

**YALSA Board of Directors Meeting  
ALA Midwinter Meeting, Denver  
February 9 – 12, 2018**

**Topic:** Chair Manual Update

**Background:** At Annual 2017, the Board directed Organization and Bylaws to see how to best measure outcomes across the organization to ensure we are operating to the best of our ability. As part of that review, we have discovered that the current YALSA chair manual needs updating and expanding. As chair of the Organization & Bylaws Committee, Melissa McBride is seeking feedback from the Board to guide the Committee's work on updating the document.

**Action Required:** Discussion

---

O & B will update the Chair manual to:

- Reflect the Organizational Plan
- Include more big-picture information
- Add outcomes focused content
- Update the virtual resources content
- Update the selection committee content
- Expand the responsibilities, communication, ethics and policies sections
- Change the language of the document so it can be used for Chairs, Conveners and Blogging Team Leads
- Add turn-key materials, like sample messages as well as examples of completed forms and documents that are thorough and well-written

**Current Chair Manual Content**

1. Group Management and Troubleshooting in a Virtual Setting
  - a. Home base
  - b. Synchronous and asynchronous work
  - c. Your Board and Staff Liaisons
2. Virtual Resources to enable group work and how they can be used
  - a. Getting to know each other
  - b. Online collaboration tools
  - c. Scheduling
  - d. Shared documents
  - e. Working documents
3. Discussion Forums for Nominated Titles
  - a. Live discussions
  - b. Voting
4. Other Online Collaboration Tools
5. Did you see that Facebook post?
6. Sample Selection Committee Timeline

## Proposed Table of Contents for Updated Manual

1. Introduction
  - a. Thank you for taking on this leadership role
  - b. What is the purpose of this manual?
2. Big Picture Plan - how does everything work together?
  - a. YALSA overall mission/vision statement
  - b. YALSA organizational and implementation plans (outcomes-focused content)
  - c. Thinking through the strategic and implementation plans and incorporating them into group work/Outcome-focused content and work
  - d. Broad perspective on YALSA groups--how they work and how they work together (specifically how your group is a part of that greater vision of YALSA and how your group can help others)
3. Responsibilities
  - a. To YALSA
    - i. Policy compliance
    - ii. Ethical behavior
    - iii. Professionalism
    - iv. Passion for the mission
  - b. To the Board
    - i. Communication
    - ii. Reporting
  - c. To the group members
    - i. Communication
    - ii. Coaching role
4. Support for chairs/conveners/team leads
  - a. Board liaisons
  - b. Staff liaisons
  - c. Chain of command
5. Policies and Ethics
  - a. Links to relevant policies in YALSA's Handbook
  - b. Interpretation of policies and examples/scenarios of common issues
6. Communication Best practices
  - a. Using the right tools
  - b. Frequency and timing
  - c. Who speaks for the group?
  - d. Reporting challenges or resignations
  - e. Sample messages
7. Scheduling/Time Management
  - a. Sample timelines

- b. Different time management tools
8. Working Year-Round in an Online Environment
  - a. Group Management and Troubleshooting in a Virtual Setting
    - i. Home base
    - ii. Synchronous and asynchronous work
    - iii. Motivating group members
  - b. Virtual Resources to enable group work and how they can be used
    - i. Building a team: getting to know each other
    - ii. Online collaboration tools
    - iii. Scheduling
    - iv. Shared documents
    - v. Working documents
    - vi. Prepping resources for the next chair/convener/team lead
9. Group-specific Information
  - a. For advisory boards, committees, juries and taskforces
    - i. Appointments and re-appointments process
  - b. For blogging teams
  - c. For interest groups
10. Templates and Forms
  - a. Links to resources in chair section of YALSA Handbook
  - b. Sample completed forms
11. Related resources
  - a. Links to contacts, committee FAQ, etc.

### **Questions for the Board**

- What important content, if any, is missing from the draft table of contents for the updated version?
- How will this document work with, but not duplicate or overlap, other YALSA resources, such as the Handbook and chair trainings?
- What kinds of information and resources do chairs need from YALSA to measure the impact of their group's work? How should this be reflected in a manual for chairs, conveners and team leads?
- Other?

### **Additional Resources**

- YALSA Chair Manual:  
<http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/ChairManualVirtual.pdf>
- YALSA Handbook: <http://www.ala.org/yalsa/aboutyalsa/yalsahandbook>
- Board Document, Measuring the Impact of YALSA Groups, Annual 2017:  
[http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/MeasuringImpact\\_AN17.pdf](http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/MeasuringImpact_AN17.pdf)