

## STS Manual: Master Calendar

<b>Month</b>	<b>Position</b>	<b>Responsibility</b>
Immediately following Annual Conference	Chair	Begin term of office at the close of the final day of the Annual Conference.
Immediately following Annual Conference	Vice-Chair/Chair-Elect	Begin term of office at the close of the final day of the Annual Conference.
Immediately following Annual Conference	STS Past-Chair	Begin term of office at the close of the final day of the Annual Conference.
Immediately following Annual Conference	STS Secretary	Begin term of office at the close of the final day of the Annual Conference.
Immediately following Annual Conference	Publicity Officer	Begin term of office at the close of the final day of the Annual Conference.
Immediately following Annual Conference	Member-at-Large	Begin term of office at the close of the final day of the Annual Conference.
Immediately following Annual Conference	STS Secretary	Send copies of STS Council Meeting minutes and STS committee meetings to all Council members and ACRL office. Post minutes on STS site on ALA Connect.
Immediately following Annual Conference	Publicity Officer	Obtain files of publicity used at Midwinter and Annual Conferences from the previous Publicity Officer.
Immediately following Annual Conference	Committee Chairs	Send STS Secretary minutes of their committee meetings; send Membership Chair copies of attendance lists; and send corrections to committee rosters to ACRL and to STS Chair.

Immediately following Annual Conference	Chair	Confirm lists of Committee members to ACRL for inclusion in ALA Handbook.
Immediately following Annual Conference	Conference Program Planning Committee Co-chairs	Send thank you letters to speakers and sponsors of reception/program. (Sponsor letters may be handled by section chair.) Send thank you letters to committee members. Compile data from evaluation forms and pass data onto new STS Conference Program Planning Co-chairs.
Between Annual and Midwinter	Conference Program Planning Committee, 2nd planning year	Send letters to speakers formally asking them to speak at your program pending outcome of funding request to ALA. Send letters to committee members summarizing meeting and reviewing assignments.
July	Chair	Between conferences, stay in touch with STS Executive Board and Committee Chairs. Request appropriate Publications Committee member to update the sts-c listserv for current STS Council members.
July	Chair	Send Action Plans Reports to ACRL. Use Midwinter Conference to brainstorm ideas for the next year's request for project funding.
July	Chair	Receive notification of current budget allocations from ACRL Deputy Executive Director by end of July (notification only). NOTE: All budget expenditures reimbursement requests for past year must be received in ACRL office by August 15 for processing.
July – Sept.	Chair	Work with designated STS

		fundraiser and ACRL staff liaison to develop a list of potential funding sources (publishers and vendors) for STS programming at the next Annual Conference and to determine ways to publically acknowledge their support. Send list to ACRL staff liaison who submits list to ACRL Executive Director for "approval" to contact sources.
July	STS Past-Chair	Send letters of thanks to all Annual meeting speakers (if not done by Conference Program Planning Committee) and all outgoing Committee Chairs, as appropriate.
July	Committee Chairs	Send letters of thanks to all Committee members, as appropriate.
August	Chair/ACRL	Close previous year's budget book on August 31.
August (or, by requested deadline)	Chair	Send Signal Editor tentative Midwinter Committee Meeting times for publication in fall STS Signal.
August (or by announced deadline)	Chair	Submit introductory letter to Newsletter Editor for inclusion in fall issue.
August	Chair or Past-Chair	Send reimbursement requests by section members to ACRL staff by August 15 for processing before the end of the ACRL budget year on August 31.
August	Chair	Receive notice of current budget allocations from ACRL by the end of August.
August (or, by requested deadline)	Vice-Chair/Chair-Elect	Submit introductory letter to Newsletter Editor for inclusion in fall issue.

August (or, by requested deadline)	Committee Chairs	Respond to a request from Newsletter editors for a paragraph on Committee activities for the fall newsletter.
August	Committee Chairs	Must request reimbursement for previous year's expense from ACRL well before August 15 (must be received by ACRL by August 15).
August	Nominating Committee	Invite nominees to become candidates for next year's elections.
August	STS Council Members	Respond to early September newsletter deadline for Fall Signal issue for membership reports or announcements.
September	Chair	Once Midwinter meeting space request Web forms are made available, the section chair is responsible for submitting forms for all section committees for upcoming Midwinter, including requests for any AV needs.
September (or by announced deadline)	Vice-Chair/Chair-Elect with Conference program Planning Co-chairs	Submit proposals for next year's Annual Conference programs.
September	Chair	Draft schedule for all section committee meetings for Annual Conference. Review schedule with Executive Committee to be sure there are no major conflicts within the section. Confirm room and time preferences for Annual with committee chairs.
September	Member-at-Large	In consultation with Chair, start organizing Midwinter STS dinner.
September	Vice-Chair/Chair-Elect	Appoint Nominating Committee (based on recommendations from section Past-Chair) for election two years out and ask them to fill out the Volunteer Web form. The Past-

		Chair will serve as Chair of the Nominating Committee.
September (9 months prior to the proposed program)	Conference Program Planning Committee, 2nd planning year	Submit request for special allocation funding to ACRL Office. Submit program copy to Conference Arrangements.
September	Nominating Committee Chair	Submit slates of candidates for spring ballot along with letters of consent to the ACRL office by mid-September. Gather pictures and supplemental information about candidates and permission to post on the STS Website. Send pictures and information gathered to STS Webmaster for posting prior to the election.
October/ November – (By ACRL deadline)	Chair	Once Annual Conference meeting space request Web form is made available, Section chair is responsible for submitting forms for all section committees, STS Council meetings, and task force meetings, as needed. Include requests for any AV needs at this time. This must be completed for all meetings and programs at Annual.
October (prior to Midwinter)	Chair	After completion of meeting space request Web forms for both Midwinter and Annual conferences, Chair sends email copies to each co-chair. When ACRL sends contact information to use in case of technical or room issues at Conference, Chair will distribute information to STS Council.
October	Chair	Send out tentative Midwinter Council Agenda/Committee Meeting schedules to all Council members.
October	Chair/ACRL	Receive budget statement for

		current FY, including funding for Annual program, from ALA via ACRL office.
October	Nominating Committee Chair	Ensure that biographical information and statements of concern for ballots are sent to ACRL office by October 15.
October	Newsletter Editor	Submit final copy-ready Newsletter to ACRL office by the end of October. Actual deadline varies and will be announced by ACRL.
October - December	Chair	Organize all food and beverages for all STS events that have food and beverages for Midwinter Conference. Request assistance from Member-at-Large, if needed.
November	Newsletter Editor	Publish STS Signal Fall Issue and distribute electronically.
November (or by designated deadline)	Conference Program Planning Committee Chair, 2nd planning year	Submit names, addresses, and information about Annual Conference program speakers to ACRL staff.
November	ACRL	Letters of agreement and contracts sent to Annual preconference and conference program speakers.
November	Chair	Task the Continuing Education Committee with preparations for round table discussions to be held at the STS All-Member Breakfast at the Annual Conference.
Six weeks before each conference	Chair	Prepare agenda for STS Council meetings. Review minutes from previous STS Council meetings to help determine agenda items.
Six weeks before each conference	Chair	Review activities of STS committees. Provide due dates for activities before and after each conference, such as meeting

		agendas, meeting minutes, reimbursement deadlines, and Action Plans.
Six weeks before each conference	Chair	Remind discussion groups to provide announcements of discussion topics to the STS membership and to the Publicity Officer.
November-December (Four to six weeks before the first meeting)	Conference Program Planning Committee Co-chairs, 1st planning year	Receive list of committee members from Vice-Chair. Send letter to committee to introduce yourself, stating purpose of committee, listing some of the past program topics and reception sponsors, announcing first meeting, asking members to begin thinking about program topics.
November	Conference Program Planning Committee Co-chairs, 1st planning year	Make certain each member has filled out the Volunteer Web Form.
December	Chair	Schedule Midwinter STS Executive Committee meeting times and locations with Executive members. Send preliminary agendas and schedule for Midwinter Conference meetings to ACRL staff and STS Council members.
December	Chair	Submit items for ACRL Board meetings to ACRL staff, by ACRL deadline.
December	Chair	Send Program proposals and budget request for next fiscal year pre-conferences to ACRL office by ACRL deadline.
December/ January	Chair	Send final Council I and II agendas/room assignments and previous Council Minutes to STS Council members at least two weeks before ALA Midwinter.

December	Publicity Officer	Create Publicity Flyers and submit for posting on STS Website, listserv, and distribution at Midwinter Conference.
December	Committee Chairs	Send preliminary room schedules and tentative agenda of committee meetings and related materials to their committee members.
December (19 months prior to proposed program)	Conference Program Planning Committee, Co-chairs, 1st planning year	Submit requests for special AV funding to ACRL Budget and Finance Committee. (Normal AV equipment such as overhead projectors, slide projectors, microphones, etc. is not included in this request. This is for very special equipment such as a roomful of microcomputers, video projection system, etc. The normal AV request is part of the meeting request form.)
December/January	Nominating Committee Chair	Page one of ballots sent to Nominating Committee chair from ACRL for approval. Ballot text sent to candidates for proofing. Revisions returned to ACRL.
Midwinter Conference	Chair	Make a "to do" list during the conference so you will remember your commitments after the dust settles.
Midwinter Conference	Chair	Chair STS Council and STS Executive meetings.
Midwinter Conference	Chair	Attend meeting of section's All Committee's meeting. Delegate attendance of meetings where STS representation is needed to Members-at-Large.
Midwinter Conference	Chair	Assist the Co-chairs of the Conference Program Planning Committee in finalizing arrangements for activities planned



		for Annual Conference.
Midwinter Conference	Chair	Continue to solicit funds, with Fundraising designate, from sponsors to offset costs of STS programming for upcoming Annual conference.
Midwinter Conference	Past-Chair/Liaison to ACRL Board	Attend ACRL Board meeting if a formal action had been submitted to the Board's agenda.
Midwinter Conference	Vice-Chair/Chair-Elect	Solicit volunteers for committee assignments.
Midwinter Conference	Committee Chairs	Attend STS Council meetings to report committee actions and recommendations.
Midwinter Conference (1st committee meeting, 18 months prior to proposed program)	Conference Program Planning Committee, 1st planning year	Committee will meet to discuss possible program topics, formats, and speakers. Develop preliminary topic and possible speakers list. Select local arrangements person to locate a site for any STS reception or tour. Committee members are given various assignments to complete over the next six months.
Midwinter Conference (6 months prior to the program)	Conference Program Planning Committee, 2nd planning year	Committee does final planning for program. Final publicity flyer and evaluation form are approved. List of substitutes for speakers, committee assignments for copying and distributing forms and flyers are made. Committee assignments for various tasks for the day of the program are assigned including: timekeeper, AV assistant, light monitor, evaluation form collector(s) and tabulator(s), room location assistant(s) (if breakaway sessions are planned), program moderator, etc.
Immediately following Midwinter	STS Secretary	Send copies of STS Council minutes

Conference		and committee meeting minutes to all Council members and ACRL office. Post STS Council meeting minutes on STS site on ALA Connect.
Immediately following Midwinter Conference	Committee Co-chairs	Send STS Secretary copies of minutes of their committee meetings, who will forward to ACRL office; send Membership Chair copies of attendance lists; and send any corrections to the Committee rosters to ACRL and to Chair.
January	Conference Program Planning Committee, 2nd planning year	Signed contracts and speaker releases due from preconference and conference speakers by early January.
January	Vice-Chair/Chair-Elect	Remind new and renewing Committee members to fill out Volunteer Web Form.
January	Committee Chairs	Respond to request from Newsletter co-editor for a brief description of Midwinter Committee meetings, suitable for publication.
January	Vice-Chair/Chair-Elect	Appoint Program Committee Chair and Program Committee members for Annual two years hence, and makes sure each appointee fills out the Volunteer Web form.
January (5 months prior to the program)	Conference Program Planning Committee, 2nd planning year	Submit final program copy to Conference Arrangements Office.
January (or by ALA/ACRL deadline)	Nominating Committee	Send names of petition candidates with completed biographical form and statement of concern to the ACRL office by January deadline.
Between Midwinter and Annual Conference	Conference Program Planning Committee Co-chairs, 1st planning	Send summary of meeting and job assignments to all committee

	year	members. Correspond with committee members, Executive Committee, and ALA/ACRL offices as necessary.
February, or by announced deadline	Conference Program Planning Committee, 1st planning year	Submit preliminary Annual Conference Program proposals to ALA Conference Services offices.
February	Vice-Chair/Chair-Elect	Appoint Nominating Committee by official deadline. (Advisable to make appointments when the system is ready for input around late January.)
February	Chair	Send final AV requests for Annual Conference.
February	Member-at-large	In consultation with Chair, begin planning STS Dinner for the Annual Conference.
February - April	Chair	Organize all food and beverages for all STS events that have food and beverages for Annual Conference. Request assistance from Member-at-Large, if needed.
February	Chair	Send Committee schedule for ALA Annual to Newsletter Editor.
February	Committee Members	Fill out Volunteer Web Form by ACRL due date, around mid-February.
March	ALA	Post ballots to a website for online voting.
March	Publicity Officer; Conference Program Planning Committee Co-chairs	Send preliminary subject/blurb about the upcoming program to Chair, and to the STS Newsletter Editor.
March (or by designated deadline)	Conference Program Planning Committee Co-chairs, 1st planning year	Submit program proposal for ACRL Board approval. A written proposal should be sent to the ACRL Vice-chair prior to the Annual

		Conference and taken to the ACRL Program Committee where it will be presented to the ACRL Vice-chair.
March	ACRL	ACRL Office will send informational materials on nominations and elections to Nominating Committee.
March and November	Discussion Group Co-Chairs	Send subject of upcoming discussion groups to Publicity Officer and Chair for inclusion in <i>C&amp;RL News</i> , etc. and to the STS Newsletter Editor.
March	Newsletter Editor	Compile STS Signal from submissions throughout March.
April	Chair	Send Annual Conference schedules and calls for agenda to STS Council Members.
April	Chair	Coordinate with STS Organization and Planning Committee to prepare Strategic Plan Implementation Report and send to ACRL by July 15 deadline. This report is posted on the STS Web site.
April	Vice-Chair/Chair-Elect	Invite new and continuing committee Co-Chairs to attend New Chair Orientation at Annual or at virtual meeting after Annual Conference.
April	ACRL	Send names and addresses of all Committee members to Chair.
April	Vice-Chair/Chair-Elect	Finalize committee appointments, changes, additions, deletions.
April	Vice-Chair/Chair-Elect	Contact list owner for STS-c (part of Publicity Committee) to ensure addition of new co-chairs immediately after Annual.
April	ACRL	Submit names of the Nominating

		Committee and call for nominations to post on the ACRL section of the ALA webpage and in C&RL News.
April	Nominating Committee	Invite nominees to become candidates for office.
April	Newsletter Editor	Submit final copy-ready Newsletter to ACRL office. Actual deadline varies and will be announced by ACRL.
May	Newsletter Editor	Publish STS Signal Spring issue and distribute electronically.
May	Chair	Invite sponsor representatives to their sponsored events and to the STS All-Member Breakfast to be introduced and say a few words.
Six weeks before each conference	Chair	Prepare agenda for STS Council Meetings. Review minutes from previous STS Council meetings to help determine agenda items.
Six weeks before each conference	Chair	Review activities of STS committees. Provide updated due dates and deadlines.
May	Chair	Submit items for ACRL Board meeting to ACRL staff.
May	Chair	Schedule STS Executive Committee meeting times and locations with Executive members. Send preliminary agendas and schedule for Annual Conference meetings to ACRL staff and STS Council members. Call for additions or changes from STS Council members.
Four weeks before Annual Conference	Chair	Send updated Council I and II agendas/room assignments and previous Council Minutes to all STS Council members. Send to STS Council the schedule of all STS committee meetings, activities, and

		sessions and their locations. (This information is available from the Final Schedule sent by ALA Conference Arrangements Office about six weeks before the conference.) Draft the agenda for STS All-Member Breakfast for review at STS Exec Committee meeting.
May	Chair	Submit proposals for presentations at ACRL's National Conference.
May (or Early June)	Committee Chairs	Send room schedules and tentative agenda to Committee members. Send committee meeting agendas to ACRL two weeks before conference.
May	Newly Elected Chair-Elect	Receive written notification from ACRL about election results. Complete membership roster enclosed. Respond to invitation to attend ACRL new Chair Orientation and COPA (Communities of Practice Assembly) meeting (held Friday afternoon before Annual).
May	Newly elected Secretary or newly elected Publicity Officer and newly elected Member-at-Large	Receive written notification from ACRL about election results prior to Annual.
May	Nominating Committee	Notified of election results.
May	Chair	Receive notification of election results. ACRL notifies candidates of results prior to Annual.
June	Chair	Send final room assignments and Council agendas to all Council members at least two weeks prior to ALA Annual.
June	Chair	Arrange for transferring of current files to successor and send old files for archival records to ACRL staff.

Annual Conference	Chair	Work with Co-chairs of the Conference Program Planning Committee, for next Annual Conference, to complete form requesting program time slot and reporting title and/or subject of program. Form must be submitted to ALA Conference Arrangements Office by August deadline. Conference Program Planning Committee Co-chairs reports same information to ACRL vice-chair during ACRL Conference Program Planning Committee meeting.
Annual Conference	Chair	Make a "to do" list during the conference so you will remember your commitments after the dust settles.
Annual Conference	Chair	Chair STS Council and STS Executive meetings.
Annual Conference	Chair	Attend meeting of section's All-Committee's Meeting.
Annual Conference	Chair	Attend ACRL Communities of Practice Assembly meetings.
Annual Conference	Chair	Draft schedule for all section committee meetings for next conference. Review schedule with Executive Committee to be sure there are no major conflicts within the section.
Annual Conference	Chair	Section chair discusses with the vice-chair the work and direction of the section and any specific responsibilities that have been assumed by committee members.
Annual Conference	Chair	Remind STS Council members to submit Reimbursement Request form by August 1.

Annual Conference	Past-Chair/Liaison to ACRL Board	Attend ACRL Board meeting if a formal action had been submitted to the Board's agenda.
Annual Conference	Vice-Chair/Chair-Elect	Discusses with the Chair the work and direction of the section and any specific responsibilities that have been assumed by committee members.
Annual Conference	Vice-Chair/Chair-Elect	Begin to work with fundraising designate to find sponsors at this point for extra speaker fees and programming for next Annual conference.
Annual Conference	Vice-Chair/Chair-Elect	Attend ACRL Communities of Practice Assembly sessions.
Annual Conference	Committee Chairs	Attend STS Council meetings and report on actions and recommendations from their committees.
Annual Conference	Committee Chairs/ Vice-Chair/Chair-Elect.	New and continuing Committee Co-Chairs attend STS Chair's Orientation, a meeting led by the Vice-Chair/Chair-Elect, at Annual or virtually after the Conference.
Annual Conference	Conference Program Planning Committee Co-chairs, 1st and 2nd planning year	Attend ACRL Program Planning Committee meeting.
Annual conference (12 months prior to the proposed program, 2nd committee meeting)	Conference Program Planning Committee, 1st planning year	Select speakers, determine title for program if not yet decided, and assign publicity team. Committee Co-chairs report recommendations to STS Council.



Annual Conference	Conference Program Planning Committee, 2nd planning year	Hold short meeting with committee to tie up any loose ends and plan the day. You may want to go scope out the room to assist with logistics on the day of your program. HOLD PROGRAM!!! Collect evaluation forms at program.
Annual conference	Nominating Committee Chair	Meet with committee to begin to develop a slate of candidates for office.

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