

**YALSA Board of Directors Meeting  
ALA Midwinter Meeting, Seattle  
January 19-24, 2007**

**Topic:** Evaluating YALSA Committees

**Background:** At the 2006 Midwinter Meeting the Board was asked to consider restructuring the association in order to better position YALSA to advance our mission, accomplish our goals and to meet members' needs. As a result, the Board voted to: establish award juries, expand the size of the Nominating Committee and put procedures in place for Interest Groups. The Board is also considering adding a Secretary position to the Board. Another component to the restructuring process is evaluation of the association's current standing committees.

**Action Required:** Discussion

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According to the YALSA Bylaws:

- Article IX, Section 1: Standing, special, Ad Hoc committees and task forces (pursuant to the ALA Policy Manual) shall be authorized by the Board of Directors. Standing committees must include: Strategic Planning, Nominating, Organization and Bylaws, Program Clearinghouse, and Publications. All other committees may be discontinued by the Board.
- Article IX, Section 6: The functions of all committees shall be determined by the Board of Directors and outlined in an annually updated YALSA Handbook of Organization.

Other divisions in ALA have instituted a systemized approach to evaluating committees. An example from RUSA:

- The Organization Committee will review the non-administrative RUSA-level committees and the sections of RUSA every five years on a staggered basis. Section executive committees will be responsible for review of committees and discussion groups within their sections. The purpose of the review will be to determine whether the committee or section continues to serve a useful purpose within the division and to give members an opportunity to recommend changes in the structure of their own committee or section and of RUSA as a whole. In preparation for this review, the chair of the committee or section will send to the Organization Committee answers to the following questions:

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- Do you feel that this committee or section is currently serving a useful purpose with RUSA? If so, please describe your reasons. If not, would you recommend changes in the structure or membership (please describe) or recommend that the committee or section be discontinued?
- Do you believe that the work of your committee or section overlaps with the work of another RUSA or ALA committee or section unnecessarily? If so, can you suggest any way in which this duplication of effort could be eliminated?

*Source: RASD Board, February, 1973; reaffirmed by RUSA Executive Committee, October, 2006*

***Procedure Statement on Evaluation of RUSA Committees***

Policy dictates that all eligible committees be reviewed every five years. Newly established committees receive their first review after three years. Normally, reviews are conducted during the Midwinter Conference and are administered by the Subcommittee on Reviews. If necessary to maintain the integrity of the schedules, reviews also may be conducted during the Annual Conference.

Reviewers should not be members or active participants of their assigned committee. Reviews should be conducted at a regular business meeting of the committee.

Following is an outline of the normal review procedures.

**MIDWINTER**

**October 15**

Chair of Subcommittee on Reviews notifies chairs of all committees slated for review by a form letter adopted for that purpose. Also included is a copy of the evaluation checklist and a copy of the policy statement concerning "Establishment and Evaluation of Committees."

**December 1**

Chair of Subcommittee notifies all Subcommittee members of committees slated for review and their meeting times and dates. By December 10, committee members inform Subcommittee Chair which times they are available.

**December 10**

Chair of Subcommittee notifies subcommittee members of review assignments. In cases where committee members have not responded with their choices, assignments will be arbitrary. If subcommittee members are unable to attend their assigned meetings, the Subcommittee Chair should be notified. (If conflicts cannot be resolved, these committee reviews may be postponed until the Annual Conference and committee chairs informed of same.)

**December 15**

Subcommittee members contact chairs of committees to be reviewed directly and inform them of their visit on a certain day.

Mid-Winter Reviews are conducted according to the schedule described above and checklists are filled out.

**CONFERENCE**

**February 14**

Subcommittee members send copies of their reviews to Subcommittee Chair for purposes of synthesis and distribution.

**March 15**

Subcommittee chair sends each member of Organization Committee copies of all reviews together with a brief report of findings.

**March 30**

Organization Committee chair sends review results to committee chairs.

On the RUSA web site you will find templates for the letters and checklists that should go out from the Chair of Organization to the chairs of the sections and committees being reviewed. Future chairs of Organization should copy the text from the template, insert relevant data, and send this off to the right people each Fall. The review checklists for committees incorporate the new questions that were approved by the RUSA Board in Toronto, 2003. These templates should not require frequent updating, although the Organization Committee should examine them every 1-2 years on principle.

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**YALSA Member Groups as of January 2007  
(prior to the Midwinter Meeting)**

	<b>Standing Committees</b>	<b>Task Forces</b>	<b>Interest Groups</b>	<b>Discussion Groups</b>	<b>Juries</b>
1	Alex	2007 MW Institute	Student	Anime	Baker & Taylor
2	Audiobooks	50 <sup>th</sup> Anniversary	Teen Gaming	Serving YAs in Urban Pop	Book Wholesalers
3	BBYA	Advocacy	Teen Music	Teaching YA Lit	Frances Henne
4	Division & Member Promotion	Awards			Great books giveaway
5	Editorial Advisory	Booklist			Sagebrush
6	Edwards 2007	First YA Author Award			
7	Edwards 2008	Joint RUSA/ YALSA Reference			
8	Financial Advancement	SB&F Prize			
9	Graphic Novels	SDVDs Evaluation			
10	Intellectual Freedom	Selected Lists			
11	Joint School Public Library Coop	SUS Evaluation			
12	Legislation	Teen Tech Week			
13	Local Arrangements	YA Lit Symposium			
14	Nominating				
15	Odyssey				
16	O&B				
17	Outreach				
18	PAT				
19	Popular Paperbacks				
20	Preconference				
21	Pres. Program				
22	Printz 2007				
23	Printz 2008				
24	Prof Development				
25	Program Clearinghouse				
26	Publications				
27	Publishers' Liaison				
28	Quick Picks				
29	Regional Advisory Board				
30	Research				
31	Selected DVDs				
32	Strategic Planning				

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	<b>Standing Committees</b>	<b>Task Forces</b>	<b>Interest Groups</b>	<b>Discussion Groups</b>	<b>Juries</b>
33	Technology				
34	TAGS				
35	TRW				
36	Website Advisory				
37	YA Galley				
38	Youth Participation				