

**Fall Executive Committee Meeting
November 5, 2016, Pittsburgh, PA**

Topic: Refocusing Executive Committee Proposal

Background: At their June 2016 meeting, YALSA's Board approved a proposal to refocus the work of the Executive Committee on 1) building and maintaining ties with ALA and 2) taking on a fiscal oversight and support role. Beth Yoke has provided the information below that seeks to address the first part of the refocusing.

Action Required: Discussion

I. ALA Relationship Building Activities of the Executive Committee

Current Activities

- Providing a contact point for ALA via individual committee member roles. For example, the Fiscal Officer liaises with YALSA's BARC rep
- Represent YALSA at ALA meetings such as the BARC/Division Leaders' Meeting and the Fall Executive Committee Meeting
- Co-plan and take turns leading the bi-annual AASL/ALSC/YALSA Joint Executive Committee Meeting
- Hold general discussions about YALSA's relationship with ALA

Goals moving forward

- Build personal relationships in order to foster communication, promote trust and facilitate collaboration
- Increase knowledge of ALA current projects and processes to inform the work that YALSA does
- Be better positioned to take advantage of opportunities to work together

Recommendations

Build on what we're already doing, but 1) expand the work and 2) formalize the process

EXPAND THE WORK

Everyone

- Strive to attend relevant meetings. For example, the Fiscal Officer attends BARC, PBA, F&A, etc. meetings
- Contact ALA counterparts at least quarterly (preferably immediately before and after meetings)
- Seek out and attend social and networking events at conferences where ALA leaders will be present

- Read ALA Executive Board agendas, documents and minutes to keep informed of ALA governance activities
- Read the ALA Executive Director and President's columns in *American Libraries* to keep informed of ALA governance activities
- Know and understand relevant ALA policies, such as the Operating Agreement
- Know the ALA strategic plan goals and priority areas and be able to articulate how YALSA's plan and priorities intersect with ALA's
- For each conference, invite your ALA counterpart to any YALSA events, receptions and programs that may be of interest
- Take advantage of opportunities that may arise to contact and connect with your ALA Counterpart. For example, If the President-Elect runs across a great blog post about association governance best practices, share it with the ALA President-Elect

Division Councilor

- Keep up to date on Council activities via the Council listserv
- Work closely with the AASL and ALSC Councilors to support and maintain the Youth Council Caucus by scheduling meetings, putting out a call for agenda items, welcoming newly elected Councilors and onboarding them, and more
- Take an active role in recruiting YALSA members to run for Council
- Identify potential candidates for ALA Executive Board from among Councilors who are YALSA members and share the information with the YALSA Executive Committee to determine a strategy
- Attend and participate in all meetings of the ALA Council
- Report to the YALSA Board about Council agenda before Council meets to request YALSA voting position on any agenda items
- Vote as directed by the YALSA Board on designated Council agenda items
- Represent YALSA's position on Council through necessary presentations and resolutions
- Report to the YALSA Board about Council actions after Council meets

Fiscal Officer

- Contacts the BAR rep before and after each BARC Meeting to obtain and share information
- Keeps up to date on the activities of the ALA Endowment Trustees, Treasurer, BARC and Finance and Audit Committee and shares relevant information with the Executive Committee
- Builds knowledge about the ALA budgeting and other fiscal processes in order to serve as the point person on YALSA's Executive Committee and Board for all fiscal matters

Immediate Past President

- Stays in regular contact with the ALA Immediate Past President

President

- Sends monthly report developed for YALSA members to YALSA's ALA Executive Board rep and to the ALA President
- Contacts the ALA Executive Board rep before and after each ALA Executive Board Meeting
- Works with AASL and ALSC Presidents to plan an agenda for joint meetings
- Proactively contacts ALA's President to inform them of any upcoming YALSA board decisions that may impact the ALA Executive Board
- Sign off on a welcome letter and packet to newly elected ALA Executive Board members that the staff prepares
- Send YALSA talking points on teen services to the ALA President for use with any press interviews they may have, and provide cell phone information so that the ALA President has a convenient way of getting in touch if they need any support from the YALSA President for press interviews

President-Elect

- Contacts ALA President-Elect to find out who is on their planning taskforce(s), then determine which members, if any are YALSA members
- Participates on the ALA President-Elect's Appointments Committee and strives to ensure adequate representation of YALSA members

Secretary

- Monitors ALA Council meeting resources and changes to policies and processes in part by keeping in touch with the ALA Parliamentarian, Eli Mina.

As a Committee

- Annually review ALA's strategic plan and YALSA's organizational plan as well as any new projects that were started since the last review to look for
- Take a proactive approach to contributing to the call for agenda items for the biannual BARC Division Leaders' Meetings by holding discussions in May and Dec.
- Annually review YALSA's organizational plan with an eye toward what ALA committees align closely with YALSA's current work in order to identify which ALA Committees to target for placing YALSA members on
- Identify a common goal YALSA has with ALA and propose a collaborative project with the appropriate ALA unit(s)
- Periodically evaluate progress toward relationship building with ALA, and make adjustments as needed

FORMALIZE PROCESSES

- Update the orientation documents for each Executive Committee position
- Create messaging that can be re-used. For example, an introductory email from a new YALSA President-Elect to the new ALA President-Elect
- Create timelines or calendars for outreach and other activities

II. Increase YALSA's Presence at the ALA level

Goals

- Obtain a solid platform from which to promote YALSA priorities
- Influence decision making and effect change at the ALA level to help ensure ALA policies and priorities align with YALSA's
- Provide additional leadership opportunities for YALSA members

Recommendations

- Hold annual discussions in order to prioritize which ALA committees and other groups to target for getting YALSA members appointed or placed
- Hold annual discussions to identify YALSA leaders that would be a good fit for moving up to the ALA level. Then reach out to and cultivate leaders and help usher them through the process of obtaining ALA leadership positions
- Continue to leverage the ALA Appointments Committee and naming reps to ALA groups
- Regularly attend relevant ALA level meetings and networking events

FORMALIZE PROCESSES

- Set goals, then create a timeline and plan for moving YALSA members up onto the ALA Executive Board
- Create and put a system in place for cultivating YALSA leaders and grooming them for ALA level service

III. Staff Support

- The Membership Coordinator can provide contact information as needed for relevant ALA contacts
- The Membership Coordinator will annually review the list of ALA candidates to determine which are YALSA members, then share that information with the Division Councilor and post online
- The Membership Coordinator and Executive Director will annually prepare a welcome packet for in-coming ALA Executive Board members
- The Membership Coordinator will bring YALSA swag to ALA conferences for the YALSA President to pass on to the ALA President for distribution at ALA Executive Board meetings
- The Executive Director will forward all relevant agendas, reports, etc. from the ALA leadership to the Executive Committee
- The Executive Director will invite the ALA Executive Board and BARC reps to Board meetings on behalf of the YALSA President
- The Executive Director will work with the Governance Nominating Committee to ensure that ALA President-Elect and Treasurer candidates are included in the election preparation process, such as candidate interviews on the YALSAblog and participation in the Coffee with the Candidates event
- The Executive Director will provide support to the YALSA President for on-boarding new Executive Committee members and educating them about relevant ALA policies, procedures, etc.

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- The Membership Coordinator will ensure that the ALA President, ALA President Elect, ALA Treasurer, BARC rep and ALA Executive Board rep are on YALSA's holiday card mailing list. Other names can be added, per the request of the Executive Committee.
- The Membership Coordinator will send an invitation to the ALA President, ALA President Elect, ALA Treasurer, BARC rep and ALA Executive Board rep, to attend the Printz Program and Reception and YALSA Member Happy Hour at Annual, as well as the Morris & Nonfiction Program and Reception and YALSA Member Happy Hour at Midwinter. Other names can be added, per the request of the Executive Committee.
- The Executive Director will provide talking points to the Executive Committee for use with interacting with ALA leaders at conferences

Additional Resources

- 17 Strategies for Improving Collaboration, <http://tinyurl.com/jqgfnnny>
- Leading from the Middle, <http://tinyurl.com/hp2dru9> and <http://tinyurl.com/jxpsvtn>
- The Silo Mentality: How to Break Down the Barriers, <http://tinyurl.com/hj6x9og>