

Chapter 6: Past Chair

I. Role

The (immediate) Past Chair's primary responsibilities relate to scheduling meeting times for the Midwinter Meeting and Annual Conference and compiling a summary of conference activities.

The Past Chair serves on the Steering, Executive, and Membership Committees.

The Past Chair attends meetings of these committees at the Midwinter Meeting and Annual Conference as well as the General Membership meeting.

The Past Chair also performs such duties as assigned by the GODORT 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 1)*.

II. Major responsibilities

- A. The Past Chair schedules GODORT meetings at onsite conferences.
 - 1. The Past Chair, per the ALA schedule, determines which GODORT units plan to meet onsite at the next conference and drafts a schedule with as little conflict of meetings as possible.
 - 2. Regularly held joint meetings with other ALA units, such as the Committee on Legislation's Government Information Subcommittee, shall be coordinated through the Washington Office staff.
 - 3. Joint meetings with other ALA units for activities such as programs may be scheduled, also with as little conflict of meetings as possible.
 - 4. The Past Chair submits the meeting requests to ALA Conference Services for inclusion in the ALA master schedule.
- B. The Past Chair provides a summary of conference meetings for *DttP*.

III. Specific functions

A. Overview of conference room scheduling

- 1. Before submitting scheduling information to the ALA Staff Liaison, in August or early September:
 - a. Check with the Website Administrator to assure that the previous year's meeting schedules are available on the GODORT website for everyone to use as a basis for their requests.
 - b. Confirm with each of the Chairs/Coordinators whether or not they will meet onsite at the next conference as well as the number of people expected, the seating

- arrangements, the meeting time, audio-visual support etc., and any other items needed to complete the online meeting request form.
- c. Past schedules will indicate the number of people anticipated; however, each group should confirm the expected size of the meeting. Larger spaces should be requested by chairs who are scheduling special programs, etc.
 - d. Check the last conference schedule to find out which groups met and which groups have not requested a meeting for next conference. This will catch groups who have forgotten to request space.
2. Complete an online meeting request form for each scheduled meeting with the information provided by the committee chairs and task force coordinators. Make note of meeting request ID number, and save each request form after it is submitted.
 3. After all meeting requests have been submitted, contact GODORT's ALA Staff Liaison and ask that he or she approve all the requests in the online system. Allow several days before the stated ALA deadline for this step to be completed to avoid any problems with missing the deadline.
 4. **You MUST ask the ALA Staff Liaison for all meetings for a day to be scheduled into a single meeting location. ALA schedules for many units for a conference and will NOT do this unless we ask. This cannot be overemphasized.**
 5. Publicizing the Schedule
 - a. When the "Final Schedule with Room Assignments" is sent, check through to be sure that all GODORT meetings are listed. Note the room assignments. Post call to Steering through ALA Connect to verify the assignments are correct.
 - b. Have schedule posted on the GODORT website and update as more details become available. Send email messages to appropriate groups to publicize the availability of the schedule.
 6. Read all of the caveats on the front page of the schedules forward by ALA as it will inform you of room availability at certain times and who to contact to resolve problems.
 7. Meet all schedule deadlines, but never assume it is too late to make changes.
 8. A few weeks before the Midwinter Meeting or Annual Conference, contact the Steering Committee for annotations for the final conference schedule.
 9. Arrange for agendas and relevant materials to be compiled into a packet for download from the website. Print hardcopy in the following numbers for distribution (100 for Annual Conferences, 50 for Midwinter Meetings)

B. Midwinter Meeting timeline

1. In late August or early September, ALA will send a document outlining the timetable and deadlines for meeting requests, including when the online meeting schedule forms will be available, to GODORT's ALA Staff Liaison, who will then forward it to the immediate Past Chair. If the Past Chair has not received the document by Labor Day, check with GODORT's ALA Staff Liaison to confirm when it will be distributed.
2. In late October, a complete schedule is sent to GODORT's ALA Staff Liaison (without room assignments). If the Past-Chair does not receive this document at least 1 week before the deadline for Schedule revisions (per the ALA timeline distributed earlier), contact GODORT's ALA Staff Liaison and check on its status. Double check

- the schedule at this time, and also send to the Steering Committee to review for any errors. Contact Conference Services directly to make any needed changes. Once completed, coordinate with the Web Administrator to post the schedule on the GODORT website.
3. Approximately one month before Midwinter, the final schedule with rooms will issued. Send confirmed times to the Steering Committee and the Website Administrator.

C. Annual Conference timeline and special notes

1. Usually, the timeline for Annual conference requests is distributed at the same time as the Midwinter timeline (late August/early September).
2. In March the Schedule without room assignments will come out. Double check that each requested meeting shows up on the schedule, and that nothing has been duplicated.
3. The final "Schedule with Room Assignments" will arrive in late May and should be checked for accuracy.

D. Summary of conference meetings

The Past Chair solicits a summary of Midwinter Meeting and Annual Conference activities from committee chairs and compiles this for publication in *DttP*, per the timeframe designated for publication. (This may be the same summary provided to the Secretary for distribution at the General Membership and Steering meetings.)

IV. Additional activities

A. Tasks assigned by the current Chair

B. Communication

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.

C. Managing and updating the following forms, coordinating with the appropriate GODORT committee:

1. Awards Applications web page <http://www.ala.org/rt/godort/about-awards>
2. ALA Election Ballot Submission Form (for elected office, closed until nominations are open) [links changes every year].

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