

WE ARE
VOLUNTEER
POWERED!

ALSC PGC/Chair Orientation
2021-2022



HOLA! HELLO!



Lucia M. Gonzalez (she/her)

ALSC President 2021-2022

**Library Director
City of North Miami Public Lib.**



Meeting Overview

Topics to be covered:

- **Welcome and Introductions - Lucia**
- **Who we are: Core Values and ALSC Structure – Lucia/Alena**
- **Role of ALSC Staff Liaisons - Alena**
- **ALSC Style Guide - Alena**
- **PGCs and Chairs Working Well Together - Amy**
- **Virtual Meetings – Tip Sheet – Jenna and Michelle**
- **ALA Connect & You - Elly**
- **Q & A**

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:

Lucia, Kirby, Amber, Amy, Kim

Board of Directors:

Ariana, Maggie, Sada, April, Tori,
Meredith, Soraya, Georgina

Interim Executive Director

Alena Rivers

ALSC Staff

Anne, Laura, Angela, Elly, Jordan, 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
Education



Sarah Polen

Program Officer, Continuing
Education



ALSC Staff- continued

Jordan Dubin

Awards Coordinator



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.
- Provides knowledge, information, and resources as needed to support the work of the committee.
- Updates 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.
- Attends 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

PGCs & Chairs Working Well Together

Amy Koester

ALSC Vice President

Former Priority Group
Consultant IV –
Organizational Support

Learning Experiences
Manger, Skokie (IL) Public
Library



PGCs & Chairs—Working Well Together

What can the PGC do for chairs?

- Be attentive, and be proactive.
- Share up the chain.
- Share down the chain.

What can chairs do for their PGC?

- Include your PGC on all of your ALSC committee correspondence—no, really, all of it!
- Ask questions.

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

Writing Reports

Committees Submit Quarterly Reports

- Anne at the ALSC Office & your PGC should share a reminder and link
- Best practice: Share a draft with your PGC before submitting on the form
- Keep in mind: NO confidential information
- What happens once submitted?

PGC 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



Virtual Meetings EDI Tip Sheet for Chairs

Organizational Effectiveness Committee, 2021

Jenna Friebel and Michelle Ng

Tip Sheet (also available on the Resources for Committee Work page):

<https://www.ala.org/alsc/sites/ala.org.alsc/files/content/aboutalsc/coms/Virtual%20Meetings%20EDI%20Tip%20Sheet%20for%20Chairs.pdf>



Pre-Meeting Prep for Meeting Leader

ALSC Community Agreements

What name do you want to be called by?

What is the phonetic pronunciation of your name?

What are your pronouns?

What do you need or want within a virtual meeting platform?

What should I know about your working style to help you succeed?

Do you have any suggestions on how to make this an effective meeting?

Do you have any other questions or comments?

Platform and Accessibility

Discuss platform needs with your committee!

- Zoom
- Google hangouts
- Skype
- Webex Meetings
- GoToMeetings
- Slack Video Calls

Meeting Management

- Go over rules/ guidelines before or at the start of the meeting
- Reflect with committee on what makes a successful virtual meeting
- Invite feedback

ALA Connect & Social Media

with Elly!



@wearealsc



ALSC - Association for Library Service to Children



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](#)



Q & A

