

**Spring Executive Committee Meeting  
April 19<sup>th</sup>, 2011 via Conference Call**

**Topic:** Chair Preparation & Orientation for Annual

**Background:** The Executive Committee may want to evaluate the chair preparation done around Midwinter and decide on what is needed for new chairs who start work just after the Annual Conference and for continuing chairs, who have been in their role for three months.

**Action Required:** Action

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**Past Training Formats:**

- E-chats in Connect
- Conference calls [www.ala.org/ala/mgrps/divs/yalsa/aboutyalsa/mw09chairpreedit.mp3](http://www.ala.org/ala/mgrps/divs/yalsa/aboutyalsa/mw09chairpreedit.mp3)
- Webinars <http://connectpro87048468.na5.acrobat.com/p27896830/>
- Podcasts <http://tinyurl.com/42vuep8>
- Face-to-face (see agenda below)

**Recent Topics Covered:**

- Working virtually
- Broad issues for selection chairs (ethics, committee policies, etc.)

**Agenda for Leadership Development for Selection Chairs at Midwinter 2011:**

**WHOLE GROUP:**

1. 8:00 – 8:20: Sign-in. Continental breakfast will be available
2. 8:20: Meeting Begins. Welcome & Introduction– Kim Patton, President

**SMALL GROUP DISCUSSION:**

**Chairs, please sit with your Board Liaisons. Visitors, please choose any group.**

3. 8:25 to 8:50: Chairs: Challenges & Solutions – Kim
4. 8:50 to 9:15: Information Sharing—incoming Chairs meet with outgoing Chairs and check in with Board Liaisons

**LEADERSHIP MINI SESSIONS:**

**9:15 to 10:00: There are three sessions that are each 15 minutes long. Chairs will be divided into three groups and will rotate through each of the three sessions. Visitors can choose whatever group interests them most. The three sessions are:**

Ethics & Professionalism– facilitated by Francisca Goldsmith and Beth Yoke

Committee Effectiveness & Efficiency – facilitated by Sarah Flowers and Nichole Gilbert

Working Virtually – facilitated by Linda Braun and Mary Hastler

**Chairs and Incoming Chairs, before you leave, be sure you have:**

Roster of your group members                      Online Chair Resource Info Sheet  
LD Evaluation Form

**Chairs, after the All-Committee Meeting please go online and complete:**  
**Quarterly Reports** <http://yalsa.ala.org/forms/quarterly.php> (due Feb. 15, 2011)

**Issues for consideration:**

- What information do current chairs and/or their committee members need to know **before** Annual? Possibly:
  - General registration info
  - Deadlines for reports
  - Meeting dates and times
  - Key YALSA policies & procedures
  - Getting help on-site (ALA office area, staff contact info, Board Liaison contact info, etc.)
  - Other?
- What information & resources should in-coming process & jury chairs have prior to their start on July 1<sup>st</sup>?
  - Transition process
  - Rosters, including board and staff liaison info
  - Key resources: Chair wiki and Handbook
  - Committee Task List
  - Other?
- How would this info best be disseminated? Possibly:
  - yalsacom
  - Personal email or phone call from Board Liaison
  - Podcast
  - Webinar
  - Other?

**Additional Resources:**

- “Beyond Paying Dues: Volunteer Management Principles” (Forum, 2009)  
<http://tinyurl.com/y8pto2n>
- “Your Next Generation of Volunteers” (ASAE, 2009)  
[www.asaecenter.org/PublicationsResources/ANowDetail.cfm?ItemNumber=42755](http://www.asaecenter.org/PublicationsResources/ANowDetail.cfm?ItemNumber=42755)