

Annual Conference Program Committee

Committee Charge

To develop, coordinate and implement programs sponsored by United for Libraries at Annual Conferences that specifically address, both collectively and separately, the issues and concerns of library Trustees, Friends of Libraries and Library Foundations; to receive conference program requests and review them for adherence to established procedures, elimination of duplications, and budgets. To submit program requests along with the committee's recommendations to the United for Libraries Board for approval.

Minimum Expectations

- Contact Committee Chairs to receive program proposals.
- Develop programs for important areas not covered by Committees.
- Fill out or ensure that program forms are filled out for all programs and deliver to staff.
- Follow up with all program contacts in the spring to be sure that programs are progressing.

Awards Committee

Committee Charge

To assess and recommend to the board winners of various awards and grants issued by United for Libraries throughout the year.

Minimum Expectations

- Work with staff to publicize opportunities for awards.
- Meet at Midwinter Meeting to review applications.
- Recommend winners for each award in consideration, and submit to the United for Libraries Board for approval.
- Notify winners.
- Meet virtually or by conference call as needed.

Leaders Orientation Committee

Committee Charge

To design an Annual Conference program for all incoming United for Libraries leader volunteers that will assist them in their work on behalf of United for Libraries and further their understanding of the United for Libraries division and its policies and procedures.

Minimum Expectations

Design and implement program at annual conference designed for incoming United for Libraries leaders that includes:

- United for Libraries overview
- Timelines for work product
- ALA Connect
- Necessary forms
- Minimum Expectations for achievement

Legislation, Advocacy & Intellectual Freedom Committee

Committee Charge

To work closely with the ALA's Office for Library Advocacy, Washington Office, and Office of Intellectual Freedom to identify and encourage library advocate and United for Libraries member response to library legislation and issues of intellectual freedom. To promote national legislative action as needed on the United for Libraries listservs; to write appropriate articles and press releases for the United for Libraries newsletter and website; to advise the Annual Conference Program Committee on appropriate programs for legislation, intellectual freedom, and advocacy – especially those that are co-sponsorship opportunities with the Office for Library Advocacy, the Office for Intellectual Freedom, and other ALA Divisions and Units as appropriate.

Minimum Expectations

- Write and/or solicit at least two articles on national issues that will or can impact libraries of all types at the local level for *The Voice for America's Libraries*.
- Plan at least one program about citizens and national library issues for Annual Conference, preferably in partnership with another unit or division of ALA.

Newsletter & Website Advisory Committee

Committee Charge

To monitor the United for Libraries website and newsletter, *The Voice for America's Libraries*, for quality of content and design; to solicit articles of interest to membership; to make recommendations to United for Libraries staff for website development and use; and newsletter content and structure.

Minimum Expectations

- Regularly monitor United for Libraries website to ensure content is readily accessible and up-to-date and report back to staff.

- Solicit or write at least three articles for *The Voice* that are of interest to Trustees, Friends and/or library supporters.

Nominating Committee

Committee Charge

To promote and publicize leadership opportunities in United for Libraries. To prepare a slate for open positions for United for Libraries Board approval and inclusion on the ALA election ballot.

Minimum Expectations

- Solicit recommendations and nominations for open Board positions.
- Meet at Midwinter Meeting to discuss possible nominees.
- Obtain permission from all nominees considered for office to be placed on ballot.
- Meet at Annual Conference to finalize slate of at least one person for each open position to be presented at the Annual Conference board meeting for approval.
- Ensure that all nominees complete the ALA forms necessary for placement on the ballot by ALA deadline.

PLA Program Committee

Committee Charge

To develop and submit programs to the PLA National Conference Committee that will specifically address the issues and concerns of library Trustees, Friends and Foundations; to implement such programs upon PLA approval and acceptance of these submittals. These committee members serve a two-year term.

Minimum Expectations

- Meet remotely beginning in the fall following the last PLA spring conference.
- Develop a minimum of one program for Trustees and/or Friends. Seek and obtain permission of speakers for any and all program proposals.
- Submit proposal to PLA conference program committee by deadline.
- Ensure that speakers are kept up-to-date on proposed program.
- Following program acceptance, work with staff to promote the program.
- Ensure that on-site program location is set up according to request with proper equipment available at least 45 minutes prior to program.