

YALSA Board of Directors  
Meeting ALA Midwinter  
Meeting, Seattle  
January 25-29, 2019

**Topic:** Executive Committee Function Statement

**Background:** Over the past decade, the YALSA Executive Committee has continued without much change, even though the rest of YALSA has evolved. At the June 2016 Annual meeting the Board agreed to refocus the function of the Executive Committee to have an expanded role in ALA relations and financial oversight. Therefore, it was necessary to revisit the Executive Committee's function statement so that the document reflects the new tasks the Executive Committee has agreed to take on. This document is brought forth by Sandra Hughes-Hassell on behalf of the Executive Committee.

**Action Required:** Action

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**Current Executive Committee Function Statement:**

To act for the [Board of Directors](#) between Board meetings on items that require interim action; to review agendas for the Board meetings and to make recommendations to the Board regarding items reviewed and under consideration by the Board; to review YALSA activities and programs and recommend division priorities in relation to activities; to provide support and training for the Board of Directors and Chairs. YALSA's Executive Committee may not: amend bylaws; elect or remove board members; hire or fire the executive director; approve or change the budget; make major structural decisions. Committee size: President, President-Elect, Immediate Past President, Fiscal Officer, Secretary, YALSA Division Councilor and Executive Director (ex-officio).

**Proposed Updated Executive Committee Function Statement:**

(changes are in *red italics*)

To act for the [Board of Directors](#) between Board meetings *on time sensitive items that require immediate action. To focus on strengthening YALSA's relationship with ALA by fostering strong ties with ALA governance. To provide oversight and support for fiscal planning, and to communicate regularly to the Board regarding the financial health of YALSA.*

*As a group, the Executive Committee works to strengthen YALSA's relationships with ALA by:*

- Providing a contact point for ALA via individual committee roles*

- *Representing YALSA at ALA meetings such as BARC/Division Leaders' Meeting and the ALA and Division Leader's Fall Executive Committee Meeting*
- *Co-planning and taking turns leading the bi-annual AASL/ALSC/YALSA Joint Executive Committee meeting*
- *Communicating and connecting with other ALA groups and individuals as appropriate*

*As a group, the Executive Committee provides support for fiscal planning by:*

- *Monitoring and reporting YALSA's financial operations to the Board.*
- *Translating YALSA finances in ways that clearly communicate the organization's financial challenges and situation, thus allowing the Board to make informed decisions.*
- *Creating a mechanism to address the challenge of a more complex budget and to increase the support the Board's receives relating to understanding, interacting with, and supporting the fiscal health of the association*

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Committee size: President, President-Elect, Immediate Past President, Fiscal Officer, Secretary, YALSA Division Councilor and Executive Director (ex-officio).

### **Fiscal Implications**

None

### **Measuring Impact**

This can be achieved through the annual board assessment

### **Proposed Action**

The Board moves to adopt the updated version of the Executive Committee function statement presented in this board document, and directs the Executive Director to work with YALSA staff to ensure the statement gets updated on the web site.

### **Related Documents:**

- Executive Committee Function document from Spring 2016 Exec Mtg  
[http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/ExecFunction\\_spring16.pdf](http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/ExecFunction_spring16.pdf)
- Rethinking YALSA: Executive Committee blogpost  
<http://yalsa.ala.org/blog/2016/05/05/rethinking-yalsa-executive-committee/>
- Executive Committee Function document from Annual 2016  
[http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/ExecCommitteeNewFocus\\_AN16.pdf](http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/ExecCommitteeNewFocus_AN16.pdf)