





## Leadership Orientation

Verbal reports are limited to the major business areas necessary for Board members to carry out their role, i.e., finance, ALA Council and

### Agenda and Meeting Documents

The agenda and meeting documents are distributed via ALA Connect, generally at least a week before the meeting. Some documents, particularly those about ALA level issues, may be posted on Connect closer to the meeting. It is the responsibility of each Board member to read the information prior to Board meetings and, if desired, to print hard copies of the documents for the meeting.

Prior to both the Midwinter Meeting and Annual Conference, the president will send the Board a call for agenda items. Any member may ask that an item be included on the agenda.

In addition, LLAMA uses a consent agenda at Board meetings. The consent agenda is used as a time-saving measure for reports that are accepted by the Board but do not require discussion. Typical consent agenda items are minutes, committee and liaison reports, and other reports that do not require Board action, but that members should review before each meeting. The President, or presiding officer, will ask if there are any questions or comments about the reports, and routine questions will be answered by officers or staff. The President will then ask for a motion to approve the consent agenda, and all of the reports will be accepted. Note that any Board member can request that a report be moved from the consent agenda to the regular agenda, if an in-depth discussion or clarification is needed.

ALL agendas and working documents of the Board are posted to the Board page in ALA Connect, so they can be accessed by future Board members.

### Reporting

The staff will post in Connect unapproved minutes from Board meetings with





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Generally, Executive Committee meetings are much less formal than Board meetings. Meetings can range from high level strategy discussions to preparation for meetings at the next ALA conference.

ALL agendas and working documents of the committee are posted to the committee page in ALA Connect, so they can be accessed by future committee members.

### Reporting

The staff will post in Connect unapproved minutes from Executive Committee meetings within a month of the meeting.





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### Joint Committees

A joint committee can be either at the division or section level. It is formed and appointed in cooperation with another ALA unit, such as a division or round table. These committees generally coordinate projects that crossover the



### Task Forces

Task forces are generally assigned by the president, with concurrence of the LLAMA Executive Committee, to work on a specific issue or short-term project. Recent examples include the Task Force on Leadership Education and the Library Leadership and Management Competences Task Force. Task forces can meet at the ALA conferences, but since their charge is short-term, they often meet virtually between conferences. After their work is completed, a Task Force delivers its final report/recommendations to the Board.

There are currently no task forces assigned in LLAMA.

### LLAMA Representatives to Other ALA Units

A member may serve as a [representative](#) to another ALA unit by virtue of his or her position in LLAMA. Currently, the following positions have a representative relationship with other ALA units:

#### LLAMA Position

President-elect

Treasurer

Membership Cmt Chair

Program Cmt Chair

#### ALA Unit

Committee on Appointments

Planning & Budget Assembly

Membership Promotion Task Force

Conference Program Coordinating Team

The representative will speak for LLAMA on the ALA unit, and share relevant information between the unit and the division. Representatives are asked to share written reports with the Board, if the activity of the ALA unit requires Board input or action.

### Meetings





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LLAMA Liaisons to Other ALA Units  
A member may be appointed by the President