the nominating committee of the number of candidates to be nominated for each position and the length of each term.

Suggestions for the Nominating Committee

While no nominating committee should fail to explore all suggestions for nominees in the search for the most able candidates, it might be well to keep in mind the following:

- Other things being equal, successive candidates for an office should come from different parts of the country. Some nominating committees may prefer having both candidates for an office from the same interest area to ensure a geographical spread over time.
- The several types of libraries, as well as a variety of library activities. Different interests should be considered.
- Ethnic background, sex, age, and length of membership in ALA are also among the items that might be considered to ensure the broadest possible representation of the membership.
- Particularly for the office of vice-president/president-elect, it is desirable to select candidates who have demonstrated interest in the round table by serving on its committees or in other ways. Nominating committee members may well begin their work with a review of the names appearing as committee members in the ALA Handbook of Organization for recent years. Similarly, for the position of vice-chair/chair-elect of each of the sections, candidates should be selected who have been active in that particular section.

- Members of the round table or section should be considered first. However, if a desirable candidate is a personal member of ALA but not a member of the round table, he or she may be asked to join. The candidate should join for the year in which she or he is nominated, and must be a personal member the year of the election and for subsequent years until the end of the term of office.

Written Consent, Biographical Information

When the nominating committee chair sends the slate to the liaison, it should be accompanied by written consent of the candidates. The slate should also indicate the order for listing the candidates' names on the ballot. The nominating committee determines the order by casting lots. The slate is due September 15th. Biographical information is due November 1st. Candidates are asked to submit their information either on a diskette or by e-mail. Complete instructions are sent to the chair of the nominating committee.

Awards

More than 100 awards, scholarships and grants are provided annually by ALA and its units, totaling more than \$180,000 in cash prizes. All awards publicized in a special supplement to the September issue of *American Libraries*.

General Responsibilities of Jury Chairs

As the person responsible for overseeing the selection process for a specific award, the Jury/Awards Committee Chair should become familiar with the general description, selection criteria, and previous recipients of the award. The Jury/Awards Committee Chair is responsible for: reading the ALA Awards Manual, which includes policies and procedures pertaining to ALA awards; for reviewing the unit award files which may contain selection criteria, evaluation forms, and nominations considered worthy by previous juries or committees; for encouraging nominations; and for carrying out selection.

Jury Appointments

The Roundtable Chair/President will make all jury/awards committee appointments before the Annual Conference.

Orientation

For information on how to start an award or scholarship or general information you can find it on ALA's website at:

<http://www.ala.org/ala/governance/recognition/AwardsManual.pdf>

Jury Meetings

All juries/awards committees will meet during the Midwinter Meeting to select an award recipient. Scheduling of meetings is at the discretion of the jury/award chair and is to be arranged through the ALA Conference Services Office. All jury chairs will be added to the Conference Services Office mailing list upon receipt of the Appointment Acceptance Form, and will receive regular mailings to schedule meetings. It is the responsibility of the jury/awards committee chair to inform the jury/committee members of scheduled meetings. Jury meetings are considered closed meetings, since personnel matters are discussed.

Soliciting Nominations and Applications

The Jury/Awards Committee Chairs and members are the key people in getting the word out about the award to those most likely to apply for it or to nominate possible awardees.

Valuable contacts and networks used by previous juries have been:

- newsletters of sections, round tables, other ALA units specifically related to the criteria of the award
- electronic mail and listservs in areas related to the award
- lists of previous nominees
- chairs and members of earlier juries

Although press releases can be used, they may be less effective in reaching individuals likely to apply or nominate.

Selections

Award selections should be completed as soon as possible and preferably during the Midwinter Meeting. Since no person may receive more than one ALA award in the same year, it is important that you notify the Awards Committee Chair of the winner and send a copy of the notice to your RT staff liaison. After you have received clearance, then you (jury/awards chair) are to inform the winner. This should be done promptly, with copies to your RT staff liaison. When contacting the award recipient, please request that three black and white head photographs (if applicable) and a vita be sent to the RT staff liaison for publicity purposes. Please also send a letter to each applicant or nominator, informing them about the jury/award committee's selection. Sample letters are enclosed.

Citation (if applicable)

The jury chair/awards chair is responsible for overseeing the writing of the citation for presentation at the awards ceremony. If possible, the citation should be written at the Midwinter Meeting and given to the RT staff liaison. The citation must not exceed 200 words. Please count the words carefully and refer to the guidelines for award citations in the Awards Manual. If the citation is not prepared at the Midwinter Meeting, copies of the citation should be sent to the RT Staff Liaison. The citation will be edited (e.g., facts checked with awardee) and printed at headquarters. The RT Staff Liaison will order plaques or certificates to be presented to the winners.

Publicity

PIO will prepare and distribute publicity on the award winners in advance of the Annual Conference. The RT Staff Liaison, jury/awards committee chair and PIO work together

on the press releases, verifying facts with awardees and assuring that the ALA releases are accurate and increase the honor to awardees. The jury/awards committee chair should fill out an ALA Award Recipient Media Profile form for the winner as fully as possible and information about the awardee should be added to it before it is sent to the RT Staff Liaison by March 15.

ALA and unit awards now number well over 100, so PIO handles many press releases; it will be greatly appreciated if deadlines are followed and accurate information is provided. Award recipients will be announced in the September issue of *American Libraries*. In addition, a list of all ALA and unit award winners will be available at the General Distribution Table in the ALA registration area or in the ALA Office, Member Programs & Services table at Conference.

Follow-Up

The RT Staff Liaison will notify the award donor of the jury/award committee's selection and will request the cash award, scroll, or medal for presentation. If applicable, the RT Staff Liaison will send a congratulatory invitation to the award recipient and notify them of the time and place of the presentation.

As a jury/awards committee chair you are encouraged to attend the awards ceremony where your award is presented and greet the recipient and award donors. Expenses reimbursement must be authorized by the RT chair or designate.

Expenses

If your employer is unable to absorb telephone and duplicating costs related to jury work, submit an expense reimbursement request, with receipts, to your RT Staff Liaison. The request should include date of expenditure, amount and purpose.

RESPONSIBILITIES

	Agenda	Appointments	Awards/Honors Scholarships	Ballots	Budget	Election	Electronic Information
RT Chair/ President Designate/ Coordinator	Prepare Agenda and forward to SL	Inform chair-elect that members must be appointed to roundtable committees Forward forms to SL	Appoint award committee for award selection	Verify and sign accuracy of ballot information Prepare Ballot	Prepare annual budget w/plan of action, budget notes, and actual figures Review monthly performance reports	Assume office at the end of annual meeting and serve until the close of the next annual meeting	Responsible for development and maintenance of listserves, websites and electronic media
Staff Liaison		Receive list of round table committee members from RT Update the information in iMIS	Prepare publicity announcing nomination and winners Provide award committee chair with copies of application	Prepare final proof and submit to Offices Services Verify candidates are members	Monitor monthly performance reports and send to RT Submit ALA annual budget to RT and ALA financial unit	Notify successful & unsuccessful candidates about election results. Invite successful candidate to attend meetings	Work with ALA staff to ensure that electronic information is linked to ALA website.
	Finances	Handbook of Organization (ALA)	Meeting Reports	Nominations	Programs	Publications/Membership Promotions	Roster
RT Chair/President/ Designate	Forward all bills to SL with authorization and proper documentation		Record or appoint a record keeper (must be a member) to prepare meeting report and forward to SL	Appoint nomination committee to prepare a slate of at least 2 candidates in good standing at time of nomination for each office to be filled	Delegate or complete midwinter and annual conference program forms online	Work with SL to develop membership brochures as needed	Appoint members to committees and notify SL Work with SL to complete roster
Staff Liaison	Authorize payment of round table bills	Complete and submit handbook copy to appropriate office	Assist with duplication and distribution of meeting reports as requested	Assist RT with identifying members in good standing	Approve all meeting forms online Make meeting arrangements for food, etc. within budget	Send monthly membership reports to RT Provide headquarters library with copies of all publications and promotions	Get committee rosters from iMIS

CALENDAR ANNUAL – DECEMBER

GUIDE: RT=Round Table Chair/President/Designate SL=Staff Liaison MW=Midwinter AN-Annual

	July	August	Sept	October	November	December
Agenda/ Meeting Reports		RT-prepares and distributes meeting report				RT-prepares & distributes agenda for midwinter electronically
Appointments/ Roster/ Handbook	RT-appoints members to committees				RT/SL-receives printed handbook	
Awards/ Honor/ Scholarships	RT-Appoints members to award committee	RT/SL- updates all award applications & nomination forms RT/SL-prepares publicity for award nominations	RT/SL-Collects & maintains nomination & application		SL-mails application to committee	
Budget/Finances SL-sends monthly performance printouts to RT				Final Executive Board Approval of pervious year's budget	SL receives preliminary budget instructions from accounting for new fiscal year	RT-prepares budget
Conference dates and deadlines		MW ticketed event forms are due	MW updated ticketed event form are due MW meeting request form available online	MW meeting forms completed Draft schedule of Midwinter meetings entered to date will be posted and all changes to the schedule are due AN meeting request form available online	MW AV deadline MW Draft schedule of MW meetings with room posted Deadline for submitting last minute meetings for inclusion in the program book, provided space is still available AN ticketed event forms are due	AN updates to ticketed event forms are due (early bird registration)
Nomination/ Ballots Elections	Candidates database file open to input biographical information					

CALENDAR MIDWINTER - JUNE

GUIDE: RT=Round Table Chair/President/Designate SL=Staff Liaison MW=Midwinter AN-Annual

	Midwinter/January	February	March	April	May/June
Agenda/ Meeting Reports	RT -records or appoints a record keeper to prepare meeting report		RT -prepares & distributes reports		RT -prepares and distributes agenda RT-records or appoints a record keeper to prepare written report
Appointments/ Roster/ Handbook					RT
Awards/ Honors/ Scholarships		RT -selects award winner for current year	RT -mails notification letters to winner and applicants and prepares citation	SL -prepares publicity for award winner RT -appoints next year's chair	SL -prepares check request for award recipient (if applicable)
Budget/ Finances SL -e-mail monthly budget performance reports to RT	RT -approves preliminary budget with round table officers	SL budget hearings for round tables	SL -submits completed budget to finance unit	Budget reviewed by ALA Executive Board and BARC	Preliminary budget approval by Council
Conference dates and deadlines	Midwinter Meeting AN updates to ticketed event forms are due (Early Registration) AN updates to ticketed event forms are due (Advance Registration) AN program description are due	AN deadline for completed annual forms AN draft schedule of programs and meetings entered to date will be posted AN all changes are due, online form goes down	AN AV deadline	AN draft schedule with room assignments AN deadline for submitting last minute meetings for inclusion in the program book provided space is still available AN Final program descriptions due	Annual Conference
Nomination/ Ballots/ Elections		The database is locked there will be no changes are additions accepted	Ballot mailing begins electronically		SL -receives election results; notifies successful candidates Candidates assume office at the close of annual conference RT -appoints nominating committee for next year's election