

**Spring Executive Committee Meeting
 April 17, 2013, via Conference Call**

Topic: Board Preparation for Annual

Background: In order to ensure successful governance meetings at the ALA Annual Conference as well as a smooth transition to the new Board, certain preparations need to take place in May and June prior to the conference. The Executive Committee will want to decide if the list below is complete, or if additional items are needed.

Action Required: Action

Preparation Activities:

Executive Committee to do list:

Activity	Persons Responsible
Welcome newly elected Board members	President
Assign mentors to new Board members	President-Elect
Send orientation packet to new Board members as well as Board's schedule for Annual	Executive Director
Communicate Board responsibilities for pre Annual and on-site (Board briefings via yalsa-bd?)	President
Communicate chair responsibilities for pre Annual and on-site (Chair briefings via chairs@ala.org?)	President
Communicate with YALSA reps to Division & ALA affiliates	President
Invite current and incoming Board members to the Board Happy Hour on Sat. immediately after Board I	Executive Director
Send Board meeting times and locations to yalsa-bd	Executive Director
Establish a seating arrangement for Board meetings (alternate 1 st year, 2 nd year and 3 rd year members)	President & Executive Director
Plan out in-coming Board member training/lunch session (focus on Board Liaison roles?)	President w/ input from Exec Comm
Decide on vision for Board III: how will thanking outgoing members and seating in-coming ones be handled?	President & President Elect with input from Exec Comm
Invite donors to special reception prior to Edwards lunch	President & FAC Chair
Invite ALA VIPs to Printz reception	President & Executive Director
Set agendas for Executive Committee I&II	President & President Elect,

YALSA Executive Committee – Spring 2013
Topic: Board Preparation for Annual
Item #1

	with input from Exec Comm
Set agenda for Joint Exec Meeting (it's ALSC's turn to lead the meeting)	President with input from other youth division presidents
Set agendas for Membership meeting, All committee, Leadership Development and Boards I, II & III	President w/ assistance from Executive Director as needed
Prepare remarks for membership meeting	President, President-Elect, Executive Director
Write resolutions for out-going Board members	President seeks volunteer writers from Exec Comm & Board
Monitor Council activities and report to Exec Comm on any pending resolutions that will come to the floor at Annual	Division Councilor
Prepare for Youth Council Caucus meeting	Division Councilor
If the YCC is writing a resolution, provide input and direction	Division Councilor
Send a welcome message to newly elected YCC folks	Division Councilor
Prepare for BARC meetings and submit a fiscal report to the Board	Fiscal Officer
Share on-site contact info with Exec Comm	Everyone & Executive Director will compile and share among the Exec Comm
Download and read all Exec and Board agendas and documents	Everyone
Other?	

Board To Do List:

Activity	Persons Responsible
Finish work on goals identified in self-assessment	Everyone
Stay in regular communication with chairs to which you liaise and help them prepare for Annual, as needed	Everyone
Finish all work on ad-hoc Board subcommittees, as appropriate, and submit reports	Everyone
Provide on-site contact info to chairs to which you liaise in case they have an emergency or need assistance on site	Everyone
Provide feedback to the President on draft Board agenda	Everyone
Download and read all Board documents	Everyone
Assist with writing resolutions for outgoing Board members, as requested by the President	Everyone
Check in with mentor	First year Board members
Prepare for and participate in conference call to review chair reports	Everyone
Contact Letitia Smith or Krista McKenzie to sign up for a time slot in the YALSA booth at Annual	Everyone
Decide which ticketed events you're attending, including the	Everyone

Inaugural Brunch on Tues., & purchase them	
Complete project, share with board and write a blog post about it	Board Fellow
Other?	

Board Basics:

- **Arrival/Departure dates:** Board Members arrive for the Saturday Leadership Development Session at 10:30am, and stay through the last Board meeting which ends at 3:30 on Monday afternoon. Board members should strive to arrive in time for the Board Happy Hour, which immediately follows the Board I meeting on Saturday.

- **Meetings Board Members must attend:**

Meeting	Day	Time	Location
Leadership Development	Sat.	10:30 – 11:30	TBD
Board I	Sat.	2:30 to 5:30	TBD
Board II	Sun.	4:00 – 5:30	TBD
Board III	Mon.	1:30 – 3:30	TBD

- **Events to attend as you're able:**

- YALSA donor reception (11-noon Sat.)
- Edwards Lunch (noon-2 Sat.)
- YALSA Happy Hour (Sat. night)
- Youth Council Caucus (8-10AM Mon.)
- President's Program (Mon.)
- Odyssey Program & Reception (Mon.)
- Printz Program & Reception (Mon. night)
- ALA Inaugural Banquet (11AM - 1PM Tues.)
- Board members are encouraged to volunteer to staff the YALSA member booth (contact the Division & Membership Promotion Committee Chair, Krista McKenzie, or Letitia Smith to sign up)

Executive Committee Meetings:

Meeting	Day	Time	Location
Joint Executive Committee	Thurs.	4:30 to 6:00pm	TBD
Executive I	Fri.	10:30 - noon	TBD
ALA& Division Leaders' Breakfast	Sun.	7:00 to 9:00am	TBD
BARC Division Leaders	Sun.	2:30 – 3:30pm	TBD

Executive II	Mon.	4:00 – 5:30pm	TBD
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Additional Resources

- The most up to date information about YALSA at ALA’s Annual Conference is posted at <http://tinyurl.com/YALSAan13>