

**YALSA Board of Directors Meeting  
 via Conference Call  
 June 4, 2013**

**Topic:** Board Responsibilities for Annual

**Background:** Information regarding board member responsibilities leading up to and at the ALA Annual Conference is provided below.

**Action Required:** Information

**Board To Do List Prior to Annual:**

<i>Activity</i>	<i>Date</i>	<i>Persons Responsible</i>
Stay in regular communication with chairs to which you liaise and help them prepare for Annual, as needed	ongoing	Everyone
Provide feedback to the President on draft Board agenda	By June 7	Everyone
Assist with writing resolutions for outgoing Board members, as requested by the President, and submit them to Beth	By June 10	Everyone
Download and read all Annual Board documents	Between June 14 & 28	Everyone
Contact Letitia Smith or Krista McKenzie to sign up for a time slot in the YALSA booth at Annual	By June 17	Everyone
Provide on-site contact info to chairs to which you liaise in case they have an emergency or need assistance on-site	By June 17	Everyone
Decide which ticketed events you're attending, including the Inaugural Brunch on Tues., & purchase them	By June 17	Everyone
Contact chairs you liaise with via email to get feedback for the development of the 2013 – 2014 Process Committee Task List (detailed information is forthcoming)	By June 17	Anyone who liaises with a Process Committee Chair
Check in with mentor	By June 24	First year Board members
Finish work on goals identified in self-assessment	By June 24	Everyone
Finish all work on ad-hoc Board subcommittees	By June 24	Anyone on an ad-hoc Board committee

**Board Basics at Annual:**

- **Arrival/Departure dates:** Board Members arrive for the Saturday Leadership Development Session at 8am, and stay through the last Board meeting which ends at 3:30 on Monday afternoon. 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:**

Meeting	Day	Time	Location
Leadership Development	Sat.	10:30 – 11:30	Hyatt @ McCormick, Regency Ballroom D
Board I	Sat.	1:30 to 5:30	Convention center S504b
Board II	Sun.	4:30 – 5:30	Convention center S504b
Board III	Mon.	3:00 – 4:30	Convention center S504b

• **Events to attend as you're able:**

- Edwards Lunch (11:30-1 Sat.)
- YALSA Happy Hour (6:00-7:00 Sat.)
- Youth Council Caucus (1:00-2:30 Sun.)
- President's Program (1:00-3:00 Mon.)
- Odyssey Program & Reception (3:30-5:30 Mon.)
- Printz Program & Reception (8:00-10:00 Mon.)
- ALA Inaugural Brunch (11:15 – 1:30 Tues.)
- Board members are encouraged to volunteer to staff the YALSA member booth (contact the Division & Membership Promotion Committee Chair, Krista McKenzie, or Letitia Smith to sign up)

**Executive Committee Meetings:**

Meeting	Day	Time	Location
Joint Executive Committee	Thurs.	4:30 to 6:00pm	Convention Center, S504a
Executive I	Fri.	10:30 - noon	Convention Center, S504b
ALA& Division Leaders' Breakfast	Sun.	7:00 to 8:30am	Hyatt @ McCormick, Ballroom C
BARC Division Leaders	Sun.	2:30 – 3:30pm	Hyatt @McCormick, Hyde Park Rm 11A
Executive II	Mon.	4:00 – 5:30pm	Convention center, S504b

**Additional Resources**

- The most up to date information about YALSA at ALA's Annual Conference is posted at <http://tinyurl.com/YALSAan13>
- <http://ala13.ala.org/>