

Chapter 3: Steering Committee

I. Purpose

The Steering Committee provides leadership for the Round Table and general supervision of the affairs of GODORT.

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, with one exception: the Treasurer takes office September 1.

A. Voting Members

- GODORT Chair
- Assistant Chair/Chair-Elect
- Immediate Past Chair
- Secretary
- Treasurer
- GODORT Councilor (if position is filled)
- Bylaws Coordinator
- Task Force Coordinator
- Chairs of Standing Committees

B. Non-voting Members

1. With approval, the GODORT Chair may ask special officers (Archivist, *DttP* Editor, Website Administrator) to sit as non-voting members of Steering.
2. Interest Group Leaders are considered non-voting members of Steering.
3. The Committee may invite organizations sharing common interests and purposes with GODORT to name a representative to serve as an ex-officio, non-voting member of the Committee.

III. Committee Duties

Article VI of the GODORT *Bylaws* requires that the Steering Committee perform the following duties:

- General supervision of the affairs of GODORT
- Approve the program and preconference proposal(s) for the Annual Conference;
- Submit projects or endorse projects submitted by the Task Force and Committees of the Round Table;
- Approve by majority vote appointments and designations of Chairs made by the GODORT Chair to standing and special committees;
- Approve creation, change, or discontinuation to membership of committees, task forces, discussion groups, and special committees;

- Approve official liaisons positions of GODORT, as needed and where positions may be filled;
- Appoint members to ALA unit positions which accrue to the Chair ex officio;
- Solicit volunteers to serve on ALA committees;
- Report actions of the Steering Committee at the Annual Conference and Midwinter Meeting to the membership;
- Approve appointments made by the Chair when an incumbent cannot complete his or her term.

Article X of the GODORT *Bylaws* mentions additional duties related to finances. The Committee must:

- Control all funds earned or expended by the Round Table. Officers, committee chairs and task force coordinator may request funds as necessary to implement approved programs of the organization;
- Make a proposal regarding dues for personal members, affiliate groups, and others at the General Membership meeting of each Annual Conference;
- Prepare the Round Table's budget for the coming fiscal year and present it at the General Membership meeting immediately prior to the ALA budget submission deadline.

Article VIII of the GODORT *Bylaws* gives the Steering Committee the power to create, change, or discontinue Task Forces, Standing Committees, Special Committees, Discussion Groups or Interest Groups. The Steering Committee will conduct a periodic review to ensure that all groups continue to serve their purpose.

The Steering Committee must review the statement of membership, purpose, goals, structure, and duration of operation of any Work Group or Ad Hoc Committee established by a Task Force. If approved by a majority vote, these statements are added to the *PPM (Article VIII, Section 1)*.

The Steering Committee may establish special committees for any purpose within the purview of the Round Table. When creating a special committee, the Steering Committee must approve a statement of its purpose, organization, membership, and duration, which will be included in the *PPM (Article VIII, Section 3)*.

IV. Meetings and Communication

- A. According to the GODORT *Bylaws (Article V, Section 2)*, this committee will meet in person or virtually at ALA Midwinter Meetings and Annual Conferences.
 1. If a committee chair or task force coordinator is unable to attend either meeting, he/she must notify the GODORT Chair. The absent chair or coordinator may also appoint a substitute to participate in Steering activities, including voting, in his/her absence.
 2. The Steering Committee may also meet between conferences.

B. Requests for Conference Meeting Rooms

The Committee Chairs and Task Force Coordinator have the responsibility for determining their need for meeting rooms at upcoming Midwinter Meetings and Annual Conferences. Requests for meeting space should be given to the Immediate Past-Chair and should include the following:

- minimum time needed for meeting;
- anticipated size of audience;
- arrangement of room;
- names of groups to avoid conflicting meetings;
- any special equipment requirements (projector, screen, modem, etc.);
- any other special requirements for conference meetings.

Deadlines for making requests should be set by the Immediate Past-Chair based on requirements of the ALA Conference Services Office.

C. Online Communication

1. It is recommended that all committee members use ALA Connect for GODORT business.
 - a. The Steering Committee has a community site already established. The GODORT Chair should review names/addresses at the beginning of his/her term of office and submit changes to GODORT's ALA Staff Liaison.
 - b. Use and Accountability: The Steering Committee ALA Connect site may be used for communication such as:
 - reports or updates to the committee;
 - circulating drafts of letters for approval;
 - votes on expenditure of funds or approval of committee appointments;
 - administrative matters such as the schedule of rooms for conferences, reminders from the Editor of *DttP*, GODORT Chair or others;
 - other issues which may arise between ALA conference.
2. At the GODORT Chair's discretion, an alternative listserv such as the Steering Reflector may be used instead of ALA Connect.
3. Voting

Steering Committee Members may bring business to the Chair for discussion and votes on the ALA Connect. All votes should be made public.

 - a. In the case of votes on the expenditure of funds, as per the *GODORT Policies and Procedures Manual*, any request for a total of more than \$100.00 in a year from a single source will require Steering Committee approval prior to Treasurer action.
 - If there is a designated budget line for the expense, the vote may simply be brought forward by any member of the Steering Committee.
 - If there is not a designated budget line, the Steering Committee member should consult with the Treasurer before bringing the vote forward.

- The Treasurer, as the elected officer entrusted with the safekeeping of all funds of the Round Table (*Bylaws, Article IV, Section 5*), will tally the votes if not conducted via ALA Connect.
- b. In the case of votes on appointments, letters, or other issues that may arise, any member of the Steering Committee may bring votes forward with votes being tallied by the Chair.
 - c. In the case of any vote or action taken, it will be announced to the Steering Committee. The GODORT Secretary will keep minutes of Steering Committee actions to report, in writing, to the Steering Committee Meeting at the next conference, and include in the minutes as the official actions of the Steering Committee.

D. Communication Schedule

1. Activity Updates

Between conferences, each committee should post at least one brief message to ALA Connect per month to update GODORT membership on their activities. This will also serve to inform new GODORT members as to what committees do and take routine business out of the conference meeting times. All communication to be posted on the GODORT website is to be done by the GODORT Technology Committee.

2. Web "Records Schedule": What to Update

a. ALL Standing, Task Force, or Ad Hoc Committees

<u>Prior to Annual Conference</u>	<u>Prior to Midwinter Meeting</u>
<ul style="list-style-type: none"> • Submit meeting annotation to Immediate Past-Chair, upon request • Send agenda to Technology Committee to post on the GODORT website. 	<ul style="list-style-type: none"> • Submit meeting annotation to Immediate Past-Chair, upon request. • Send agenda to Technology Committee to post on the GODORT website.

<u>During Annual Conference</u>	<u>During Midwinter Meeting</u>
<ul style="list-style-type: none"> • Provide summary of meeting for distribution at the GODORT Membership meeting. 	<ul style="list-style-type: none"> • Provide summary of meeting for distribution at the GODORT Membership meeting.

<u>Post Annual Conference</u>	<u>Post Midwinter Meeting</u>
	<ul style="list-style-type: none"> Review <i>Bylaws</i> and <i>PPM</i> Chapters pertaining to Committee/Task Force for updates or revisions. Report any changes to the Bylaws Coordinator.

b. Committees/Officers with additional records/publication requirements

	<u>Prior to Annual Conference</u>	<u>Prior to Midwinter Meeting</u>
Conference	Publicize GODORT Reception information	
Membership	Publicize happy hour	Publicize happy hour
Bylaws Coordinator	<ol style="list-style-type: none"> Send updates to Technology Committee to indicate bylaws changes/additions/proposed and final Send revised <i>PPM</i> chapters to the Technology Committee for posting to the website 	<ol style="list-style-type: none"> Forward notice of proposed bylaws changes to <i>DttP</i> editor for publication Send revised <i>PPM</i> chapters to the Technology Committee for posting to the website
Immediate Past-Chair	<ol style="list-style-type: none"> Post to website the draft schedule for Annual Conference; update with rooms information when received from ALA. Request annotations for schedule from Committee Chairs and prepare for distribution at Meetings and on the website. 	<ol style="list-style-type: none"> Post to website the draft schedule for Midwinter Meeting; update with rooms information when received from ALA. Request annotations for schedule from Committee Chairs and prepare for distribution at Meetings and on the website.

c. Committees

	<u>Post Annual Conference</u>	<u>Post Midwinter Meeting</u>
Awards	<ol style="list-style-type: none"> Notify Technology Committee of changes in nomination/application forms. Send announcement for applications/nominations to <i>DttP</i> editor. 	<ol style="list-style-type: none"> Announce Award winners. Send to Technology Committee updates to website and send to <i>DttP</i> editor: recipients and "citation" when approved for public knowledge by Committee Chair.

	<u>Post Annual Conference</u>	<u>Post Midwinter Meeting</u>
Legislation	Send to Technology Committee updated list and text of resolutions to post on the website.	<ol style="list-style-type: none"> 1. Confirm that the list and text of resolutions is posted on the website. 2. Forward list of resolutions to <i>DttP</i> editor for publication each year in issue #4.
Nominating	Update forms for DLC/nomination/volunteer to list new committee chair and committee members. Send updated information to the Technology Committee to post.	<ol style="list-style-type: none"> 1. Send to Technology Committee the slate of candidates for ballot (Jan/Feb) to post on website. 2. Send to Technology Committee the election results (early May) to post.
Program	Send to Technology Committee change of program information to reflect program for next year; information is continuously updated throughout the year as details are known	Send to Technology Committee change of program information to reflect program for next year; information is continuously updated throughout the year as details are known

d. Officers

	<u>Post Annual Conference</u>	<u>Post Midwinter Meeting</u>
Chair	<ol style="list-style-type: none"> 1. Post letters to website as sent or as appropriate. 2. Submit full list of GODORT officers, committee members and chairs, and liaisons to <i>DttP</i> editor, the Technology Committee, and to GODORT's ALA Staff Liaison. 3. Write "From the Chair" columns for <i>DttP</i>. 	<ol style="list-style-type: none"> 1. Post letters to website as sent or as appropriate. 2. Write "From the Chair" columns for <i>DttP</i>.
Treasurer	No additional responsibilities	Submit the GODORT Budget to GODORT's ALA Staff Liaison for inclusion in the financial printout
Councilor	Submit report to <i>DttP</i> editor, post on ALA Connect.	Submit report to <i>DttP</i> editor, post on ALA Connect.

	<u>Post Annual Conference</u>	<u>Post Midwinter Meeting</u>
Secretary	Send to Technology Committee draft meeting minutes to post on the website within two weeks at the end of the conference and the final minutes within one month of end of conference.	Send to Technology Committee draft meeting minutes to post on the website within two weeks at the end of the conference and the final minutes within one month of end of conference.
Bylaws Coordinator	<ol style="list-style-type: none"> 1. Forward notice of proposed <i>Bylaws</i> changes to <i>DttP</i> editor for publication. 2. Update <i>PPM</i> chapters, if needed 3. Send updated materials to Technology Committee for posting on website 	<ol style="list-style-type: none"> 1. Update <i>Bylaws</i> changes/additions/proposed and final 2. Update <i>PPM</i> chapters, if needed 3. Send updated materials to Technology Committee for posting on website
Web Administrator/ Technology Committee	<ol style="list-style-type: none"> 1. Create new GODORT Directory for coming year, notify Steering and <i>DttP</i> Editor when complete. 2 Update Committee web pages as requested by Committees. 	<ol style="list-style-type: none"> 1. Update Committee web pages as requested by Committees.

V. Records and Archives

- A. Officers of the Round Table and its task forces, committee chairs, and work group chairs, are responsible for all records which they receive or produce in carrying out the business and activities of their particular office or committee. At the conclusion of service in any one office, each officer or chair will make disposition of the records according to the schedule below.
- B. Records are defined as all originals and copies of any digital documents produced as a part of the group's work, relevant email correspondence, written or printed books, documents, correspondence, memoranda, maps, drawings, charts, wires, tapes, or other types of recordings, films or other photographic reproductions, and any other type of audiovisual material prepared or received in the course of the business and activities of the Round Table, its task forces, work groups or committees.
- C. The archives of the Round Table are organized by a member appointed as Archivist by the GODORT Chair. The Archivist will forward the archives to the ALA Archives at the University of Illinois at an appropriate time.
- D. Disposition of records should be according to the following schedule:
 1. Forward to your successor all records relating to unfinished business.
 - a. Supplies of blank forms, printed or duplicated materials necessary to complete any unfinished business.

- b. Correspondence related to any pending business.
 - c. Copies of form letters or templates useful in the normal correspondence of committee work.
1. Discard the following:
 - a. All blank forms, printed or duplicated materials no longer current.
 - b. Letters of transmittal except those of recent date where it may be necessary to trace the materials.
 - c. Requests for publications or information that no longer have value after the request has been filled.
 - d. Letters of appointment (either original or copy) to committee chairs, providing such letters do not contain additional information.
 - e. Memoranda, notices, correspondence relating to plans for meetings, programs, etc., and lists of persons attending.
 - f. All duplicate material (keep the original copy if available unless the copy contains annotations).
 - g. Papers, reports, etc., which have been published.
 - h. Unpublished papers, such as those written for presentation at meetings, descriptions of library procedures, etc.
 - i. Replies to questionnaires if the results are recorded and preserved either in the archives or in a published report.
 2. Ship to the GODORT Archivist the following records:
 - a. Official records, one copy each of official publications transcripts of meetings, and minutes.
 - b. Material relating to the history of the Round Table, task forces, committees, or work groups that has not been published such as programs, reports, proceedings, proposed projects, decisions made, questionnaires, correspondence.
 - c. Letters defining policies, outlining committee duties, explaining procedures, etc., except that when duplicate information was sent to several persons, only one copy shall be kept, annotated to show distribution.
 - d. Items to be archived from GODORT Web presence are covered in the *PPM Chapter 11 for Special Officers, section I, B, 2*.
 4. Copies of *DttP* will be retained by the Distribution Manager according to the following schedule:
 - a. Current year plus two back volumes retained.
 - b. Earlier issues sent to the ALA Headquarters Library and to the ALA Archivist.

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