

**Fall Executive Committee Meeting
October 21-22, 2011, Chicago**

Topic: Chair Preparation & Orientation

Background: The Executive Committee may want to focus on the Chair training that is traditionally done leading up to Midwinter, especially now that the Process Committees have transitioned to virtual working groups.

Action Required: Action

According to the *NonProfit Board Answer Book*, effective Committee Chairs have:

- Content knowledge of subject committee focuses on. (e.g. the Fabulous Films chair is knowledgeable about films for teens—on the job or through coursework)
- Experience relevant to the work of the committee
- Proven leadership and people skills
 - Confident in guiding committee members to accomplish the task in a timely manner
 - Willingness to resolve conflicts among members
 - Commitment to keep the Board well informed

What activities and/or can be created and implemented between now and Midwinter to prepare the Chairs in all these areas?

- Current activities:
 - Selection Committee Chair Leadership Development Session at Midwinter
 - Process Committee Chair webinar in July
 - A space on the password protected wiki for chair resources
- Possible additional activities:
 - An online chat or conference call with process committee chairs in December or January
 - Board Liaisons formerly introducing themselves by email or phone
 - Some sort of recommended reading regarding committee work
 - Update and expansion of podcasts
 - Other?

At the 2011 ALA Annual Conference the Leadership Development for Selection Chairs agenda was as follows (see below). What changes/improvements does the Executive Committee want to make for Midwinter?

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: Information Sharing—Chairs check in with Board Liaisons
4. 8:50 to 9:15: Committee Work and YALSA’s Mission & Goals – Chairs & 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:

Successfully Managing Committee Members– facilitated by Nick Buron, Valerie Davis & Mary Hastler

Promoting the Work of your Committee – facilitated by Sarah Flowers, Francisca Goldsmith & Kim Patton

Working Effectively in a Virtual Environment – facilitated by Linda Braun and Heather Gruenthal

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