

Chapter 12: Task Forces

I. Purpose

GODORT Task Forces provide interested members with venues to discuss and inform on matters particular to a government information producer.

II. Organization

Task forces are created, changed, or discontinued by the Steering Committee. Task Forces can be created by the Steering Committee, or by the submission of a proposal with twenty-five supporting signatures of personal GODORT members. The Steering Committee, upon the recommendation of the concerned body, may discontinue or change the status of a task force. (*Bylaws*, Article VIII, Section 1.)

In accordance with GODORT *Bylaws*, Article VIII, Section 1, task force membership is not limited. Any GODORT member is a member of a task force in which s/he has an interest. All GODORT members attending a task force meeting may vote.

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.

A. Officers:

1. Coordinator
2. Incoming Coordinator (appointed annually)

B. Task Force Steering Committee:

1. Officers of the Task Force
2. Task Force Web Manager (ex-officio, non-voting)
3. Chairs of Task Force Work Groups and Committees who hold scheduled meetings at each Conference.

C. Work Groups, Committees, and/or Study Groups:

1. Shall be established as the need arises and shall be dissolved when their purpose has been accomplished, or when there is no further member interest.
2. Chair(s) is/are appointed by the Task Force Coordinator.
3. Chair(s) shall appoint any additional officers as necessary.
4. Will make written or oral reports at Midwinter Meetings and Annual Conferences if meetings are scheduled.

III. Task Force Officers and Duties

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

A. Coordinator

1. Is required to have an active ALA Connect account for Steering communication.

2. Posts activity updates to committee and GODORT membership following the Steering communication schedule (*PPM*, Chapter 3).
3. Prior to Annual Conference: Posts agenda for task force meeting to the wiki.
4. At conference: Submits committee's summary minutes to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Task Force Coordinator is responsible for making print copies to bring to the Membership Meeting (50 for Midwinter, 100 for Annual Conference).

B. Incoming Coordinator

1. The Incoming Coordinator is responsible for working with the GODORT Assistant Chair/Chair-Elect in making any appointments for external liaisons to the task forces.
2. The Incoming Coordinator will also assist the Task Force Coordinator in conducting meetings, when necessary.

C. Secretary

While not an official position, it is helpful to the Coordinator to ask for a Task Force member to serve as secretary for a meeting.

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 Coordinator at the end of the Task Force's meeting.

D. Web Manager

In the absence of a member who can serve as Web Manager, the Task Force Coordinator may, with the approval of the Steering Committee, appoint a person to serve as the Task Force's Web Manager and participate on the Task Force Steering Committee in an ex-officio, non-voting, role.

IV. Meetings and Communication

- A. In accordance with the GODORT *Bylaws* (Article V, Section 2), Task Force meetings shall be held at Annual Conferences and as necessary
- B. Quorum is the number of people attending the meeting (*Bylaws*, Article V, Section 4).
- C. It is recommended that all Task Forces establish a "discussion" section on the main GODORT node of ALA Connect to allow all GODORT members a chance to participate.

V. Federal Documents Task Force (FDTF) [Retired 2017]

VI. International Documents Task Force (IDTF)

A. Purpose

To further the mission of GODORT by focusing attention on problems and concerns related to international and foreign national government information. The IDTF provides a forum for the discussion of ideas, problems and news in the field; serves as a force for initiating and supporting programs to increase the accessibility and use of this information; and works to improve bibliographic control and collection development for these information resources.

B. Goals

1. Improve access to international and foreign national information resources;
2. Improve bibliographic control for these resources;
3. Provide an arena for the exchange of information about new publications, projects, electronic products, Internet sites, and government initiatives in information dissemination;
4. Work to increase the use of these information resources and to improve their management through education and training, including participation in GODORT pre-conferences and program.

C. Activities and Projects

1. Agency Liaison Program
Agency Liaison reports are presented at the IDTF Meeting during each Annual Conference and Midwinter Meeting. They are also available on the IDTF web page.

D. External Liaisons

Liaisons to other organizations or bodies are appointed by the Task Force Coordinator. The current liaisons include the following:

1. International Federation of Library Associations and Institutions (IFLA)

E. IFLA Representatives

1. Two representatives, appointed to staggered four-year terms.
2. *By May 1 of every even year*, GODORT must nominate an individual for a four-year term on the Standing Committee of the IFLA Government Information and Official Publications Section (GIOPS).
3. The process is as follows:
 - a. *January 2-March 15 (odd year previous to term of appointment)*, the IDTF Coordinator shall solicit applications for the position.
 - i. Applicant must provide a resume or curriculum vitae accompanied by a letter.
 - Letter must specify candidate's qualifications,
 - Letter must state that s/he has a working knowledge of English or another official IFLA language,

- Letter must acknowledge that s/he must attend IFLA's annual conferences without financial support of any kind from ALA or GODORT.
- ii. Applicants are asked to submit all documents as electronic attachments.
- b. The IDTF Coordinator will forward these to the GODORT Chair.
- c. The GODORT Chair shall distribute the documents provided by the applicants to the Steering Committee and shall *call for a vote by April 15*.
 - i. The Chair shall notify the winner that s/he is GODORT's nominee and shall request a letter of acceptance.
 - ii. Upon receiving the letter of acceptance, the Chair shall notify each unsuccessful candidate.
 - iii. The Chair will contact the ALA International Relations Office (IRO) in order to identify the staff member to whom documents regarding potential IFLA nominations must be sent.
 - iv. The Chair shall write a letter to this individual identifying the GODORT nominee and providing the nominee's complete contact information.
 - v. The letter shall also request that IRO provide both the GODORT Chair and nominee with instructions regarding the documents required in order to continue the process and the date by which IRO must receive them.
 - vi. The candidate shall submit these documents to the appropriate IRO contact and notify the GODORT Chair that s/he has done so.
- d. At this point, the process becomes an ALA responsibility.
- e. The International Relations Committee shall review the documents provided and, if it sees fit, forward them to the ALA Executive Board for its consideration in the fall.
- f. IFLA shall notify the nominee of its decision regarding his/her candidacy in the spring of the following year.

VII. State and Local Documents Task Force (SLDTF)

A. Purpose

To provide a forum for librarians and others working with, or interested in, state and local government information. The Task Force focuses attention on the problems and concerns of documents librarians and others, offering an opportunity for discussion and exchange of ideas and news in the field of state, regional, and local information. The Task Force provides a means for initiation and support of bibliographic control, guidelines, and special programs and for increasing the availability, management, and use of state and local information.

B. Goals

The goals of the Task Force shall support and enhance the overall mission and goals of the organization.

1. Promote and speak for the interests of documents librarianship relating to state, regional, and local information. Improve bibliographic control for these resources;

2. Enhance awareness of the role of documents librarians among library and non-library professionals and organizations and to develop effective working relationships with them;
3. Monitor and speak out on government and private sector activities likely to affect state, regional, and local documents librarians.
4. Promote the electronic and print communication between state and local document librarians;
5. Enhance the capability of librarians and state/local depositories to serve the needs of their users;
6. Adopt and support standards and guidelines needed by documents librarians, including bibliographic control;
7. Identify, explore, foster communication, and act on problems and issues facing librarians and state/local depositories, including interstate and intergovernmental agencies;
8. Promote research and publications relevant to state and local documents librarianship;
9. Identify research topics and to encourage improvement in research;
10. Advance the professional knowledge of state/local documents librarians through an effective public awareness program;
11. Contribute to the total professional development of state and local documents librarians;
12. Sponsor and encourage opportunities for state and local documents librarians to update existing competencies, learn requisite new skills, and gain awareness of the state of the art, based on member needs assessment; and
13. Encourage and promote active membership participation in all task force activities.