

**YALSA Board of Directors Meeting
ALA Annual Conference, Las Vegas
June 27 – July 1, 2014**

Topic: Streamlining Backend of Appointments

Background: YALSA has over 70 committees, juries, taskforces and advisory boards whose positions that are appointed each year by the President-Elect. While the President-Elect can opt to work with a member taskforce who assist with the appointments effort, the process consumes a significant amount of both member leader and staff time. As YALSA looks for ways to streamline processes in order to free up more time and resources for high priority projects, Chris Shoemaker and Letitia Smith are asking the Board to consider the proposal below.

Action Required: Action

Scope

- In the fall of 2013 YALSA received 809 volunteer forms for 115 open positions
- In the spring of 2014 YALSA received 325 of volunteer forms for 204 open positions

Overview of Current Process

- Membership coordinator compiles a list of which committees have slots to fill and how many slots are available per committee, checks eligibility information for each committee member and sends the information to the President-Elect
- Collect volunteer forms via an online process
- President-Elect and Appointments Taskforce read all the volunteer forms to determine who is the best fit for the various open positions
- President-Elect selects chairs for open chair positions and sends that information to the Membership Coordinator
- Membership Coordinator determines eligibility of selections and sends out invitations to potential chairs. Eligibility information is housed in ALA's member database, which only staff have access to.
- Membership Coordinator sends out reminders to invitees who haven't responded, and sends out formal acceptance documents to those who have
- President-Elect follows up with invitees who haven't responded, and, as necessary, identifies another person to invite to fill the position. Membership coordinator then sends out the invitations and follows up as needed.
- After the chairs are in place, the whole process starts over with committee member positions

Rationale for Change

- The same appointments process has been in place for years and years. It worked fine when YALSA had 2,000 fewer members and half the number of appointed groups as we do now.
- The gradual growth of the organization has led to the appointments process becoming more and more of a burden on the President-Elect and Membership Coordinator. If the process were streamlined, these two key positions could have some of their time freed up for high priority projects.
- Because of the sheer number of members involved in the process, the time between submitting a volunteer form and hearing back from YALSA can be up to 4 months. A streamlined process would serve members better, because they could hear back from YALSA sooner which would allow them to make any plans and preparations needed for committee service.

Suggestions for Streamlining

- The process of appointing chairs can remain the same, as this is a much smaller group to manager
- Instead of having the President-Elect start from scratch with identifying who to invite to fill which committee member positions, the Membership Coordinator will compile a list of suggested appointees (based on the volunteer form data and any additional factual knowledge he/she may have about the individual that was shared via a method other than the volunteer form) for each committee member position and send it to the President-Elect for vetting. He or she can approve it as-is, or make changes as desired. The President-Elect will retain the final say in who is invited to serve. This can save time because:
 - The Membership Coordinator is often in more regular contact with members than the President-Elect, and as a result, the members often share pertinent information relevant to committee appointments with her that they do not share with the President-Elect or on the volunteer form. For example, an individual fills out a volunteer form in December and turns it in. The person then sees Letitia at the Midwinter Meeting and tells her that they have just accepted a new job and will be too busy to do any volunteer work the coming year. The President-Elect, who only has the volunteer form to work with, sends a message to the Letitia telling her to invite that person to serve on the committee.
 - It eliminates the lag time between when the President-Elect submits names to the Membership Coordinator, who then has to check their eligibility and get back to the President-Elect. At that point the President-Elect either needs to: find new names to replace ineligible people or if the issue is a lapse in membership, and ask them to renew. The back and forth between asking people to renew further delays the process
- The President-Elect will continue to have full access to all of the volunteer forms