

Policy No: J1

Subject: All Committees: Omnibus Section

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Effective Date 6/23/17

Revision Date(s):

Review Date(s):

- 4.7. Maintains communication with committee members, assigned board liaison, AASL staff, and other committee chairs on behalf of the committee.
- 4.8. Submits written committee reports to the board liaison when necessary or upon request.
- 4.9. Manages committee correspondence. If communication vehicle required to accomplish work falls outside of ALA's online community (i.e., Google Doc, Adobe Connect, etc.) ensures board and staff liaison are included.
- 4.10. Works within the budget parameters to accomplish work.
- 4.11. Collaborates with board liaison to review/revise/develop policies relevant to committee goals/activities.
- 4.12. Collaborates with the board liaison to evaluate committee member assignments and accomplishments. Reports such information to the president/committee in time for the president/committee to make committee assignments for the next year.
5. Committee member responsibilities:
  - 5.1. Completes assigned tasks within established time frames.
  - 5.2. Communicates with the committee chair on work progress.
  - 5.3. Participates in committee meetings and correspondence (checks in regularly).
  - 5.4. Reports to the committee chair if completion of assignments and/or committee participation is delayed or not possible.
6. Staff liaison responsibilities:
  - 6.1. At the request of the committee chair and/or board liaison, sends out communications (emails, letters, etc.)
  - 6.2. At the request of the committee chair, schedules conference calls and meetings.
  - 6.3. Sets up logistics for all meetings (room reservations, materials, etc.).
  - 6.4. Receives budget requests from the board liaison and sends to executive director/executive committee.
  - 6.5. Offers operational insight to accomplish Committee action plan.