

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

Topic: Chair Preparation & Orientation for Annual

Background: The Executive Committee may want to evaluate the chair preparation done around Midwinter and decide on what is needed for process and selection chairs who are in different stages of their term as chair.

Action Required: Action

Selection Chairs

Prior to Annual:

- What information do current selection chairs and/or their committee members need to know **before** Annual? Possibly:
 - General registration info
 - May report deadline
 - Meeting dates and times
 - Getting help on-site (ALA office area, staff contact info, Board Liaison contact info, etc.)
 - Other?
- Who will disseminate that information?
 - Board liaisons
 - The President
 - Staff

At Annual: Possible Agenda for Leadership Development for Selection Chairs:

1. 10:30: Meeting Begins. Welcome & Introduction– Shannon Peterson, President
2. 10:35 to 10:45: Chairs check in with Board Liaisons
3. 10:45 – 11:30: Leadership Mini Sessions (3 each at 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 sessions are:
 - a. Effective and efficient committees – facilitated by Maureen Hartman and Joy Kim
 - b. Problem-solving throughout your term – facilitated by Pam Spencer Holly and Sarah Sogigian
 - c. Member engagement and promotion – facilitated by Carrie Kausch and Krista McKenzie

Process Chairs

Current Chairs

- What information & resources should out-going process & jury chairs have prior to their end on July 1st?
 - May report reminder
 - Transition process
 - Input developing the next year's Committee Task List
 - Volunteer of the Year award reminder
 - Other?
- Who will disseminate that information?
 - Board liaisons
 - The President
 - Staff

Incoming Chairs

- Chris will record an orientation for them to view and then lead a a live session in late May to go over any questions, concerns, clarifications, etc.
 - What information & resources should in-coming process & jury chairs have prior to their start on July 1st that Chris should address?
 - Transition process
 - Rosters, including board and staff liaison info
 - Key resources: Chair wiki and Handbook
 - Input developing their year's Committee Task List
 - Other?

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
- Past chair trainings
 - Conference calls
www.ala.org/ala/mgrps/divs/yalsa/aboutyalsa/mw09chairprepedi.mp3
 - Webinars <http://connectpro87048468.adobeconnect.com/p3bukb835cp/>
 - Podcasts <http://tinyurl.com/42vuep8>