

Policy No: J-7

Subject: Committees Commission: National Conference

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Effective Date: 6/23/17

Revision Date(s): 12/2/17, 6/22/18, 4/12/19

Review Date(s):

**Review Responsibility:** AASL Board of Directors, AASL Bylaws and Organization Committee

**Policy Statement:**

The AASL National Conference Committee is responsible for identifying and addressing the educational needs of conference attendees and enhancing the professional development growth of AASL members.

**Focus:**

Primary: AASL Executive Committee, AASL National Conference Committee

**Purpose:**

To describe the duties of the national conference committee.

**Procedure:**

Committee objective(s):

1. Plan and develop the programming for the AASL National Conference and act in an advisory capacity to staff in the planning of the conference format, registration, exhibits, and local arrangements.

Committee composition:

1. The conference co-chairs are appointed by the AASL President-Elect for two-year terms. Prior AASL National Conference Committee experience and attendance at AASL National Conference is required. This position is not eligible for re-appointment.
2. Committee members consist of the following sub-chairs.
  - 2.1. Programming co-chairs: Appointed by the AASL President-Elect for two-year terms. Prior conference program planning experience and attendance at AASL National Conference is preferred.
  - 2.2. Author co-chairs: Appointed by the AASL President-Elect for two-year terms. Prior conference program planning or author event planning experience and attendance at AASL National Conference is preferred.
  - 2.3. Local arrangements co-chairs: Appointed by the AASL President-Elect for two-year terms. Prior conference planning experience and attendance at AASL National Conference is preferred.
  - 2.4. Social media chair: Appointed by the AASL President-Elect for a two-year term. Prior conference planning experience, social media acumen, and attendance at AASL National Conference is preferred.
  - 2.5. Research into practice co-chairs: Automatic appointment of those individuals who will be the immediate past-chair and chair of ESLS at the time of the National Conference.
3. State affiliate liaison: Appointed by the state-affiliated organization to serve as a communication liaison between AASL and the state affiliate. May serve the dual role of a local arrangements co-chair.

Appointment for all positions on the AASL National Conference Committee begins at ALA Midwinter in the year prior to the national conference, and ends at ALA Midwinter following the national conference.

Committee responsibilities:

1. Promotes and communicates conference offerings and marketing material to prospective attendees, potential exhibitors, presenters, and volunteers.
2. Sub-chairs will have the following specific responsibilities:
  - 2.1. Programming co-chairs:
    - 2.1.1. Select concurrent sessions following procedures outlined in Policy G-2.
    - 2.1.2. Determine final date, time, and room location for each concurrent session selected by the committee.
  - 2.2. Author co-chairs:
    - 2.2.1. Select author sessions following procedures outlined in Policy G-2.
    - 2.2.2. Determine final date and time for each author concurrent session selected by the committee.
    - 2.2.3. Upon request will consult with programming co-chairs to offer input on author sessions submitted through the general call for proposals to identify any possible overlapping content.
  - 2.3. Local arrangements co-chairs:
    - 2.3.1. Identify and recommend school tour sites to AASL staff.
    - 2.3.2. Identify and recommend cultural tour sites to AASL staff.
    - 2.3.3. Recruit and coordinate local volunteers to assist with conference management and Dinner with a Local Librarian event.
  - 2.4. Social media co-chairs:
    - 2.4.1. Work with AASL staff to create an integrated social media plan and content leading up to, during, and after national conference.
    - 2.4.2. Identify and secure additional social media volunteers to assist in coordination with AASL staff.
  - 2.5. Research into practice co-chairs:
    - 2.5.1. Select research into practice sessions following procedures outlined in Policy G-2.
    - 2.5.2. Submit accepted proposals to program co-chairs for scheduling

Conference co-chair responsibilities:

1. Develop the vision for the conference and communicate to all who are assisting in the planning and implementation of the conference.
2. Finalize meeting schedule and timing for all virtual and face-to-face meetings.
3. Finalize and post committee meeting agenda and minutes.
4. Provide oversight of sub-chair responsibilities and work.
5. Programming oversight will vary by conference and will be outlined by staff for the co-chairs prior to the first face-to-face committee meeting. Programming oversight may include identifying keynote presenters, special event selection, pre-conference selection, and other areas as assigned.

Attendance requirements:

1. Conference and local arrangement co-chairs are required to attend a site visit approximately one year prior to the national conference. Travel expenses are to be covered by AASL as outlined under policy D-4.
2. All committee members are required to attend both ALA Annual Conferences during their term.
3. All committee members will be required to attend the AASL National Conference and will receive the following:
  - a. Early-bird registration rate regardless of time registration is received.
  - b. One double occupancy room, plus tax for Wednesday through Sunday.
  - c. Opportunity to volunteer for a pre-conference workshop, in which case Tuesday hotel accommodations may be covered depending on timing.

See Policies G-1 through G-16 for procedures specific to education programming.