

## Chapter 15: Conference Committee

### I. Purpose

The Conference Committee plans and coordinates local arrangements for GODORT including relations with ALA and host city information.

### II. Organization

In accordance with the GODORT *Bylaws (Article IV, Section 1)*, all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

The Conference Committee is composed of five members appointed to staggered two-year terms.

#### A. Chair:

The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

#### B. Members:

Three members shall be appointed by the GODORT Chair in consultation with the GODORT Steering Committee during even years and two members during odd years. The Committee chair may appoint ex-officio member(s), as needed, for local arrangements.

### III. Committee Officers and Duties

See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee

#### A. Chair

1. Is required to have an active ALA Connect account for Steering communication.
2. Have activity updates posted to committee and GODORT membership following the Steering communication schedule (*PPM, Chapter 3*).
3. Prior to Annual Conference: Have the agenda for committee meeting posted to the website by the Technology Committee.
4. At conference: Submits committee's minutes in format as described in *PPM Chapter I: Conferences (Article III. Section D)* to the GODORT Secretary by the evening before the GODORT Membership Meeting. If this deadline is missed, Committee Chair is responsible for making print (50) copies to bring to GODORT Membership Meeting.

#### B. Secretary

While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.

1. Secretary takes the minutes of the meeting as described in *PPM Chapter 1: Conferences, Article III Section D*.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee's meeting.

C. Intern

ALA allows interns to be appointed as one-year, non-voting member of a committee. This introduces them to the workings of the committee and Round Table.

#### **IV. Meetings and Communication**

- A. According to the *GODORT Bylaws (Article V, Section 2)*, this committee will meet as necessary.
- B. It is recommended that all committee members use ALA Connect for GODORT business.
- C. All committee information to be shared with GODORT members should be submitted to the Technology Committee for inclusion on the GODORT website.

#### **V. Activities and Projects**

##### **A. Annual Awards Reception**

The local arrangements subcommittee of the Conference Committee plans the GODORT conference reception for every Annual Conference, beginning immediately after the previous year's Annual Conference. Plans should be fairly definite by the Midwinter Meeting.

Planning details include:

1. Location of the event
2. Date/time - usually late afternoon or early evening on Saturday or Sunday
3. Cost of the affair, including catering, food and beverage; any other miscellaneous items. (The committee's goal is to solicit support funds from sponsors so that GODORT's costs are minimized and modest. Any residual funds will be saved for the next reception. Contact the Treasurer for any available moneys.)
4. Sponsorship to be obtained from vendors, beginning in the fall or early winter; solicit funds; handle paperwork.
  - All sponsor donations should be received by May to assist in making final arrangements.
  - Contact the Chair of the ALA Map and Geospatial Information Round Table (MAGIRT) or other potential ALA sponsors to verify that they will co-sponsor the social with GODORT.
5. Plan decorations and display area for vendors at the reception.
6. Publicity and special invitations; get information out in plenty of time; use *DttP*, ALA Connect, GOVDOC-L; special mailings; a flyer for the wiki and for distribution at

- Annual Conference that provides time and place, time of presentation, directions, sponsors, etc. Try to include the documents groups in the area.
7. Draft "Thank You" letters to sponsors for the GODORT Chair to send after the affair.
  8. The Awards Committee is responsible for the arrangements and presentation of the awards during the social.

Updated 7/2008, 8/2011, 10/2012, 4/2013, 1/2018, 7/2018, 3/2020