

**YALSA Board of Directors Meeting
ALA Midwinter Meeting, Atlanta
January 20 – 24, 2017**

Topic: Executive Committee and ALA Relations

Background: At the Board’s 2016 Annual Conference meeting, the group tasked the Executive Committee with fleshing out the new responsibilities of the Committee in terms of relationship building with ALA governance bodies. Sara Hill has provided the information below for the Board’s consideration.

Action Required: Action

I. Executive Committee Relationship Building Activities with ALA Governance

Current Activities

- Providing a contact point for ALA via individual committee member roles. For example, the Fiscal Officer liaises with YALSA’s BARC rep
- Represent YALSA at ALA meetings such as the BARC/Division Leaders’ Meeting and the Fall Executive Committee Meeting
- Co-plan and take turns leading the bi-annual AASL/ALSC/YALSA Joint Executive Committee Meeting
- Hold general discussions about YALSA’s relationship with ALA

Goals moving forward

- Build personal relationships with ALA leadership to foster communication, promote trust, and facilitate collaboration
- Increase knowledge of ALA current projects and processes to inform YALSA’s work
- Increase ALA leaders’ knowledge of YALSA’s current projects, especially those that align with ALA’s strategic plan, to increase opportunities for resource sharing and collaboration

Recommendations

Build on what we’re already doing, but 1) expand the work and 2) formalize the process

EXPAND THE WORK

All Executive Committee Members

- Strive to attend relevant meetings, including Council and ALA Executive Board meetings. For example, the Fiscal Officer attends BARC, PBA, F&A, etc. meetings.
- Contact ALA counterparts at least quarterly (preferably immediately before and after meetings)

- Seek out and attend social and networking events where ALA leaders will be present, including at ALA, Division, and state conferences
- Annually review ALA’s strategic plan, and other relevant ALA documents, as well as any new projects that were started since the last review, to look for collaboration opportunities and ways to better leverage ALA resources
- Read ALA documents posted online before and after meetings to bring relevant information to the YALSA Board and to inform our work

Division Councilor

- Increase participation in the Youth Council Caucus and recruit other ALA Councilors to participate

Fiscal Officer

- Contact the BARC rep before and after each BARC Meeting
- Build a relationship with the ALA Treasurer
- Build relationships with Division Fiscal Officers to seek out common goals, ideas, concerns, etc.

Immediate Past President

- Continue to build the relationship with the ALA Immediate Past President

President

- At the start of their year, sends teen services talking points and personal contact information to the ALA President to assist with media requests
- Sends their monthly report to YALSA’s ALA Executive Board rep and to the ALA President
- Contacts the ALA Executive Board rep before and after each ALA Executive Board Meeting

President-Elect

- Contacts ALA President-Elect to find out who is on their planning taskforce(s), then determines which members, if any, are YALSA members and reaches out to them to establish and maintain regular communication
- As a member of the Committee on Appointments, proactively recommends YALSA members to serve on ALA Committees, including the ALA Nominating Committee

Secretary

- Monitors the work of the ALA Parliamentarian to see what, if any, practices could be adopted by YALSA

FORMALIZE PROCESSES

- The Executive Director will seek input from Executive Committee members to update the orientation documents for each Executive Committee position
- All Executive Committee members will create and save messaging that can be re-used. For example, an introductory email from a new YALSA President-Elect to the new ALA President-Elect
- All Executive Committee members will contribute to and save a year-round calendar for outreach and other activities

II. Increase YALSA's Presence in ALA Governance

Goals

- Obtain a solid platform from which to promote YALSA priorities
- Influence decision making at the ALA level to help ensure ALA policies and priorities align with YALSA's
- Provide additional leadership opportunities for YALSA members

Activities Moving Forward

- Hold annual discussions to prioritize which ALA committees and other groups to target for getting YALSA members appointed or placed
- Hold annual discussions to identify YALSA leaders that would be a good fit for moving up to ALA Council and Executive Board. Reach out to and cultivate leaders, and then help usher them through the process of obtaining ALA leadership positions
- Hold bi-annual discussions to identify issues to bring forward to the Youth Council Caucus for their consideration
- Continue to leverage the ALA Appointments Committee and naming reps to ALA groups

Calendar Considerations

- What ALA activities, events, deadlines etc. do we need to have on the Executive Committee's radar?
- What activities should the Executive Committee participate in as a whole?
- What activities should individual Executive Committee members participate in?
- When should Executive Committee members be communicating with ALA reps and what should the message be?

DRAFT CALENDAR

July

- YALSA president contacts new ALA president to share teen services talking points w them to use w/ press queries
- When ALA assigns a BARC rep to YALSA, YALSA's Fiscal Officer contacts them to introduce him/herself
- YALSA president checks in with ALA Exec Board rep to inquire about the outcomes from the Executive Board's June meeting

- YALSA fiscal officer checks in with BARC rep to inquire about the outcomes from their June meeting

August

- YALSA president sends ALA president & ALA Exec Board rep their monthly President's Report

September

- YALSA president sends ALA president & ALA Exec Board rep their monthly President's Report
- YALSA president checks in with ALA Exec Board rep to inquire about the Exec Board's agenda for their Oct. meeting
- YALSA fiscal officer checks in with BARC rep to inquire about BARC's agenda for their Oct. meeting
- When the ALA slate of candidates is announced, staff will check to see who are YALSA members and post that info on the Elections page on the YALSA web site

October

- YALSA's Division Councilor reaches out to candidates for Council who work with/for youth, but who aren't YALSA members and encourages them to join
- YALSA president sends ALA president & ALA Exec Board rep their monthly President's Report
- YALSA president checks in with ALA Exec Board rep to inquire about the outcomes from the Executive Board's Oct. meeting
- YALSA fiscal officer checks in with BARC rep to inquire about the outcomes from their Oct. meeting

November

- YALSA president sends ALA president & ALA Exec Board rep their monthly President's Report
- YALSA president sends ALA president and ALA Exec Board rep link to YALSA Executive Committee meeting agenda and documents

December

- YALSA president sends ALA president & ALA Exec Board rep their monthly President's Report
- YALSA president checks in with ALA Exec Board rep to inquire about the Exec Board's agenda for their Jan. meeting
- YALSA fiscal officer checks in with BARC rep to inquire about BARC's agenda for their Jan. meeting
- On behalf of the YALSA President, the YALSA ED emails the BARC & ALA Exec Board reps and invites them to the upcoming board meeting for an info exchange
- YALSA's Division Councilor reaches out to AASL and ALSC Division Councilors to set agenda for next month's Youth Council Caucus meeting, and then shares it out

January

- YALSA president sends ALA president & ALA Exec Board rep their monthly President's Report
- YALSA president sends ALA president and ALA Exec Board rep link to YALSA Board meeting agenda and documents
- The Fiscal Officer attends a BARC meeting(s) at Midwinter
- The YALSA President & President-Elect attend an ALA Exec Board meeting(s) at Midwinter, the ALA President/President-Elect's reception, and Division President/President-Elect luncheons
- The Division Councilor attends all ALA Council meetings
- The Executive Committee attends and participates in the BARC Division Leaders' Meeting

February

- YALSA president sends ALA president & ALA Exec Board rep their monthly President's Report
- YALSA president checks in with ALA Exec Board rep to inquire about the outcomes from the Executive Board's Jan. meeting
- YALSA fiscal officer checks in with BARC rep to inquire about the outcomes from their Jan. meeting
- YALSA president sends a welcome message & info packet to newly elected ALA Exec Board members

March

- YALSA president sends ALA president & ALA Exec Board rep their monthly President's Report
- YALSA president checks in with ALA Exec Board rep to inquire about the Exec Board's agenda for their Apr. meeting
- YALSA fiscal officer checks in with BARC rep to inquire about BARC's agenda for their Apr. meeting

April

- YALSA president sends ALA president & ALA Exec Board rep their monthly President's Report
- YALSA president sends ALA president & ALA Exec Board rep the link to the YALSA Executive Committee meeting's agenda and docs
- YALSA president checks in with ALA Exec Board rep to inquire about the outcomes from the Executive Board's Apr. meeting
- YALSA fiscal officer checks in with BARC rep to inquire about the outcomes from their Apr. meeting

May

- YALSA president sends ALA president & ALA Exec Board rep their monthly President's Report
- On behalf of the YALSA President, the YALSA ED emails the BARC & ALA Exec Board reps and invites them to the upcoming board meeting for an info exchange

- YALSA’s Division Councilor reaches out to successful candidates for Council who work with/for youth to congratulate them and encourage them to come to the Youth Council Caucus Meeting
- YALSA’s Division Councilor reaches out to AASL and ALSC Division Councilors to set agenda for next month’s Youth Council Caucus meeting, and then shares it out

June

- YALSA president sends ALA president & ALA Exec Board rep their monthly President’s Report
- YALSA president sends ALA president & ALA Exec Board rep the link to the YALSA Board meeting’s agenda and docs
- The Fiscal Officer attends a BARC meeting(s) at Midwinter
- The YALSA President & President-Elect attend an ALA Exec Board meeting(s) at Midwinter, the ALA President/President-Elect’s reception, and Division President/President-Elect luncheons
- The Division Councilor attends all ALA Council meetings
- The Executive Committee attends and participates in the BARC Division Leaders’ Meeting

Financial Implications

- Primarily member leader and staff time
- It may be possible that occasional travel is required to attend and participate in ALA level meetings. For example, in past years when ALA was developing its strategic plan, they invited Division Presidents to attend planning sessions in Chicago

Measuring Impact

Increased communication from the Executive Committee to ALA leaders, monitoring of key ALA actions and policies, and attendance at ALA governance meetings, lead to stronger ties with ALA and opportunities for collaboration. After one full year of implementing the strategies in this proposal, the Executive Committee will evaluate impact, share its findings with the Board, and use the information to inform future efforts.

Proposed Action

The Board accepts the concept of YALSA/ALA governance relations as outlined in this proposal and directs the Executive Committee to finalize the orientation documents, calendar and sample messages by June 2017.

Additional Resources

- 2016 Fall Executive Committee Meeting document #4, “Refocusing Executive Committee Proposal”
www.ala.org/yalsa/sites/ala.org.yalsa/files/content/ExecCmte_NewRoles.pdf