

YALSA Board of Directors
Midwinter Meeting, Seattle
January 25 – 29, 2019

Topic: Committee Impact Report

Background: At Annual 2018, the Advocacy Standing Committee presented a document to consider how to better measure committee impact. This document implements the suggestions made in June. This document is submitted by Organization and Bylaws.

Action Required: Action

Proposal

Reports are only useful if they supply the Board and future committee members with information to better understand the committee’s accomplishments and for the Board to be held accountable to act on the information given. Board members need to have a good idea of the abilities and accomplishments of chairs and the committee’s work. Current reporting measurements do not allow the Board to track committee progress or measure accomplishments towards strategic plan, identify trends, exceptional committee members and/or struggling members, or provide feedback to help the incoming committee chair.

Rationale

As YALSA works to create a better future for member involvement and committee work, committee reports should aid in this progress by offering valuable information to the Board. Over the past 3 years, YALSA has significantly changed how and when member groups accomplish their work, but have not changed how to measure group/committee accomplishments. At this time, the YALSA Board receives updates on the accomplishments of appointed member groups in numerous ways: monthly and annual reports from the President, quarterly committee chair reports and informally through conversations either in person or via email. YALSA has changed how the organizational work is done, and has also created a greater opportunity for members to volunteer. More importantly, YALSA Board members will have better information on the accomplishments and efforts of committee work. Based on findings from the [Measuring Committee Impact](#) (Board Document #31 from Annual 2018), the actions below are presented to the Board for consideration:

Changes to the Quarterly Chair Report Form – Add a dashboard to the quarterly report for an at-a-glance tool to:

- Track progress
- Spot potential problems
- Identify patterns or irregularities

In addition, include these on the report:

- Likert Scale to track committee’s progress
- Add implementation plan goals in detail to track how committee work aligns with them
- Include question of about what YALSA can do to help committee

End of Term Report – Act as a close out tool for committees/juries/task forces to capture short-term and/or micro-volunteering outputs.

- Capture accomplishments
- Receive feedback to pass on to the next group (if work is continuing)
- Identify YALSA ‘stars’ and encourage them to be future YALSA leaders
- Collect stories to be used for volunteer recruitment
- Identify and deal with issues that may have been in a Quarterly Chair Report

Timeline

- YALSA Board will have a standing committee or task force to revamp the committee chair report and end of year reports provided by Measuring Impact Committee
- YALSA Board will look into adjusting the reporting schedule
- At Annual and Midwinter, YALSA staff member(s) will coalesce the chair and end of term reports submitted within the past 6 months and report any findings to the Board.

These recommendations will support YALSA’s organizational plan and realignment by providing Board members a newer reporting method to better assess the accomplishments and efforts of committee work, as well as identifying future YALSA leaders.

Questions to Consider

- What does YALSA value and what are we currently measuring from our Quarterly Chair Reports? Do those match up?
- Does the current schedule of Quarterly Chair Reports serve the boards needs to provide a holistic view of the organization while not overburdening staff?
- What measurements would best help the board assess our progress toward fulfilling the goals of the Organizational Plan?
- What data trends would it be helpful to see analyzed in a dashboard? How would the board act on those trends?
- What metrics does YALSA need to track to accurately measure the outputs of micro and short-term volunteering opportunities?
- How often would the Board need to review end-of-term reports to gain an understanding of volunteer outputs while not overburdening staff?
- What measurements would best help the board assess our progress toward fulfilling the organizational plan?
- What data trends would it be helpful to see analyzed in a dashboard? How would the board act on those trends?
- How can we best optimize the schedule for member leaders to provide feedback and updates and for the board to receive and digest that information?
- What tools are best used to track and measure these questions and answers and report them to the board?
- What processes or systems does the Board need to put in place to maintain accountability to insights found in chair and end-of-term reports?

Financial Implications

The costs will include staff time and member time.

Evaluation/Measuring Impact

After one year of implementation the board would evaluate the impact of the changes.

Alignment to Equity, Diversity and Inclusion Goals

The better the reporting from committees, the more opportunities it will give the board to see data trends and practices that need to be improved to support equity, diversity, inclusivity.

Proposed Board Action

The board moves to direct Organization and Bylaws to draft and test a new Quarterly Reporting form and End of Term report based on feedback from the Board of Directors and work with the Executive Director to implement the forms by January 15, 2019.

Additional Resources:

Board Document #31 from Annual 2018:

<http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/MeasuringCommitteeWork.pdf>