

## **How to know when proposals are necessary.**

Check the IS [\*Publications and Procedures Manual\*](#) to determine whether a publication is one of the types needing Executive Committee approval.

Confer with the Executive Committee liaison assigned to your committee about projects or publications in the planning stages, and discuss any questions you may have about the need for a proposal. A committee doesn't have to submit a proposal just to float an idea; the Exec liaison can function as a sounding board for the committee and answer questions they might have about ideas for projects or documents.

## **Executive Committee expectations and considerations about proposals**

The IS Executive Committee looks at a proposed project or publication to see how it relates not only to the work of the committee, but also other Section projects or publications as well as projects or publications outside the Section.

The Executive Committee considers the long-term commitment of a project or publication. Will the proposed item be a one-time project or publication, or will the proposal commit future iterations of the committee to a project perhaps only that year's chair and committee members are interested in pursuing?

The Executive Committee also asks for proposals to document the purpose of the project or publication. This documentation helps chairs, members, and Executive Committee liaisons to understand its origins and what it is trying to accomplish. The proposal is like a contract between the Executive Committee and the committee, indicating what the committee will do and how they will do it.

Committees are expected to investigate the feasibility and sustainability of proposed projects. Executive Committee approval will be deferred until the entire Executive Committee can see that the proposing committee has carefully outlined what it wants to do and has thoughtfully considered the details.

## **Steps to streamline the successful Executive Committee approval of a proposal or publication**

Be sure your proposed project or publication is aligned with your committee's charge and goals. Refer to the committee's annual planning forms and indicate clearly how the proposal fits into your committee's work.

Fill out the appropriate form completely, thoughtfully responding to each area.

Read all the sections of the *Publication Policies and Procedures Manual*. Consider what implications they may have for your eventual document in case there is anything related to those requirements which should be mentioned in the proposal.

Along with your committee members, proofread your document carefully before submitting it to your committee's Exec liaison. Also, check that the draft of your publication matches the scope and inclusion criteria established for the document through the publication proposal and any other documents (such as tip sheets) which define the publication.

We realize that not all types of potentially useful formats are explicitly covered here. The guidelines will evolve as new needs emerge, but the principles will remain the same.

### **Why proposals are necessary for projects and publications by IS Committees.**

The Instruction Section (IS) exists within a hierarchy.

- ACRL's division level goals, objectives, and [strategic plan](#) were approved by ALA.
- The Instruction Section's [strategic plan](#) was aligned with ACRL's strategic plan.
- The responsibility of the IS Executive Committee, according to its [charge](#), is to "provide direction for the attainment of the goals of the Section."
- The IS Executive committee writes charges for IS committees to support the goals of IS, ACRL, and ultimately, ALA.

The goals and objectives of each committee are accomplished through its projects and publications. An important role of the Executive Committee is not only to confirm that the work of each committee is aligned with the IS strategic plan, but also that each committee's work is likely to be attainable given resources available, and to help committees avoid redundancy with the work of other committees within IS.

The Executive Committee assigns a liaison to each committee. That individual's responsibilities include offering guidance to the committee chairs. He or she works in concert with (a) the ACRL and IS policies and procedures with which he or she is expected to be familiar, and (b) in consultation with the other Executive Committee members. A liaison from ACRL works with the Executive Committee of IS, offering information and insights about ACRL policies and resources. ACRL also assigns a liaison from the ACRL Board to each Section.

Thus, systematic aligning and reporting permeates the entire organization.