

**American Library Association  
Committee Information Update  
Report from the 2017 Annual Conference**

**Name of Committee:** Training, Orientation & Leadership Development

**Committee Chair:** Kimberly Copenhaver

**Members Present:** Kim Copenhaver, Peggy Danhof, Jill Dixon, Libby Holtmann, Jeff Lambert, Robin Stacho Wood, and Lorelle Swader (Staff Liaison)

**Members Absent:** Amelia Maclay Anderson, Barbara Burd, Joseph Filapek, Joe Mocnik, Kimberly Trinh-Sy, and Gary White

**Guests:** Renee Pilato and Linda Ray

**Accomplishments**

- The Committee convened monthly via conference call or virtual meeting to facilitate the planning and collaborative progress toward shared goals.
- The Leadership Development Subcommittee completed the inventory of leadership development and mentoring resources provided by division, round tables, chapters and sections of ALA and updated member leader resources to increase exposure of additional training opportunities available within the Association.
- The Intern Subcommittee worked to review the current ALA Committee/Council Intern program and authored recommendations including an Action Request Form and Letter of Agreement that were shared with the Committee on Organization for feedback at the 2017 ALA Annual Conference
- The Marketing and Communication Subcommittee completed the revision of the monthly communication schedule and corresponding message content authored for ALA Council & Committee Chairs and Interns to facilitate communication and engagement. Guidelines to structure a planned social media campaign were also completed by Subcommittee members.
- The Committee met in person on Friday, June 23, 2017 at the 2017 ALA Annual Meeting in Chicago and hosted the Strategic Leadership Meeting for incoming ALA Council/Committee. A revised monthly checklist for chairs and tips on how to engage interns with the work of the committee were emphasized to position incoming Chairs for success. Each incoming Chair was presented with a commemorative pin recognizing their service to the Association.
- Committee members attended the reception for incoming Chairs, Interns and Student to Staff participants hosted by ALA President-elect, Jim Neal at the ALA 2017 Annual Conference.

## **Planned Activities:**

- The Committee will review exit surveys from ALA Council & Committee Chairs whose terms are concluding to identify areas in need of improvement and additional support.
- An orientation meeting for new TOLD Committee members and interns will be hosted in August to facilitate the participation of new members and provide a strong foundation for successful Committee engagement.
- A virtual orientation webinar for new ALA Council & Committee Interns will be hosted in September.
- The Marketing and Communication Subcommittee will distribute monthly messages to ALA Council & Committee Chairs and Interns to foster engagement and discussion of leadership issues.
- Planning will commence for the 2018 Midwinter Leadership Development Program for member leaders from the divisions, chapters and roundtables of ALA.
- The Committee will explore hosting a discussion group at midwinter or annual to promote the ALA Council & Committee Intern Program for the purpose of broadening awareness of the Intern program and clarifying the application process.
- The Committee will continue to revise the Action Request Form regarding changes recommended for the ALA Intern Program based on feedback received from the Committee on Organization at the Annual Conference targeting a formal presentation of the document at the 2018 Midwinter Conference.

## **Issues that affect the Committee's work and their implications for the future**

TOLD experienced the resignation of two Committee members during the 2016-2017 year creating vacancies on the Committee. Staff Liaison, Lorelle Swader was notified and reappointment requests were initiated.

## **Interactions with other units within ALA**

Communication with the divisions, round tables, chapters, and sections of ALA continues to facilitate awareness of member leader resources and leadership development programming.

## **Current level of Committee members' involvement**

Committee members meet virtually as Subcommittees throughout the year to ensure sustained progress on the disparate elements of the Committee's charge. All members participate monthly in virtual Committee meetings to facilitate communication and leverage collaborative support toward the execution of shared goals and agreed upon deliverables.

## **Committee self-check on its value and viability**

The Committee continues to fulfill its charge: to plan and coordinate training, orientation, and leadership development for member leaders at all levels across the association; to inventory training and orientation modules in division, round tables and other association groups; to coordinate the ALA Committee internship training program.