

**YALSA Board of Directors Meeting
ALA Midwinter Meeting, Chicago
January 30 – February 2, 2015**

Topic: Confirmation of Standing Board Committee Guidelines

Background: During its 2014 Fall Executive Meeting, YALSA’s Executive Committee discussed the need to clarify the role and focus of standing board committees and agreed to create a broad set of guidelines. Chris Shoemaker and Beth Yoke shared a draft set of guidelines with the Board in December, and asked for feedback. Then the document was further refined and the board voted virtually to adopt the final draft in January. Including the item as a part of this meeting simply ensures it will be entered into the official record of the association.

Action Required: Consent

Guidelines for Standing Board Committees

Vision: standing board committees are oversight/coordinating committees that manage the work of appointed member groups which relate to a particular Strategic Plan goal in order to ensure efficient and effective progress towards achieving the goals and objectives in the plan and the related tasks outlined in the Action Plan. Standing board committees are oversight groups only. Decision making authority is the sole purview of full Board of Directors. The Board of Directors has the authority to establish new or sunset existing standing board committees, as it deems warranted.

Composition:

- Each May the incoming President appoints board members to the standing committees, taking into consideration their interests and areas of expertise. The incoming President strives to ensure a continuum of knowledge from one year to the next by balancing each committee with new and continuing members.
- Appointments are made to the standing committees in conjunction with identifying board liaisons, so that board members will liaise with those appointed member groups whose work directly supports the same strategic plan goal as the standing board committee on which the board member will serve.
- All board members, with the exception of the President, will serve on a standing board committee.

Key Activities

- Standing board committees will each meet virtually four times per year to discuss quarterly chair reports (these meetings replace the quarterly board meetings via conference call). The focus of the meeting will be to identify and discuss common

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threads or issues between or among the reports and how the standing committee might best address them. Committees will leverage board meetings and the board's virtual work space to share out high level information with the full board, such as trends, overarching challenges, milestones achieved, etc. Standing board committees may opt to meet more often, if they feel doing so is warranted.

- Standing board committees periodically (at least annually) measure the progress towards achieving the goals of the strategic plan and share that information with the full board.
- Standing board committees, because of their focus on a particular strategic plan goal, should seek to become experts on the goal/topic by learning about all aspects of YALSA that relate to the goal/topic as well as by looking beyond ALA/YALSA for news, information and resources that help them build knowledge on the goal/topic. As experts on the goal/topic, the standing committee may be called upon to provide background information, reports, training materials, etc. to the full board for meetings or monthly chats.
- Standing board committees are welcome to develop exploration, action, discussion or information items for board meetings, especially as they relate to advancing the work of YALSA in their particular goal area.
- Standing board committees may opt to take on specific tasks, if they deem them to be appropriate, or if directed by the board or president; however, standing board committees serve primarily as an oversight body, rather than a group that executes the tasks outlined in the Action Plan or in other related documents.
- Individual standing board committee members will provide on-going support throughout the year to the chairs with whom they liaise, as outlined in the Role of Liaisons document (see below).

Related Resources

Role of Liaisons, <http://ow.ly/FauTA> (.pdf)

Adopted by the YALSA Board of Directors 1/16/15