

Policy No: J-1

Subject: All Committees: Omnibus Section

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Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

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

**Policy Statement:**

The AASL Board of Directors is empowered to establish and disband [committees] in accordance with AASL Bylaws (Article IX, Committees).

**Focus:**

Primary: AASL Board of Directors, AASL Standing Committees, AASL Volunteers

**Purpose:**

To outline information pertaining to all AASL committees. Additional committee specific information is contained in each committee's commission.

**Procedure:**

1. All AASL committee members and the AASL representative to joint committees shall be personal members of AASL (Article IX, Section 2).
2. Committee members are appointed by the AASL President or AASL President-Elect as appropriate (Article IX, Section 2).
3. Committee board liaison responsibilities:
  - 3.1. Communicates/mentors committee chairs on their roles and responsibilities; provides committee chairs with specific direction.
  - 3.2. Communicates the board of directors' goals to the committee chair (i.e., what the board wants the committee to accomplish) at the first committee meeting.
  - 3.3. Communicates committee action plan from/to the board of directors.
  - 3.4. Communicates to the board of directors through liaison reports as requested.
  - 3.5. Ensures development of the committee annual budget, if necessary, and submits budget requests to the staff liaison by designated deadline each year.
  - 3.6. Communicates any action requests or approvals needed to the board of directors via board reports.
  - 3.7. Reports performance evaluation of committee members and chairs to president-elect in time for the president-elect to make committee assignments.
4. Committee chair responsibilities:
  - 4.1. Completes committee chair orientation annually.
  - 4.2. Communicates/mentors committee members on their roles and responsibilities with the committee.
  - 4.3. Provides leadership and direction to the committee.
  - 4.4. Establishes a Committee action plan to accomplish annual committee goals.
  - 4.5. Submits a Committee action plan to the board liaison in time for the board liaison to communicate the plan to the board of directors as needed.
  - 4.6. Prepares budget, if necessary, and submits to the board liaison in time for the board liaison to meet the budget deadline.

- 4.7. Maintains communication with committee members, assigned board liaison, AASL staff, and other committee chairs on behalf of the committee.
- 4.8. Submits written committee reports to the board liaison when necessary or upon request.
- 4.9. Manages committee correspondence. If communication vehicle required to accomplish work falls outside of ALA's online community (i.e., Google Doc, Adobe Connect, etc.) ensures board and staff liaison are included.
- 4.10. Works within the budget parameters to accomplish work.
- 4.11. Collaborates with board liaison to review/revise/develop policies relevant to committee goals/activities.
- 4.12. Collaborates with the board liaison to evaluate committee member assignments and accomplishments. Reports such information to the president-elect in time for the president-elect to make committee assignments for the next year.
5. Committee member responsibilities:
  - 5.1. Completes assigned tasks within established time frames.
  - 5.2. Communicates with the committee chair on work progress.
  - 5.3. Participates in committee meetings and correspondence (checks e-mail regularly).
  - 5.4. Reports to the committee chair if completion of assignments and/or committee participation is delayed or not possible.
6. Staff liaison responsibilities:
  - 6.1. At the request of the committee chair and/or board liaison, sends out communications (e-mails, letters, etc.)
  - 6.2. At the request of the committee chair, schedules conference calls and meetings.
  - 6.3. Sets up logistics for all meetings (room reservations, materials, etc.).
  - 6.4. Receives budget requests from the board liaison and sends to executive director/executive committee.
  - 6.5. Offers operational insight to accomplish Committee action plan.