



Officers Manual

Updated July 2021

Contents

1. [Information for Chapters Council Officers](#)
2. [Chapters Council Elected Officers' Responsibilities](#)
3. [Chapters Council Appointed Officers' Responsibilities](#)
4. [ACRL Board Directors-at-large](#)
5. [Planning Calendar for Chapters Council Officers](#)

Information for Chapters Council Officers

If you are a new Chapter Council Officer, we encourage you to review the [ACRL Orientation Toolkit for New Chapter Leaders / Representatives to Chapters Council](#), as well as the responsibilities outlined in this document for Chapter Council Officers.

- Inviting candidates running for ACRL President-Elect and ACRL Director-at-Large to speak at

Chapters Council Appointed Officers' Responsibilities

Chapter Topics Editor

The editor is responsible for:

- Producing [Chapter Topics](#), the official newsletter of Chapters Council.
 - *Chapter Topics* is published online two times a year (winter and spring) to facilitate communication between chapters;
 - The Spring edition of *Chapter Topics* includes information regarding the slate of candidates for Chapters Council elections at the Annual Conference.
- Attending ACRL Chapters Council meetings at the ALA Midwinter Meeting and Annual Conference.

Legislative Network Representative

The Representative will work with the ACRL Board, the ACRL Senior Strategist for Special Initiatives, and the ACRL Government Relations Committee to coordinate the ACRL legislative network and advance the ACRL legislative agenda. The Representative attends the ALA Midwinter Meeting and Annual Conference meetings, and reports results to the Chapters Council at the Chapters Council Meeting.

List Administrator

The Chapters Council [discussion list](#) (hosted through ALA Connect) serves to quickly disseminate information to Chapters Council members, officers, and ACRL liaisons. The List Administrator is responsible for:

- Maintaining, moderating, and updating the list.
- Attending ACRL Chapters Council meetings at ALA Midwinter Meeting and Annual Conference. At these meetings, the Administrator will distribute a written list and ask delegates to update their listings.
- Following up after Annual and Midwinter with an announcement on the list to all subscribers to please update listings and advise Administrator of any changes.

Board Liaison

Current ACRL President

Staff Liaison

Lauren Carlton is the main contact at ACRL for all chapters and Chapters Council. Contact Lauren at lcarlton@ala.org or at 312-280-5285.

ACRL Board Directors-at-large

ACRL's recognition of g/TT2nooar aac (nd)1 .4 (em)1.0.2BQ aD 40 >4.9t)-0.9o)-4 (r(C)TTTJ0 T2.09e)-0.8 (ga)-3.9t)

Planning Calendar for Chapters Council Officers

January/ February	Chapters Council officers plan the agenda of the Midwinter Meetings of the Chapters Council and submit Chapters Council recommendations to the ACRL Board of Directors. The Council Chair presides over the meeting. The Chapters Council Chair schedules and hosts two online orientation sessions per year.
Spring	The Executive Committee identifies candidates for officers and directors-at-large (as needed) for inclusion in the spring issue of <i>Chapter Topics</i> and the election at the Annual -