

**YALSA Board of Directors Meeting  
 via Conference Call  
 June 4, 2013**

**Topic:** Board Responsibilities prior to and at Annual

**Background:** Information regarding board member responsibilities leading up to and at the ALA Annual Conference is provided below.

**Action Required:** Information

**Board To Do List Prior to Annual:**

<i>Activity</i>	<i>Date</i>	<i>Persons Responsible</i>
Stay in regular communication with chairs to which you liaise and help them prepare for Annual, as needed	ongoing	Everyone
Participate in the June 4 <sup>th</sup> board chat to prep for Annual (send Shannon any questions or topics you want to cover by 5/28)	June 4 <sup>th</sup>	Everyone
Assist with writing resolutions for outgoing Board members, as requested by the President, and submit them to Beth	By June 9	Everyone
Contact chairs you liaise with via email to get feedback for the development of the 2014 – 2015 Process Committee Task List (detailed information is forthcoming)	By June 9	Anyone who liaises with a Strategic Committee or Advisory Board Chair
Write an accompanying blog posts for your board document	By June 12	Check with Shannon to see if a blog post on your issue is desirable
Compile the feedback you get from chairs and submit it via the form from the office	By June 16	Anyone who liaises with a Strategic Committee or Advisory Board Chair
Download and read all Annual Board documents	Between June 13 & 27	Everyone
Provide on-site contact info to chairs to which you liaise in case they have an emergency or need assistance on-site	By June 20	Everyone
Decide which ticketed events you're attending, including the Inaugural Brunch on Tues., & purchase them	By June 23	Everyone
Check in with your mentor	By June 23	First year Board

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		members
Wrap up work on Board committees and organize information, documents, etc. to share with the next iteration of the committee	By June 23	Everyone
If you were not able to participate in the live training session for in-coming chairs and group members on June 2, listen to the recording	Prior to July 1	Anyone who liaises with a strategic committee, advisory board, jury or taskforce

**Board Basics at Annual:**

- **Arrival/Departure dates:** Board Members arrive for the Saturday Leadership Development Session at 8:30am, and stay through the last Board meeting which ends at 4:00 on Monday afternoon. Board members should strive to arrive in time for the Board Happy Hour, which is at 5:00pm on Friday.
- **Meetings Board Members must attend:**

Meeting	Day	Time	Location
Leadership Development – attend only if you liaise with a selection or award committee	Sat.	8:30 – 10:00	Caesar’s Palace, Florentine III
Board I	Sat.	1:00 to 5:30	Convention Center N223
Board II	Sun.	4:30 – 5:30	Convention Center N223
Board III	Mon.	3:00 – 4:00	Convention Center N223

- **Events to attend as you’re able:**
  - Printz Program & Reception (Fri. night)
  - Edwards Brunch (noon-2 Sat.)
  - YALSA Happy Hour (Sat. night)
  - Youth Council Caucus (8-10AM Mon.)
  - President’s Program (Mon.)
  - Odyssey Program & Reception (Mon.)
  - ALA Inaugural Banquet (11AM - 1PM Tues.)

**Executive Committee Meetings:**

Meeting	Day	Time	Location
Joint Executive Committee	Thurs.	4:30 to 6:00pm	Convention Center, N201
Executive I	Fri.	10:30 – 11:30	Convention Center, N223
ALA& Division Leaders’ Breakfast	Sun.	7:00 to 8:30am	Convention Center, N263c
BARC Division Leaders	Sun.	2:30 –	Las Vegas Hotel, Pavilion

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Executive II	Mon.	4:00 – 5:30pm	Convention Center, N223

**Additional Resources**

- The most up to date information about YALSA at ALA’s Annual Conference is posted at <http://tinyurl.com/YALSAan14> , including a .pdf file that lists all the times and locations for all of YALSA’s programs and events
- ALA’s Annual Conference web site: <http://ala14.ala.org/>
- The official hashtag for the conference is #alaac14
- The Board Wiki has tips for things like preparing for meetings, listening to member concerns, and so on: [http://wikis.ala.org/yalsagroups/index.php/Board\\_of\\_Directors](http://wikis.ala.org/yalsagroups/index.php/Board_of_Directors)