

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

Topic: 2011 – 2012 Process Committee Task List

Background: In June of 2010 the Executive Committee decided to develop a year-long task list for process committees as part of an effort to ensure that they were working to support the strategic plan and that they had the necessary information/guidance from the Board in order to be successful in their work. The Executive Committee may want to evaluate the success of the list, determine whether it is desirable to develop a list for the coming year and, if necessary decide on a work plan for developing a new list. The 2010 – 2011 task list is provided on the accompanying pages.

Action Required: Discussion

2010 – 2011 Task List for Process Committees & Advisory Boards

YALSA’s Strategic Plan can be found at: <http://tinyurl.com/354xryq>

Strategic Plan Goals:

1. Advocacy: Teens services within all libraries are highly valued as a result of YALSA’s advocacy initiatives.
2. Marketing: The value of YALSA’s programs and services are understood and recognized by the profession, the media, and the public.
3. Research: YALSA is a recognized source for access to targeted research benefiting members and the library community.
4. Continuous Learning: YALSA’s continuous learning opportunities are offered in various levels and formats are utilized by all members and available to others.
5. Member Recruitment & Engagement: YALSA continues to grow as a result of a high level of member involvement, engagement, and satisfaction.

The road map which details the activities needed to accomplish the goals is called the Action Plan, which can be found at <http://tinyurl.com/26kysav>

Committee or Advisory Board	Area of Focus in Strategic Plan	Related Task List
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<p>Division & Membership Promotion Chair: Melissa McBride, mcbride.melissa@gmail.com Liaison: Ritchie, ritchiemomon@kclibrary.org</p>	<p>#5 Member recruitment & engagement</p>	<ul style="list-style-type: none"> • Plan and implement a YALSA 201 program for the 2011 Midwinter Meeting, working with Nichole Gilbert, YALSA’s Program Officer for Conferences & Events, on logistics • Plan and implement a YALSA 101 program for the 2011 Annual Conference, working with Nichole Gilbert on logistics • Work with Letitia Smith, YALSA’s Program Coordinator for Membership, to recruit and prepare members to staff the YALSA booth at Annual 2011 • Work with Letitia Smith to reach out to members who are celebrating an anniversary with YALSA and congratulate them • As needed, assist Letitia Smith with implementing a recruitment effort to ALA Affiliate members • Work with Letitia Smith to help promote First Wednesdays with YALSA
<p>Editorial Advisory Board Chair: Kim Cullin, bolan_kimberly@yahoo.com Liaison: Ritchie, ritchiemomon@kclibrary.org</p>	<p>#2 Marketing #4 Continuous Learning</p>	<ul style="list-style-type: none"> • Work with Sarah Flowers, <i>YALS</i> Editor, to <ul style="list-style-type: none"> ○ identify individuals to write articles ○ identify timely topics for volume 9 • The Chair will participate in the process of identifying and vetting a new YALSA editor, to be in place by June 2011, by serving on the search committee • As needed, assist the Sarah Flowers in planning for an expanded online space for the journal

<p>Executive Chair: Kim Patton Liaison: N/A</p>	<p>All goals</p>	<ul style="list-style-type: none"> • Provide input to Kim Patton, YALSA President, for the development of 2010 – 2011 process committee task lists • Oversee the planning and implementation of Board training and development • Oversee the planning and implementation of Chair training and development • Monitor and update the Action Plan (companion document to Strategic Plan) • Facilitate planning and decision making between Board meetings • Reviewing and commenting on article submissions as they are presented by the editor
<p>Financial Advancement Chair: Pam Holley, pamsholley@aol.com Liaison: Mary, hastler@hcplonline.info</p>	<p>#1 Advocacy #2 Marketing</p>	<ul style="list-style-type: none"> • Continue implementation of the Give \$10 in '10 initiative through Dec. 31st. All funds will go toward advocacy efforts. • Plan and implement a Silent Auction at the 2011 Midwinter Meeting. All proceeds will go toward creating and disseminating resources that librarians can use to promote YALSA book award winners and selected lists, working with Nichole Gilbert, YALSA's Program Officer for Conferences & Events, on logistics • Continue to send thank yous to donors • Contribute content to the quarterly FOY e-newsletter and send to Letitia Smith, YALSA's Program Coordinator for Membership • Decide on and implement any fundraising efforts between February and June 2011 • Work with Stephanie Kuenn, YALSA's Communications Specialist, on updating and promoting the Association's Café Press Space

Joint School/Public Library Cooperation		This will have to be determined jointly by AASL, ALSC and YALSA
Legislation Chair: Krista McKenzie, krista@relib.net Liaison: Mary, hastler@hcplonline.info	#1 Advocacy	<ul style="list-style-type: none"> • Immediately after Midwinter 2011, work with the YALSA Board to update YALSA’s legislative agenda for 2011 • Create and work with Stephanie Kuenn, YALSA’s Communications Specialist, to distribute resources to encourage members to participate in National Library Legislative Day & its virtual component on May 9, 2011 • Plan and implement the approved program for the 2011 Annual Conference, working with Nichole Gilbert, YALSA’s Program Officer for Conferences & Events, on logistics • Plan and implement a second round of District Days for August – Sept. 2011, working with work with Stephanie Kuenn, YALSA’s Communications Specialist, to promote it • Ensure the information about National Library Legislative Day and other legislation related information is up to date and accurate on YALSA’s wiki
Local Arrangements Chairs: Tamara Dibartolo, booklvr59@yahoo.com and Angela Germany, agermany@slol.lib.la.us Liaison: Ritchie, ritchiemomon@kclibrary.org	#4 Continuous Learning	<ul style="list-style-type: none"> • By September 1st, add content to the “Local Information” section of the Annual Conference portion of YALSA’s wiki • Continue to build out content to the “Local Information” section leading up to the June 2011 content • Work with mk Eagle, the YALSA Blog manager, to promote New Orleans specific attractions, information, etc. on the YALSA Blog • Work with Nichole Gilbert, Program Officer for Conferences & Events, as needed ahead of time and on-site to ensure YALSA programs run smoothly

<p>Nominating 2011 Chair: John Sexton, jsexton@wlsmail.org Liaison: Kim</p>	<p>#5 Member Recruitment & Engagement</p>	<ul style="list-style-type: none"> • In July and August finish vetting candidates • Submit a final slate to Beth Yoke, the Executive Director, by August 31st, 2010 • In September, or as necessary, provide alternate names as needed for any individual that removes his/her name from the slate • In September, inform any individuals who did not make the final slate about their right to run on the ballot as a petition candidate and provide them with the necessary details and information • Plan and implement a Candidates’ Forum at the 2011 Midwinter Meeting, working with Nichole Gilbert, Program Officer for Conferences & Events on logistics • Work with mk Eagle, the YALSA Blog manager, in Feb. & March to interview candidates and post on the YALSA blog • In the fall communicate with Linda Braun, the Chair of the 2012 Nominating Committee, to provide information on candidates not on the 2011 slate and other information as appropriate.
<p>Nominating 2012 Chair: Linda Braun, lbrown@leonline.com Liaison: Sarah F., sarahflowers@charter.net</p>	<p>#5 Member Recruitment & Engagement</p>	<ul style="list-style-type: none"> • Work with Nichole Gilbert, Program Officer for Conferences & Events to schedule a committee meeting at Midwinter 2011 • Review existing Nominating information, including the 2010 – 2011 Board Profile • In January begin seeking and vetting candidates • Provide updates on the committee’s work via the YALSA blog or YAttitudes in order to inform members about the nominating process and ensure an appropriate level of transparency • Provide regular updates to the President as to the committee’s progress and seek assistance from her in regards to any concerns or challenges finding candidates

<p>Organization & Bylaws Chair: Sarajo Wentling, sjwentling@gmail.com Liaison: N/A</p>	<p>#5 Member Recruitment & Engagement</p>	<ul style="list-style-type: none"> • Work with mk Eagle, the YALSA Blog manager, to add a Blog Manager section to the existing YALSA Blog Guidelines • Work with Sarah Debraski, the YA Lit Blog manager, to develop Lit Blog guidelines that follow the format of the YALSA Blog Guidelines • Communicate with and work with chairs as needed to ensure their committees' policies, procedures and charges are up to date and accurate • Review the YALSA Handbook and make recommendations to the President on any sections that need updating • Work with Kim Patton, the President, and Beth Yoke, Executive Director, on changes to the bylaws as needed • Work with the Web Advisory Committee to review and update the Members Only Web Site Policies & Procedures document and submit a final draft to Beth Yoke, the Executive Director. by no later than Dec. 6 for the Board to consider at their Midwinter Meeting
<p>Past Presidents' Lecture Planning 2011 Chair: Joan Atkinson, jatkinso@slis.ua.edu Liaison: Linda, lbrown@leonline.com</p>	<p>#4 Continuous Learning</p>	<ul style="list-style-type: none"> • Plan and implement a lecture for the 2011 Midwinter Meeting, working with Nichole Gilbert, Program Officer for Conferences & Events on logistics • Work with Stephanie Kuenn, Communications Specialist, to promote the event • Develop speaker selection guidelines for future committees to use when recruiting and vetting potential speakers for future lectures
<p>Past Presidents' Lecture Planning 2012 Chair: TBD Liaison: TBD</p>	<p>#4 Continuous Learning</p>	<ul style="list-style-type: none"> • Plan and implement a lecture for the 2012 Midwinter Meeting in Dallas, Jan. 20 – 24, working with Nichole Gilbert, Program Officer for Conferences & Events on logistics

<p>Publications Chair: Sasha Rae Matthews, srmatthe@chesapeake.lib.va.us Liaison: Sara R., ryansara@gmail.com</p>	<p>#4 Continuous Learning</p>	<ul style="list-style-type: none">• Work with Stephanie Kuenn, Communications Specialist, to identify an editor for the upcoming book on youth participation• Vet all book proposals that are submitted to YALSA and provide a recommendation to Stephanie Kuenn in a timely manner (within four to six weeks)• Assist Stephanie Kuenn with finding chapter contributors for book-length publications as necessary
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<p>Research Chair: Rebecca Hunt, rebhunt222@comcast.net Liaison: Sarah F., sarahflowers@charter.net</p>	<p>#3 Research #4 Continuous Learning</p>	<ul style="list-style-type: none"> ● Submit a revised draft research agenda to the Board no later than September 15th for the Executive Committee to review during their October meeting. <ul style="list-style-type: none"> ○ Work with the Executive Committee as needed to finalize the draft and submit to the YALSA Board for approval for their 2011 Midwinter Meeting. ○ Once approved, submit to the ALA Committee on Research for their approval ○ Once approved by both entities, work with Stephanie Kuenn to promote the agenda to the membership and the LIS community and encourage individuals to conduct research in the areas identified as gaps ● Plan and implement a research poster session for the 2011 Annual Conference. <ul style="list-style-type: none"> ○ Work with Nichole Gilbert, Program Officer for Conferences & Events, to issue a call for proposals in the fall and plan logistics for the session ○ Vet the proposals and select the participants by no later than Feb. 1, 2011 ○ Between Feb. and May assist the participants with planning their poster session ○ Have Research Committee members available on-site at the conference to help oversee the implementation of the poster session
<p>Research Journal Advisory Board Chair: Sandra Hughes-Hassell, smhughes@email.unc.edu Liaison: Linda, lbraun@leonline.com</p>	<p>#3 Research #4 Continuous Learning</p>	<ul style="list-style-type: none"> ● Finalize guidelines for submissions and work with Stephanie Kuenn, Communications Specialist, to disseminate ● Referee any submissions in a timely manner, as assigned by Jessica Moyer, journal editor

<p>Strategic Planning Chair: Priscille Dando, pdando@gmail.com Liaison: N/A</p>	<p>All goals</p>	<ul style="list-style-type: none"> • Work with Stephanie Kuenn, Communications Specialist, to inform and educate the membership about the strategic plan and any progress toward achieving the goals laid out in the plan • Work with Kim Patton, President, to inform and educate all Chairs about the strategic plan and help them understand how the work of their committee is needed in order to advance the plan • Evaluate past Great Ideas contests and decide whether or not to implement another round for 2011
<p>Teen Read Week Chair: Naptali Faris, naphtali.faris@gmail.com Liaison: Stephanie, ssquicci@mcls.rochester.lib.ny.us</p>	<p>#5 Member Recruitment & Engagement</p>	<ul style="list-style-type: none"> • Provide content for the 2010 TRW web site, as requested from Stephanie Kuenn, Communications Specialist • Create and maintain an interactive space on YALSA’s wiki that members can use to share 2010 TRW ideas and resources • In Sept. suggest themes for the 2011 TRW and submit them to Stephanie Kuenn • In November and December, judge contest entries for the 2010 best TRW program contest • In Jan. and Feb., create and maintain an interactive space on YALSA’s wiki that members can use to share 2011 TRW ideas and resources • In Feb. and March, provide content for the 2011 TRW web site, as requested from Stephanie Kuenn • In Feb. and March, provide content for any 2011 TRW recommended reading lists, pamphlets or other products, if requested by staff • Create content, as requested by Stephanie Kuenn for 2011 TRW e-newsletters to registrants, articles for YALS, etc.

<p>Teen Tech Week Chair: Laura Peowski, laura.peowski@hotmail.com Liaison: Priscille, pdando@gmail.com</p>	<p>#5 Member Recruitment & Engagement</p>	<ul style="list-style-type: none"> • In Aug., Sept., Oct. create and maintain an interactive space on YALSA’s wiki that members can use to share 2011 TTW ideas and resources • In Aug., Sept., Oct., provide content for the 2011 TTW web site, as requested from Stephanie Kuenn, Communications Specialist • In Sept. or Oct., provide content for any 2011 TTW recommended reading lists, pamphlets or other products, if requested by staff • Between Oct. and Feb. create content, as requested by Stephanie Kuenn for 2011 TTW e-newsletters to registrants, articles for YALS, etc. • In Dec & Jan. judge contest entries for the 2011 best TTW program contest
<p>Website Advisory Chair: Jody Wurl, jwurl@hclib.org Liaison: Shannon, speterson@krl.org</p>	<p>#2 Marketing #5 Member Recruitment & Engagement</p>	<ul style="list-style-type: none"> • Work with Stephanie Kuenn, Communications Specialist, as needed to provide feedback on the proposed web site information architecture re-design • Work with member groups as needed to establish space on YALSA’s wikis • Maintain and promote YALSA’s presence on Facebook and MySpace and work with Stephanie Kuenn as needed to accomplish that • Work with the Organization & Bylaws Committee to review and update the Members Only Web Site Policies & Procedures document and submit a final draft to Beth Yoke, the Executive Director. by no later than Dec. 6 for the Board to consider at their Midwinter Meeting • Plan and implement a program for the 2011 Annual Conference. <ul style="list-style-type: none"> ○ Work with Nichole Gilbert, Program Officer for Conferences & Events, to plan logistics for the session

<p>YA Galley Chair: Jennifer Barnes, jennbarnes@gmail.com Liaison: Sarajo, sjwentling@gmail.com</p>	<p>#5 Member Recruitment & Engagement</p>	<ul style="list-style-type: none">● Work with Nichole Gilbert, Program Officer for Conferences & Events, to implement the 2011 round of the Teens’ Top Ten<ul style="list-style-type: none">○ Update the list of nominations from current Galley groups monthly.○ Vet nominations and prepare for galley group vote beginning March 15th.○ Annotate TTT nominations that are announced on Support Teen Lit Day (April 14) and submit to Stephanie Kuenn, Communications Specialist, for posting online.
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