ALSC PGC and Chair Orientation 2022-2023
Expectations for Priority Group Consultants

• Be the first and most frequent line of support for your committees.
• Stay on top of the process committee work plan assignments.
• Look to the Division Leadership Manual.
• Try to attend at least one meeting per committee per quarter, even if it’s just for a portion of the meeting.
• Try to have periodic priority group all-chairs meetings—especially for process committees! This is a great way for committees to get a sense of what others are working on and how it could connect to their work, and also is a strong peer leadership development opportunity.
• Encourage committees’ ideas while keeping in mind internal capacity and workflows.
• Keep the president and executive director in the loop!
What can the PGC do for chairs?

• Be attentive, and be proactive.
• Provide reminders and nudges—you have a higher vantage point than chairs do.
• Share up the chain.
• Share down the chain.
How can PGCs support virtual committees?

• Check in with your committee chairs regularly on “behind the scenes” stuff:
  • AWOL members?
  • Tech related issues?
  • What information are you missing?

• Share an article, resource, ALSC update of relevance to their work.

• Stay on top of quarterly reporting deadlines.

• Remind them about the online tools page that ALSC created specifically to support virtual committee work.

• Help committee members connect their ALSC work to their career goals.
HELLO!

Amy Koester (she/her)
ALSC President 2022-2023
Learning Experiences Manager
Skokie (IL) Public Library
WE ARE ALSC!
ALSC CORE VALUES & STRATEGIC DIRECTION

collaboration
excellence
inclusiveness
innovation
integrity and respect
leadership
responsiveness
ALSC Structure, Staff, and Style Guide

Alena Rivers
ALSC Interim Executive Director
ALSC STRUCTURE

ALSC Executive Committee:
Amy, Jonda (VP), Lucia (Past-Pres), Robbin (Fiscal Off.), Kim (Councilor)

Board of Directors:
Ariana, Georgina, Jaime, Maria, Meredith, Sada, Soraya, Tori

Interim Executive Director
Alena Rivers

ALSC Staff
Anne, Laura, Angela, Elly, Sarah
ALSC Staff

Alena Rivers  
Interim Executive Director

Anne Michaud  
Program Coordinator
ALSC Staff - continued

Elly Serrano
Membership & Marketing Specialist

Laura Schulte-Cooper
Communications Officer
ALSC Staff- continued

Angela Hubbard
Program Officer, Projects & Partnerships

Sarah Polen
Program Officer, Continuing Education
ALSC Staff- current and upcoming vacancies

Executive Director (permanent)
Awards Coordinator
Program Officer, Projects & Partnerships (Angela is part-time through August)
Membership & Marketing Specialist (Elly is part-time through December)
ALSC Staff Liaisons

• Work with the chair and PGC to steward the committee with strategic goals and priorities in mind.
• Determine how the committee and its work fit with other projects being undertaken by ALSC.
• Provide knowledge, information, and resources as needed to support the work of the committee.
• Update the Chair and PGC on activities that directly impact the committee.
• Review committee proposals to discuss timelines, staff capacity, ensure alignment with ALA policy and initiatives, parameters for working within ALA-level platforms and with ALA resources.
• Attend meetings, as able.
PURPOSE OF THE STYLE GUIDE

• ALSC often invites members, committees, and guests to write on behalf of the division through blog posts, toolkits, white papers, booklists, infographics, press releases, journal articles, and other resources on behalf of ALSC.

• The ALSC Style Guide provides general tips to help guide writers in their work.

• It serves as set of guidelines for consistent, professional, and fluid communication, both internally and outside the division.

• Living document – It is not meant to be authoritative or exhaustive.

• It will be updated regularly. Feedback is welcome.
STYLE GUIDE CONTENT

• Common grammar and formatting errors
• Common terms in the profession
• Protocol for writing about ALSC’s media awards
• EDI – inclusive language, accessibility
SOURCE OF STYLE GUIDE CONTENT

• ALA Editions - Author Guide

• Chicago Manual of Style

• Associated Press stylebook

• Suggestions brought up by staff, members, member leaders and other sources
STYLE GUIDE – LIVING DOCUMENT

• Found on “Publish with ALSC” webpage: https://www.ala.org/alsc/publications-resources/publish-with-alsc

• Feedback form

• Quarterly updates
ALSC - Association for Library Service to Children

The Association for Library Service to Children (ALSC) is interested in the improvement and extension of library services to children in all types of libraries.
What Every Chair Should Know
PGCs & Chairs—Working Well Together

What can the PGC do for chairs?

- Be attentive, and be proactive.
- Provide reminders and nudges—PGCs have a higher vantage point than chairs do.
- Share up the chain.
- Share down the chain.
What should chairs do for their PGC?

- Include your PGC on all of your ALSC committee correspondence—no, really, all of it!
- Include your PGC in your meeting invites.
- Ask questions.
- Be frank about any issues you’re experiencing with your committee members and/or your committee work.
- If you want to have a conversation, just ask!
Committee Work

What informs your committee’s work?
• 2022-2023 committee work plan assignments
• ALSC Strategic Plan
• ALSC Board direction
• Committee member input
• Realities of association capacity

Looking to do/share more?
• The ALSC Blog is an evergreen opportunity!
Writing Reports

All Committees, Task Force, and PGCs Submit Quarterly Reports

• Anne at the ALSC Office & your PGC should share a reminder and link
• Provide updates on the work outlined in your committee’s work plan
• Best practice: Share a draft with your PGC before submitting on the form
• Keep in mind: NO confidential information
• What happens once submitted?
ALA Connect Committee Best Practices

Use your ALA Connect committee space AND the ALSC Community space!

• For any non-confidential meetings, post your meeting agenda with a link to join in the ALSC Community space on Connect so that interested members can observe.
• Post your meeting minutes on the ALSC Community space after meetings (leaving out anything confidential).
• Check your notification settings—and encourage your committee members to do the same.
• Add any documentation to your committee space’s library.
Successful Meeting Management

- Determine the best platform and accessibility for your team
- Start with the ALSC Community Agreements
- Go over rules/guidelines before or at the start of the meeting
- Reflect with committee on what makes a successful virtual meeting
- Invite feedback
- [Virtual Meetings EDI Tip Sheet](#) developed by the 2020-2021 Organizational Effectiveness Committee (also available on the Resources for Committee Work)
Member Leader Resources

http://www.ala.org/alsc/aboutalsc/coms/resources
• Forms!
• Division Leadership Manual
• Best practices docs
• Previous orientations

Don’t forget about ALSC’s other general resources:
• Professional Tools for Librarians Serving Youth
  • ALSC’s Competencies
  • 2020-2023 Strategic Plan (and how does it relate to your committee?)
  • ALSC’s Equity, Diversity & Inclusion page
  • ALSC Blog
Where do I go for information?

Resources For Committee Work

ALSC Division Leadership Manual

ALA Connect

ALSC Competencies for Serving Youth

PGC and previous chairs

ALSC Blog

President & Executive Director (if still unsure)
What’s next?

Quarterly reports due September 15

ALSC finances overview for member leaders—date tbd, September or October

Strategic planning conversations

ALA Volunteer Fair Sept. 14

ALSC National Institute in Kansas City Sept. 29-Oct. 1!
Questions?
Priority Group Time!