



Library Leadership and Management Association,  
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## Standard Committee Charge Format/Samples

### New Format for All Committee Charges

All member groups will have a standard description of the volunteer opportunity, so members will know what to expect when they volunteer:

- Group name and Charge - why the group exists
- Deliverable - a description of what the group will produce/final work product
- Expected time commitment
- Desired skills, knowledge, experience
- Staff contact and role
- Resources available (budget, IT support, etc.)

### Sample Committee Charge Existing Committee

#### **LLAMA President's Planning Committee**

*Current Charge: To support presidential activities; to plan the president's program at the Annual Conference; to support the president's social at the Annual Conference.*

#### Sample:

#### **Charge:**

To plan and support the activities and initiatives of the LLAMA president.

#### **Deliverables:**

1. Annual Conference President's Program, including generating a list of/contacting potential speakers, and making the final selection.
2. Annual Conference President's Social, including buying supplies for/hosting the social.

#### **Expected time commitment:**

Approx. 8 hours for conference calls, contacting potential speakers, and program/social attendance at the Annual Conference.

#### **Desired skills, knowledge, experience:**

Some program planning experience

#### **Staff contact and role:**

Kerry Ward, [kward@ala.org](mailto:kward@ala.org), 800-5454-2433, ext. 5036

Budget guidance, preparing final speaker contract, speaker communication, program publicity and logistics, support with suite supplies and social hosting

#### **Resources available:**

Ongoing consultation with the president

Approved budgets for the both the program and the social

Virtual meeting support

## Sample Committee Charge New Project Team

### **Volunteer Opportunity: Public Relations and Marketing Community of Practice**

#### **Professional Development Research Team**

##### **Charge**

To do an environmental scan of professional development opportunities in library marketing/communications, and to identify the gaps where LLAMA can contribute value.

##### **Deliverables**

Final report with scan results and product/program development recommendations to be delivered to Community leadership and the LLAMA Content Coordinating Team

##### **Expected time commitment**

Approx. 20 hours over one year for virtual collaboration and project work

##### **Desired skills, knowledge, experience**

Knowledge or experience with CE providers in library marketing/communications, including other units of ALA and other nonprofit/for-profit providers

##### **Staff contact and role**

Kerry Ward, [kward@ala.org](mailto:kward@ala.org), 800-5454-2433, ext. 5036

Advice, communication support

##### **Resources available**

Online collaboration tool, conference call access, Survey Monkey subscription