ALCTS Chair Orientation

ALCTS Leadership Development Committee

Agenda

I. Welcome from ALCTS Leadership  
   - Jennifer Bowen and Chris Cronin
II. Welcome from ALCTS Executive Director  
    - Kerry Ward
III. Committee Chair Calendar  
     - Laura Evans
IV. Communication and Resources  
    - Laura Evans
V. Questions & Answers
WELCOME
from the
ALCTS President
and
ALCTS President Elect
ALCTS Mission

To shape and respond nimbly to all matters related to the selection, identification, acquisition, organization, management, retrieval, and preservation of recorded knowledge through education, publication, and collaboration.

Jennifer Bowen
ALCTS President
2019-2020
Leadership Tools and Information

- Delegation of authority
- Reporting activities
- Developing future leaders
- Communication and collaboration
- Sharing ideas
- Getting help!

ALCTS in transition

- ALCTS Division-level Committee Appointments for 2020/2021
- ALA-level appointments
- Volunteer!
  - [http://www.ala.org/alcts/mgrps/howto/vol_form](http://www.ala.org/alcts/mgrps/howto/vol_form)

Christopher Cronin
ALCTS President-Elect
christopher.cronin@columbia.edu
Website for New Division
https://core.ala.org

Core Steering Committee

- **Co-chairs**: Chris Cronin (ALCTS); Evviva Weinraub (LITA); Tyler Dzuba (LLAMA)
- **ALCTS**: Erica Findley, Chelcie Rowell
- **LITA**: Lindsay Cronk, Ted Quiballo
- **LLAMA**: Kate Hall, Cotina Jones

Full roster and charge:
https://core.ala.org/steering-committee/
Core Communications Working Group

- **ALCTS reps**: Maria Collins, Chelcie Rowell, recruiting for one more!
- **LITA reps**: Joel Tonvan and recruiting for 2 more
- **LLAMA reps**: Megan Kline-Hewett, Lynn Hoffman, Debbie Tenofsky
Feedback

Welcome from Staff

Interim Executive Director Kerry Ward

Deputy Executive Director Julie Reese
ALCTS within ALA

Organizational Structure:
- ALCTS is a 501(c)3 (IRS code) incorporated in Massachusetts
- ALCTS is:
  - One of 11 ALA divisions
  - Part of the Member Program & Services (MPS) Department that also includes ALA IT and Conference Services
  - Not a separate legal entity
- ALCTS:
  - Has some autonomy within the overall ALA framework and policies
  - Manages its own budget and staffing
    - Operating 500k, Reserve 380k, Endowment 80k
- ALCTS staff are:
  - Employees of ALA
  - Advocates for ALCTS within ALA
  - Work on both ALCTS and ALA projects
ALCTS Board of Directors

Executive Committee - 3-year terms
- President
- President-Elect
- Past President
- Councilor

At-Large Members (3) - 3-year terms

Section Chairs - 1-year terms
- Acquisitions
- Cataloging & Metadata Management
- Collection Development
- Continuing Resources
- Preservation & Reformatting

Committee Chairs - 1-year terms, ex-officio, renewable
- Affiliate Relations
- Budget & Finance
- Organization & Bylaws
- Planning

Non-Voting
- Intern (1-year term, former EL)
- ALCTS News Editor (ex-officio)
- Executive Director (ex-officio, also member of Executive Committee)
ALCTS Staff Organization

Kerry Ward
Interim Executive Director
kward@ala.org
x5036

Julie Reese
Deputy Executive Director
jreese@ala.org
x5030

Brooke Morris
Communications & Publishing
bmorris@ala.org
x5037

Megan Dougherty
Continuing Education
mdougherty@ala.org
x5038
(vacant as of 9/13)

Alana Warren
Continuing Education Assistant (PT)

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Broad Staff Responsibilities

All Staff:
- Provide wide range of services and support for members and volunteers
- Promote membership and respond to member/volunteer questions
- Liaison with and support division and section committees

Brooke:
- Publications - preparation, editing, and publishing (monographs, LR&TS, etc.)
- Most member communication and social media
- Preservation Week
- Awards programs

CE Staff Role (recruiting in Fall 2019):
- Continuing education and conference programs – webinars, e-courses, Annual Conference, etc.

Julie:
- Direct staff/programmatic management
- Board/Executive Committee support
- Annual Conference and Midwinter Meeting scheduling
- Significantly more CE support until CE position is filled

Kerry:
- Overall operational management
- Board/Executive Committee support
- Guidance on ALA/ALCTS bylaws, policies and procedures, appointments, elections, etc.
- Budget preparation and Board reports
- Significantly more staff support until CE position is filled

For more information see: http://www.ala.org/alcts/about/contact
Fundraising/program sponsorship

- All fundraising and sponsorship requests are coordinated by the ALCTS Fundraising Committee.
- Questions about ALCTS Fundraising and Sponsorships should be addressed to the co-chairs of the Fundraising Committee, Rachel Fischer and Heath Martin (2019-20).
- Fundraising Committee will make the “official” ask for any sponsorship.
- Any ALCTS event is eligible for sponsorship.
  - Conference Programs
  - Pre-conferences and symposia
  - Webinars and web courses
  - Special events and initiatives, such as Preservation Week or Preservation in Action
- Eligible sponsorship requests:
  - Speaker support
  - General program support, in-person or virtual
  - Targeted support for specific event, such as Preservation Week
  - In-kind, such as giveaways

Fundraising/program sponsorship

- Sponsorship requests for catering of any type for programs or committee meetings are NEVER honored.
- Members involved in development of event for which sponsorship is desired need to contact Fundraising Committee before making any contact with potential sponsors.
- Ideas for potential sponsors are always welcome.
- Sponsorship levels are generally determined by the Fundraising Committee.
Staff Contact Information

Office
ALA/ALCTS
50 E Huron Street
Chicago, IL 60611-2795
www.ala.org/alcts
alcts@ala.org

Staff
• Continuing Education
  Vacant Sept 13, contact Julie
  (312) 280-5038

• Brooke Morris
  Communications and Publishing
  (312) 280-5037
  brooke@ala.org

• Julie Reese
  Deputy Executive Director
  312-280-5000
  jreese@ala.org

• Kerry Ward
  Interim Executive Director
  312-280-5030
  kward@ala.org

Chairs’ Calendar

Laura Evans
Chair, ALCTS Leadership
Development Committee
July – September
Committee Chairs

- July: Term of service begins
- Contact your returning and new committee members
  - Communication through ALA Connect
- Plan and communicate calendar for year’s work
- Connect with your committee at least once a month

September – January
Schedule a Virtual Meeting?
Committee Chairs

- What committee business can you carry out between conferences?
- Support participation by all members
- Contact ALCTS staff to schedule virtual meetings using:
  - Conference call line
  - GoToMeeting and Zoom software
  - Virtual Meeting Best Practices
September – January
Planning for Midwinter

Committee Chairs

- Ensure committee meeting is scheduled
  - Share meeting info. with group members
- Contact committee members – anyone connecting remotely?
  - Plan accordingly – equipment, etc.
- Begin to develop agenda

September – January
Planning for Midwinter

IG Chairs

- Ensure meeting is scheduled
  - ALCTS office enters room requests
  - Master schedule of meetings
- Plan meeting format
  - Speakers, round table discussions, lightning talks
- Send call for proposals
- Finalize program
By December 2nd:
Committee Chairs

- Division Chairs: Submit first of two reports to ALCTS President using online form (link will be sent via email)
- Brief summary of activities since Annual Strategic Plan Activities
- Section committee chairs:
  - Check with your Section Exec
  - May have an earlier deadline

January – Midwinter Meeting

- Convene your group’s meeting(s)
- **Division committee chairs** also attend ALCTS Division Committee Chairs meeting (Sunday morning)
- Present any action items to your respective Boards:
  - Division committee chairs encouraged to attend ALCTS Board (Budget/Finance, O&B, Planning chairs are Board voting members and always attend)
  - **Section committee chairs** attend respective section’s Executive Committee meeting.
January/February – At or Right After Midwinter

Committee AND Interest Group Chairs:

- Submit a written *narrative report* of Midwinter activities for publication in ALCTS News via the ALCTS website:
  - [http://www.ala.org/alcts/mgrps/howto/grp_report](http://www.ala.org/alcts/mgrps/howto/grp_report)
- Committees: Post draft *minutes* to your ALA Connect page for your members to review

March-May

Hold another Virtual Meeting?

Committee Chairs

- What committee business can you carry out between conferences instead of waiting until Annual?
- Support participation by all members
- Contact ALCTS staff to schedule virtual meetings using:
  - Conference call line
  - GoToMeeting software
By April 27th:
Committee Chairs

- Division Chairs: Submit second of your two reports to ALCTS President using online form (link will be sent via email)
- Brief summary of activities since Midwinter
- Strategic Plan Activities
- Section committee chairs:
  - Check with your Section Exec
  - May have an earlier deadline

March – May
Preparing for Annual
Committee Chairs

- If you are rotating off as chair, work with appointing officer to begin solicitation for a new chair.
- Ensure committee meeting is scheduled.
  - Share meeting info. with group members
- Contact committee members – anyone connecting remotely at Annual?
  - Plan accordingly – equipment, etc.
- Begin to develop agenda
March – May
Preparing for Annual IG Chairs

- Ensure meeting is scheduled
- Plan meeting format
- Send call for proposals
- Finalize program
- Process for choosing incoming officers
  - Officers MUST be ALCTS members
  - Questions? Ask Donia Conn, IG Coordinator

June – Annual Conference

- Convene your group’s meeting(s)
- Attend your group’s programs!
- **Division committee chairs** also attend ALCTS Division Committee Chairs meeting (Sunday morning)
- Present any action items to your respective Boards (same as Midwinter)
June – At or Right After Annual

Committee AND Interest Group Chairs:

- Submit a written *narrative report* of Annual activities for publication in ALCTS News via the ALCTS website:
  - http://www.ala.org/alcts/mgrps/howto/grp_report
- Committees: Post draft *minutes* to your ALA Connect page for members to review

Interest Group Chairs…

- No need to submit progress reports to ALCTS President or Section Chair
- You ARE required to submit narrative reports of your activities at Midwinter and Annual for publication in ALCTS News:
  - http://www.ala.org/alcts/mgrps/howto/grp_report
- In your Annual report, announce the names of your new IG officers
If you are rotating off as Chair...

- July: Term of service ends
- Send committee members a thank you message
- Outgoing chair should send records of the committee’s work to the new chair
- Archival records (excluding minutes, rosters, memos, etc.) should be sent to the ALCTS Office if not needed by the new chair
Keeping up with ALCTS

- ALCTS Chairs list: alctschairs@lists.ala.org
- ALCTS Interest Group list: alcts-ig@lists.ala.org
- ALCTS Central list: alctscentral@lists.ala.org
- ALCTS News: https://alcts.ala.org/news/
- ALCTS Facebook page
- ALA Connect
ALCTS Leadership LibGuide
https://alcts.libguides.com/ld/leaders

How To Be An ALCTS Leader

Information and documentation for ALCTS leaders:

- ALCTS Committee Chairs
- ALCTS Section Chairs
- ALCTS Interest Group Chairs
- TLA for New ALCTS Leaders

From the LibGuide:

**Pre-Conference Responsibilities:**

- Review current developments or trends in the area to select speakers and discuss topics with expertise and experience in the development.
- At least three months prior to the meeting, select three to five speakers for each meeting, the chair should select presentations, giving a deadline for submissions. Ask for titles, abstracts, presentation names, abstracts, and titles.
- E-mail summaries of the content of the presentation and the conclusion and determine the order. Solicit presentations with consideration that they have been accepted. If they will bring their own equipment, presentations must be made, and they will be mailed to submit their presentations after the conclusion of the presentation.
- Send a reminder to ALCTS and other-related emails to an agenda no later than one month prior to each meeting.

- Meeting dates and times must be confirmed for all meetings and should be announced by ALCTS.
- Room configuration must also be confirmed. The standard setup is meeting room A: a projector, screen, table, and chairs with white, computer, and Av/In connection.

**Procedures for Presenters:**

- At time of presentation, arrive early at the room & get Av set up.
- When session begins, welcome the participants and audience, introduce self and other officers. Introduce other speakers briefly, with whom they are from and their presentation topics. Tell audience format of presentations, e.g., these speakers will speak in succession, some questions for all three at end of session.
- Tell audience that you are answering members' issues (include to reduce noise, schedule, and time problems).
Thank you!

Laura Evans
levans@amherst.edu