Appendix H: Joint Committee for the Planning of the Kenya S. Flash Virtual Lecture Series in Librarianship (Kenya S. Flash Virtual Lecture Series Committee)

ACRL Politics, Policy, and International Relations Section (PPIRS) and ALA Government Documents Round Table (GODORT) Joint Committee for the Planning of the Kenya S. Flash Virtual Lecture Series in Librarianship (Kenya S. Flash Virtual Lecture Series Committee)

I. Charge
The Kenya S. Flash Virtual Lecture Series in Librarianship was created to honor and celebrate the work, mission, and excellence in librarianship of our colleague Kenya Siana Flash. The Kenya S. Flash Virtual Lecture Series Committee will plan, organize, promote, and implement the annual Kenya S. Flash Virtual Lecture Series in Librarianship.

II. Members
A. Members will serve on the Committee for a term of 2 years, except for the case of the first year Co-Chairs who will serve a term of 1 year and each group should use their own process to determine membership.
B. The Committee will be made up of 4-6 members: 2-3 from PPIRS and 2-3 from GODORT with equal representation from each group where possible. The members will hold the following roles and responsibilities:
   1. Co-Chairs (1 from PPIRS and 1 from GODORT) The Co-Chairs will organize and lead meetings, facilitate discussions, generate ideas for the Lecture Series and report Committee activities to their respective leaderships.
   2. Co-Chair Elect (1 from PPIRS and 1 from GODORT)
      a) The Co-Chairs Elect will take part in discussions, help identify topics and speakers for the Lecture Series and assist with administrative tasks.
   3. Secretary
      a) The Secretary is responsible for taking minutes during meetings and distributing them to Committee members, recording all Committee activities for historical purpose and helping navigate any required ACRL policies/processes for the Committee.
   4. General Members
      a) The General Members from either group will take part in discussions and assist with assigned tasks during the Lecture Series planning process and during presentations.

III. Meetings
A. At least one of the Co-Chairs must be present at meetings.
B. Monthly meetings will take place as needed starting in August after the appointment of the new members and end in July after the Lecture Series with a wrap up meeting.

IV. Theme
A. The Lecture Series will broadly focus on any of the following topics: Policy, Politics, or Political Science, International Relations, Global/Area Studies, Government Information, Diversity, Equity, and Inclusion (DEI), Social Justice and Accessibility.

V. Speakers
A. Speakers are to be accomplished Librarians, Academics, Scholars, or Administrators that can speak to any of the primary themes of the Lecture Series.
B. Speakers are to be determined by the Committee or solicited by announcement from the Co-Chairs to general membership or other library, scholarly or academic organizations.

VI. Presentations
A. Lectures should altogether be no longer than 2 hours (60–90-minute presentation with 30 minutes for Q and A).
B. Lectures should focus on information professionals, the work of or business of libraries and issue/trends in librarianship or the subject areas mentioned under the Theme section of this document.
C. The Lecture Series will take place on or as close as possible to July 14th to commemorate Ms. Flash’s birthday.
D. The Lecture Series is intended to be recorded, details on how will be determined by the Committee and in consultation with the speaker.

VII. Marketing
A. The Lectures Series should be promoted to the following groups: ACRL membership, PPIRS, ULS, CLS, ALA membership, GODORT, IRRT and/or any other applicable group.
B. Announcements should include the name and description of the Lecture Series; name, title, and affiliation of the speaker; title and abstract of the presentation; date and time in all North American time zones of the presentation and registration link.
C. Notice of the lecture should be sent at the 6-week, 4-week, 2 week and day before the lecture via ALA Connect, the PPIRS Listserv, GOVDOC-L and/or any other relevant communication vehicles for each organization.

VIII. Awards
A. Speakers should receive an honorarium of no less than $200.00 ($100 base matched by both organizations).
B. Speakers should receive a certificate of appreciation with the following wording “The ACRL Politics, Policy and International Relations Section (PPIRS) and ALA Government Documents Round Table (GODORT) would like to present (person’s name) (person’s title) (person’s affiliation) with this Certificate of Appreciation for her/his/their outstanding participation in the Kenya S. Flash Virtual Lecture Series in Librarianship regarding the lecture (lecture title) which immensely contributed and furthered the discussion and education in librarianship” signed and dated by the appropriate official(s).