

**Topic: Leveraging YALSA Reps to ALA Groups**

**Background:** Every year, one of the first tasks for the YALSA President to complete is to appoint YALSA members to serve as representatives to ALA groups. Once these reps are appointed and given initial information, there are no other official activities or communication with the reps. As the YALSA Executive Committee works to develop a closer relationship to ALA, the Committee needs to discuss how best to leverage these relationships in order to improve communication and collaboration between YALSA and ALA groups. Sarah Hill has provided the information below about how the process works now, including the groups appointed and the communication between the president and the reps. At the end of the document are questions for discussion.

**Action Required: Discussion**

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These ALA Groups traditionally have YALSA representatives automatically determined by position:

- ALA Appointment Committee - YALSA President-Elect
- ALA BARC Planning Budget & Assembly - YALSA Fiscal Officer
- ALA Education Assembly - YALSA CE Advisory Board Chair
- ALA Legislation Assembly - YALSA Legislation Committee Chair
- ALA Membership Promotion Taskforce - YALSA Division & Membership Promotion Chair
- ALA Recruitment Assembly - YALSA Division & Membership Promotion Chair
- New Members' Round Table - YALSA Division & Membership Promotion Chair
- ALA Website Advisory Committee - YALSA Website Advisory Committee Chair
- Committee on Research - YALSA Research Committee Chair

These ALA Groups traditionally have YALSA representatives selected by the YALSA President:

- ALA Advocacy Coordinating Group
- Conference Program Coordinating Team
- ALA Conference Committee
- ALA Intellectual Freedom Committee
- ALA Literacy Assembly
- ALA Professional Ethics Committee
- ALA Schneider Family Book Award
- ASCLA Accessibility Assembly
- Unit Liaison to Freedom to Read Foundation

Currently, the YALSA President is given the following draft messages to recruit and inform YALSA reps of their potential role in these groups.

**SAMPLE EMAIL MESSAGE NOTIFYING YALSA CHAIR OF THEIR REP ROLE**

Dear

In your current YALSA position as [FILL IN THEIR ROLE] you will also be serving as an official YALSA representative to an ALA group, [INSERT NAME OF GROUP] for the 2016 - 2017 year. As a representative you will strive to attend and participate in any meetings of the ALA group in order to promote YALSA news and concerns to the larger ALA community, and also bring information back to YALSA from that ALA group. I understand that you have a busy schedule and there may come a time when you are not able to attend a meeting of the ALA group. If that's the case, please try to arrange in advance for a volunteer from your YALSA committee to go in your place and inform the ALA committee chair.

Please touch base with me both before and after Midwinter and Annual. Before the conference I'll be able to let you know if there is anything pertinent to pass on to the ALA group. After the conference you will be able to report back to me anything of interest or concern to YALSA that was brought up at the meeting. If there is significant information that you want to share with YALSA's Board, you are welcome to submit a report that I can share out with them. If there is also information that would be of interest to the YALSA membership, I'd encourage you to contact \_\_\_\_\_ at \_\_\_\_\_ about writing a post for the YALSAblog. I would encourage you to introduce yourself to the chair of the ALA group and let him/her know you're the official YALSA representative. A listing of ALA Committees and links to the rosters is on ALA's web site at [www.ala.org/groups/committees/ala](http://www.ala.org/groups/committees/ala). If you have any questions or concerns please don't hesitate to get in touch, and again thank you for all you do for YALSA!

**SAMPLE EMAIL MESSAGE TO POTENTIAL REP**

Dear

One of my first official jobs as YALSA President is to identify YALSA leaders to represent our Division to specific ALA groups for the 2016 - 2017 year. Given your successful track record with YALSA, I would love it if you'd be willing to serve as a YALSA representative on [INSERT NAME OF ALA GROUP]. As a representative you will: 1) strive to participate in the work of the ALA group; 2) promote appropriate YALSA news and information to the ALA group; 3) bring news and information back to YALSA from that ALA group. I'm attaching a document to this email which further outlines the roles and responsibilities you'd have as an official YALSA representative. To learn more about the particular ALA group, you can access information here:

[www.ala.org/groups/committees/ala](http://www.ala.org/groups/committees/ala).

If this opportunity interests you, please let me know by no later than [INSERT DEADLINE]. Also, if you have any questions about serving as a representative, please don't hesitate to get in touch. Thank you for all you do for YALSA!

Here is the current handout that is sent to all YALSA reps to ALA Groups:

### **Responsibilities of Division Representatives to ALA Groups**

General Responsibilities:

- Attend & participate in all meetings of the group to which you've been designated as an official representative of YALSA.
- Represent YALSA's position on various issues.
- Communicate regularly with YALSA's Board about issues and developments relating to your role in YALSA and ALA.
- Share relevant news and information to the ALA group on behalf of YALSA.
- When requested by the Board, bring issues or concerns of YALSA's to the attention of the ALA group.
- Perform other representative-related activities as directed by the YALSA Board.

At ALA Conferences:

- Attend and participate in all meetings of the group to which you've been appointed, or identify someone to attend in your place (and let the ALA chair know).
- Take advantage of opportunities to interact with other group members, so you can get to know your peers.
- Share relevant news and information or issues to the ALA group on behalf of YALSA. Consider sharing any of the documents at [www.ala.org/yalsa/handouts](http://www.ala.org/yalsa/handouts) if they are appropriate for your particular group

In Between Conferences:

- Share the ALA group's meeting agenda with the YALSA President and request a YALSA position on any relevant agenda items.
- Share any ALA group documents of significance or that directly impact YALSA with the YALSA Board.
- Monitor and participate in any electronic discussions for the ALA group and alert YALSA's President and Executive Director to any issues that arise that directly affect YALSA.
- Prepare and submit a report on ALA group activities for the Board meetings at Midwinter and Annual.
- Review any ALA group materials prior to meetings with an eye to items that will have implications for YALSA or the field of young adult librarianship and share that information with the YALSA President.
- When requested by the Board, share any relevant Board communications with your ALA group.

Other Duties as ALA Representative:

- Know all policies and procedures relating to the ALA group to which you're appointed.
- Stay informed about YALSA's mission, services, policies, and programs. Subscribe to the YALSA blog or Twitter feeds, visit the web site and read *YALS* and *YALSA E-News*.
- Keep your ALA group informed about relevant YALSA activities and resources. To download or request materials, please use the brief online form that is here: [www.ala.org/yalsa/handouts](http://www.ala.org/yalsa/handouts) .
- Keep YALSA members informed about relevant ALA activities and resources. Consider using the tools mentioned on this page to help you communicate with members:  
[www.ala.org/yalsa/aboutyalsa/yalsahandbook/marketingformembergr](http://www.ala.org/yalsa/aboutyalsa/yalsahandbook/marketingformembergr)
- Keep up-to-date on developments in the field of library services for and with teens.

**Questions for Discussion:**

- What opportunities are there to better leverage these existing ties with ALA?
- How can we better encourage the transferring of knowledge between the ALA groups and YALSA, and vice versa?
- What processes and supports need to be put into place so that reps are successful and that YALSA is able to maximize this opportunity to connect with ALA?
  - Would it be helpful for YALSA reps to complete some kind of reporting process, such as a form or a conference call?
  - How can we strengthen ties between the reps and YALSA's leadership? For example, should YALSA reps be assigned a board liaison?
  - What needs to be in place to ensure that the reps are completing their responsibilities?
  - What sort of training, if any, is needed by these reps?
  - What additional communications and/or orientation materials need to be developed for the reps?
- What kind of information should YALSA be sharing with the reps to ALA groups?
- What opportunities for collaboration through these reps might there be?
- The reorganization of YALSA's committee structure may mean that the way some reps are identified will need to change.
- Are some of these ALA committees more aligned with YALSA's priorities than others? If so, what additional activities or communications do we want to facilitate through the reps?
- How can we raise the profile of these reps and the work that they do?

**Additional Resources:**

- List of YALSA reps: <http://www.ala.org/yalsa/workingwithyalsa/committees/alareps>