

Chapter 4: Chair

I. Role

The GODORT Chair is responsible for representing the organization and its components within the American Library Association, the library community, and other arenas. The Chair also provides leadership for the activities and programs of the organization's task forces, committees, and membership.

The Chair is elected by the membership to serve a three-year term rotating through the positions of Chair-Elect, Chair, and Past-Chair. The appointment begins at the start of new business at the Steering Committee meeting of the Annual Conference, in accordance with the GODORT *Bylaws* (Article IV, Section 3).

The Chair conducts the GODORT Membership meeting and Steering Committee meetings at the Midwinter Meeting and Annual Conference and all Steering and Executive Committee meetings held between conferences.

II. Major Responsibilities

- A. The Chair serves as the Chair of the Executive Committee and the Steering Committee.
- B. The Chair also conducts meetings of the Steering Committee and the General Membership Meeting.

III. Specific functions

- A. Conduct Steering and General Membership Meetings according to the designated parliamentary authority, establish the agenda of each meeting, state and put to a vote all questions that are regularly moved, and announce the vote. Report on previous action, resolutions, etc.
- B. Authenticate, by signature, all external correspondence and when necessary, report on policies adopted by the membership, contracts and other legal agreements, or any other actions of the membership.
- C. Present a list of all external correspondence to the Steering Committee at the Midwinter Meeting and Annual Conference.
- D. Serve as primary liaison officer with the ALA Headquarters in Chicago and the ALA Washington Office, delegating specific responsibilities and authority to other Steering Committee members as appropriate. (e.g., updating the GODORT directory.)
- E. Verifies contact information for Schedule Committee Chair with GODORT's ALA Staff Liaison.
- F. Communicate with the Steering Committee members and organizational/institutional liaisons throughout the year as appropriate.
- G. Make or recommend to Steering Committee those appointments specified in the *Bylaws*, and others as required.

- H. Send confirmation letters to all new appointees.
- I. Maintain contact with other relevant library or related professional associations (e.g., Association of Research Libraries).
- J. Plan meetings or get-togethers for GODORT members during national gatherings of government information librarians, such as a GODORT session during Federal Depository Library Conferences.
- K. Write the “From the Chair” Column for *DttP: Documents to the People* as directed by the editors.
- L. Gather and relay requests from Steering Committee members for government agency representatives, such as GPO staff, to attend GODORT meetings during Midwinter Meeting and Annual Conference.
- M. Works with GODORT's ALA Staff Liaison to determine the configuration of the GODORT file located at the Washington Office table in the ALA Offices during the Annual Conference.
- N. Works with IDTF Coordinator to nominate an individual for a four-year term on the Standing Committee of the IFLA Government Information and Official Publications Section (see *PPM Chapter 11, Task Forces, IDTF Section*)
- O. Perform any other responsibilities appropriate to the office.

IV. Additional activities related to appointments

A. Appointment confirmations and removal

1. The GODORT Chair officially notifies appointees who will serve GODORT during the year. As a general practice, the GODORT Chair sends out letters via first class mail to confirm appointments (e.g., to a person serving on a committee, as Chair of a Committee, or as a liaison to another body) and to outline expectations for the coming year. At the request of the individual, appointment letters may be copied to supervisors.
2. Any officer or committee member who misses two consecutive meetings can be removed from the office or committee. If an individual does not perform the duties of office as outlined in the *PPM* and does not contact the GODORT Chair or his/her committee or task force to make alternate arrangements to handle the committee/task force business, the GODORT Chair may, with the approval of the Steering Committee, send a letter to the individual, with a copy to their supervisor:
 - a. Requesting his/her resignation from elected office;
 - b. Removing him/her from appointed office; or,
 - c. Removing him/her from serving as chair of the committee.
 - d. Vacancies are filled at the discretion of the GODORT Chair in consultation with the Steering Committee or Committee Chair.

[see: *DttP* 23(2) June 1995, p. 96.]

B. Appointments by the Chair

1. Liaisons to GODORT from other ALA Units: ALA Units sharing common interests and purposes with GODORT will be invited to designate a representative of their unit to serve as an ex-officio, non-voting liaison to the GODORT Steering Committee, in order to reflect the most productive and useful input from organizations with similar or related interests. With the concurrence of the GODORT Chair, a member of the Steering Committee may also serve as liaison from GODORT to the other unit. There may be liaisons from the following ALA Units, at the discretion of the Unit's Chair:
 - ALA Map and Geospatial Information Round Table (MAGIRT): Designated by MAGIRT Chair.
 - Association of Specialized, Government, and Cooperative Library Agencies (ASCLA): Designated by ASGCLA Chair.
2. Liaisons from GODORT to Other Organizations: GODORT may also designate representatives to organizations who deal with issues of concern to GODORT. The GODORT Chair, with the approval of the Steering Committee, designates GODORT liaisons.
 - a. GODORT may or may not be an official and/or dues-paying member of the organization.
 - b. Terms are for three years unless otherwise indicated, and may be repeated indefinitely. Liaisons are listed in the GODORT Directory.
 - c. GODORT units wishing to establish liaisons report their interest to the Chair. Unit liaisons must be approved by the Steering Committee and included in the unit descriptions prepared for the *Policies and Procedures Manual*.

Unless otherwise designated, the following liaisons may report to the GODORT Steering Committee as the GODORT Steering Committee deems helpful:

- Freedom to Read Foundation (FTRF)
 - IFLA Section on Government Information and Official Publications. ALA designates representatives to IFLA Sections after an annual call for nominations. Consult the *ALA Handbook of Organization* for a complete list. Reports as appropriate to the GODORT International Documents Task Force.
3. Liaisons to GODORT from Other Organizations: Other library associations or related professional associations (e.g., Special Libraries Association) may request a liaison appointment to GODORT in the interest of productive and useful information sharing between organizations with similar or related interests.
 - a. The Chair will accept, with Steering Committee approval, a liaison from the organization.
 - b. The organization will be notified, in writing, of the name of the GODORT unit to serve as the point of contact.

V. Communication

The following are activities of the Chair:

A. Types of communication:

1. Resolutions: If the GODORT Membership has approved a resolution, the GODORT Chair will sign the letter of transmittal for the resolution. If the resolution originated with a task force or committee, the transmittal letter will be prepared by the respective body and forwarded to the GODORT Chair for signature.
2. External Communication: External communication refers to correspondence with groups outside ALA. All correspondence originating with a task force or committee will be prepared by the respective body and forwarded to the GODORT Chair for signature. The task force coordinator or committee chair may be asked to co-sign the letter with the GODORT Chair at the discretion of the GODORT Chair.
3. Internal Communication: Internal communication refers to correspondence between GODORT task force and committees, or correspondence between GODORT and other groups within ALA. Internal correspondence will be prepared and signed by the appropriate task force coordinator, committee or work group chairs. Copies of all such correspondence relating to policy matters will be sent to the GODORT Chair for review prior to mailing.

B. Communication tools:

1. Uses the current communication tool(s) employed by the Steering Committee.
2. Submits all content for the GODORT website to the Technology Committee for posting.

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