

YALSA Executive Committee Meeting  
Chicago, October 25-26, 2013

**Topic:** Setting up Standing Board Committees

**Background:** In order to address the objectives in the Capacity Building goal of the Strategic Plan, one tactic included in the Action Plan was the establishment of standing board committees. In the document below, Shannon is presenting a proposal outlining the establishment of the committees. The concept is that each board member would opt into one of these committees and work on related tasks throughout the year. At their 2013 Annual Conference meeting, the board passed a motion to establish an Advocacy standing committee. The Executive Committee will want to give feedback to Shannon as to the proposal.

**Action Required:** Discussion

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## VISION

Standing board committees will serve as strategic groups that monitor and coordinate the work of YALSA committees, juries, taskforces, publications, etc. These groups will not conduct the day-to-day work towards accomplishing the strategic plan goal. Rather, they will be oversight groups that monitor Action Plan progress and provide updates and recommendations to the board, as warranted.

## RATIONALE

- Organizing the board into standing committees focused on the strategic plan could help the board function more strategically and be more mission focused
- Board standing committees focused on strategic plan goals could increase the efficiency and effectiveness of strategic plan implementation
- Standing board committees can help improve board member engagement, as each board member will be part of an oversight group
- Standing board committees can increase YALSA's capacity, because it expands the number of leaders focusing on the strategic plan from the seven current Strategic Planning Committee members to the full board
- Standing board committees is a common practice for nonprofit boards

## DRAFT COMMITTEE CHARGES

### Advocacy & Activism

Create, coordinate and periodically evaluate an advocacy plan for YALSA that is developed from the goals, objectives, etc. in the Strategic Plan and Action Plan. Regularly scan the ALA community, association industry and the teen services profession for 1) emerging challenges that may require proactive advocacy efforts; 2) new advocacy initiatives that support YALSA's

strategic advocacy objectives; and 3) opportunities for collaboration. Communicate regularly with the board on advocacy strategies and issues, work with the board, designated staff and other relevant YALSA groups to integrate efforts into a cohesive message, make recommendations to the board for revisions or adjustments to advocacy strategies as well as a structure for YALSA to use in designating responsibility for continuing advocacy work, and assist in building the capacity of the Board and of the YALSA membership at large to become effective advocates at local, state and federal levels.

### **Research & Best Practices**

Coordinate and monitor the goals, objectives, etc. in the Strategic Plan and Action Plan which relate to research and best practices. Regularly scan the ALA community, association industry and the teen services profession for 1) new advocacy research and best practices efforts that support YALSA's strategic objectives; 2) opportunities for collaboration; and 3) emerging issues that may impact YALSA's research and best practices efforts. Communicate regularly with the board on research and best practices strategies and issues, work with the board, designated staff and other relevant YALSA groups to integrate efforts across the division, make recommendations to the board for revisions or adjustments to research and best practices strategies and periodically evaluate the structure in YALSA which implements ongoing research and best practices work, and assist in building the capacity of the Board and of the YALSA membership at large to become effective promoters of YALSA's Research Agenda and best practices efforts.

### **Continuous Learning**

Coordinate and monitor the goals, objectives, etc. in the Strategic Plan and Action Plan which relate to continuous learning. Regularly scan the ALA community, association industry and the teen services profession for 1) new CE efforts that support YALSA's strategic objectives; 2) opportunities for collaboration; and 3) emerging issues that may impact YALSA's CE efforts. Communicate regularly with the board on CE strategies and issues, work with the board, designated staff and other relevant YALSA groups to integrate efforts across the division, make recommendations to the board for revisions or adjustments to CE strategies and periodically evaluate the structure in YALSA which implements ongoing CE work, and assist in building the capacity of the Board and of the YALSA membership at large to become effective promoters of YALSA's CE efforts.

### **Member Recruitment and Engagement**

Coordinate and monitor the goals, objectives, etc. in the Strategic Plan and Action Plan which relate to member recruitment and engagement. Regularly scan the ALA community, association industry and the teen services profession for 1) new recruitment, engagement and volunteer appreciation opportunities and best practices that support YALSA's strategic objectives; 2) opportunities for collaboration; and 3) emerging issues that may impact YALSA's recruitment and engagement efforts. Communicate regularly with the board on recruitment, engagement and volunteer appreciation strategies and issues, work with the board, designated staff and other relevant YALSA groups to integrate efforts across the division, make recommendations to the board for revisions or adjustments to recruitment, engagement and volunteer appreciation strategies and periodically evaluate the structure in YALSA which implements ongoing

recruitment, engagement and volunteer appreciation work, and assist in building the capacity of the Board and of the YALSA membership at large to become effective ambassadors of YALSA.

### **Capacity Building**

Coordinate and monitor the goals, objectives, etc. in the Strategic Plan and Action Plan which relate to capacity building. Regularly scan the ALA community, association industry and the teen services profession for 1) new capacity building resources and efforts that support YALSA's strategic objectives; 2) opportunities for collaboration; and 3) emerging issues that may impact YALSA's capacity building efforts. Communicate regularly with the board on capacity building strategies and issues, work with the board and other relevant YALSA groups to integrate efforts across the division, make recommendations to the board for revisions or adjustments to capacity building strategies and periodically evaluate the structure in YALSA which implements ongoing capacity building work.

### **IMPLICATIONS**

- Creating standing board committees whose primary responsibility is to oversee the Action Plan will negate the need for a standing Strategic Planning Committee. That committee can be restructured so that it is a taskforce which exists only in the year when a strategic plan is being developed, and their specific task will be to facilitate the development of the new plan. Changing the Strategic Planning Committee from a standing committee to a taskforce requires a change to the bylaws and therefore a vote from the membership.
- At this time, a taskforce exists whose focus is on one particular goal in the strategic plan: the Capacity Building Taskforce. This group was appointed in 2012; however, it has not produced any work. This could be because a taskforce doesn't have the strategic vision, detailed knowledge or the perceived authority to achieve its goals effectively. With the establishment of a board committee on capacity building, this taskforce could be sunsetted.
- Board Liaisons and standing board committee participation will be coordinated so that they complement each other. For example, if a board member opts to serve on the standing committee for research and best practices, it would be desirable for him/her to serve as liaison to related groups, such as the JRLYA Advisory Board or Research Committee.
- Standing board committees can impact how the Governance Nominating Committee focuses on board recruitment, as they can search for individuals who have skills and expertise related to one or more standing committee areas of focus
- As the goals in the strategic plan change over the years, so will the focus of the standing board committees
- The board will want to periodically evaluate the success of the standing committee effort to ensure that it is meeting the needs of the board and of YALSA

### **POSSIBLE NEXT STEPS**

- Based on Executive Committee discussion, revisit and refine the proposal
- Share the proposal with the board for further input, reaction, questions, etc.
- Based on board input, revisit and refine the proposal
- Call for a board vote to adopt the final proposal

**ADDITIONAL RESOURCES**

- Board standing committee charters, <http://ow.ly/pECC0>
- Typical types of board committees, <http://managementhelp.org/boards/committees.htm>