

**Spring Executive Committee Meeting
 April 19th, 2011 via Conference Call**

Topic: Board Preparation for Annual

Background: Each Midwinter the YALSA Board takes part in a planning session that provides opportunities to learn how to be successful as a Board member and to discuss how YALSA and ALA governance structures work. In the past the Board has not had a planning session prior to Annual Conference, and there is not time available within the schedule to add this. However, because of the success of the 2010 Midwinter Board planning, the Executive Committee should consider the possibility of adding a planning session via conference call prior to the Annual Conference.

Action Required: Action

Preparation Activities:

Executive Committee to do list:

Activity	Persons Responsible
Welcome newly elected Board members	President
Assign mentors to new Board members	President-Elect
Send orientation packet to new Board members as well as Board's schedule for Annual	Executive Director
Communicate Board responsibilities for pre Annual and on-site (Board briefings via yalsa-bd?)	President
Communicate chair responsibilities for pre Annual and on-site (Chair briefings via yalsacom?)	President
Communicate with YALSA reps to Division & ALA affiliates	President
Invite current and incoming Board members to the Board Happy Hour on Sat. immediately after Board I	Executive Director
Send Board meeting times and locations to yalsa-bd	Executive Director
Establish a seating arrangement for Board meetings (alternate 1 st year, 2 nd year and 3 rd year members)	President & Executive Director
Plan out in-coming Board member training/lunch session (focus on Board Liaison roles?)	President w/ input from Exec Comm
Decide on vision for Board III: how will thanking outgoing members and seating in-coming ones be handled?	President & President Elect with input from Exec Comm

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Invite donors to special reception prior to Edwards lunch	President & FAC Chair
Invite ALA VIPs to Printz reception	President & Executive Director
Set agendas for Executive Committee I&II	President & President Elect, with input from Exec Comm
Set agenda for Joint Exec Meeting	President with input from other youth division presidents
Set agendas for Membership meeting, All committee, Leadership Development and Boards I, II & III	President w/ assistance from Executive Director as needed
Prepare remarks for membership meeting	President, President-Elect, Executive Director
Write resolutions for out-going Board members	President seeks volunteer writers from Exec Comm & Board
Monitor Council activities and report to Exec Comm on any pending resolutions that will come to the floor at Annual	Division Councilor
Prepare for Youth Council Caucus meeting	Division Councilor
Prepare for BARC meetings and submit a fiscal report to the Board	Fiscal Officer
Share on-site contact info with Exec Comm	Everyone & Executive Director will compile and share among the Exec Comm
Download and read all Exec and Board agendas and documents	Everyone

Board To Do List:

Activity	Persons Responsible
Stay in regular communication with chairs to which you liaise and help them prepare for Annual, as needed	Everyone
Finish all work on ad-hoc Board subcommittees, as appropriate, and submit reports	Everyone
Provide on-site contact info to chairs to which you liaise in case they have an emergency or need assistance in Anaheim	Everyone
Provide feedback to the President on draft Board agenda	Everyone
Download and read all Board documents	Everyone
Assist with writing resolutions for outgoing Board members, as requested by the President	Everyone
Check in with mentor	First year Board members
Participate in conference call to review chair reports	Everyone

Board Basics:

- **Arrival/Departure dates:** Board Members arrive for the Friday for the 1:30 – 5:30 Board Strategic Planning Session, and stay through the last Board meeting which ends at

3:30 on Tuesday afternoon June 28th. Board members should strive to arrive in time for the Board Happy Hour, which immediately follows the Board I meeting on Saturday.

- **Meetings Board Members must attend:**
 - All meetings of the Board (1:30 – 5:30 Fri., 1:30 – 5:30 Sat., 4:00 – 5:30 Sun., & 1:30-3:00 Tues.)
 - Leadership Development Meeting (8-10AM Sat.)
 - Member Strategic Planning Session (10-noon Sat.)
 - YALSA Membership Meeting (1:30 – 3:30PM Mon.)
- **Events for Board Members to consider attending:**
 - Edwards Lunch (noon-2 Sat.)
 - Youth Council Caucus (8-10AM Mon.)
 - Odyssey Award Presentation & Reception (3:30 – 5:30PM Mon.)
 - Printz Reception (8-10PM Mon.)
 - ALA Inaugural Banquet (7-9PM Tues.)
 - Board members are encouraged to volunteer to staff the YALSA member booth (contact Melissa McBride, the Division & Membership Promotion Committee Chair, to sign up).