

**Spring Executive Committee Meeting  
April 9, 2014, via Conference Call**

**Topic:** Streamlining Backend of Appointments

**Background:** YALSA has over 70 committees, juries, taskforces and advisory boards whose positions that are appointed each year by the President-Elect. While the President-Elect can opt to work with a member taskforce who assist with the appointments effort, the process consumes a significant amount of time. As YALSA looks for ways to streamline processes in order to free up more time and resources for high priority projects, the Executive Committee may want to consider the proposal below, and decide whether or not to move it forward to the board for decision making.

**Action Required:** Discussion

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**Scope**

- In the fall of 2013 YALSA received 809 volunteer forms for 115 open positions
- In the spring of 2014 YALSA received 325 of volunteer forms for 204 open positions

**Overview of Current Process**

- Membership coordinator compiles a list of which committees have slots to fill and how many slots are available per committee, checks eligibility information for each committee member and sends the information to the President-Elect
- Collect volunteer forms via an online process
- President-Elect and Appointments Taskforce read all the volunteer forms to determine who is the best fit for the various open positions
- President-Elect selects chairs for open chair positions and sends that information to the Membership Coordinator
- Membership Coordinator determines eligibility of selections and sends out invitations to potential chairs
- Membership Coordinator sends out reminders to invitees who haven't responded, and sends out formal acceptance documents to those who have
- President-Elect follows up with invitees who haven't responded, and, as necessary, identifies another person to invite to fill the position. Membership coordinator then sends out the invitations and follows up as needed.
- After the chairs are in place, the whole process starts over with committee member positions

**Rationale for Change**

- The same appointments process has been in place for years and years. It worked fine when YALSA had 2,000 fewer members and half the number of appointed groups as we

do now. However, the gradual growth of the organization has led to the appointments process becoming more and more of a burden on the President-Elect and Membership Coordinator. If the process were streamlined, these two key positions could have some of their time freed up for high priority projects. Additionally, because of the sheer number of members involved in the process, the time between submitting a volunteer form and hearing back from YALSA can be up to 4 months. A streamlined process would serve members better, because they could hear back from YALSA sooner which would allow them to make any plans and preparations needed for committee service.

### **Suggestions for Streamlining**

- The process of appointing chairs can remain the same
- Instead of having the President-Elect start from scratch with identifying who to invite to fill which committee member positions, the Membership Coordinator will compile a list of suggested appointees for each committee member position and send it to the President-Elect for vetting. He or she can approve it as-is, or make changes as desired. The President-Elect will retain the final say in who is invited to serve. This can save time because:
  - The Membership Coordinator is often in more regular contact with members than the President-Elect, and as a result, the members often share pertinent information relevant to committee appointments with her that they do not share with the President-Elect or on the volunteer form. For example, an individual fills out a volunteer form and turns it in. The person then tells Letitia that they are willing to be on the committee, but they don't want to chair it, yet they omitted this information from the volunteer form. The President-Elect, who only has the volunteer form to work with, sends a message to the Letitia telling her to invite that person to chair the committee.
  - It eliminates the lag time between when the President-Elect submits names to the Membership Coordinator, who then has to check their eligibility and get back to the President-Elect. At that point the President-Elect either needs to find new names to replace ineligible people or people, if the issue is a lapse in membership, and ask them to renew.