Leadership Orientation

LLAMA Innovation Fund Budget Request
Staff Contact: Kerry Ward, kward@ala.org; 800-545-2433, ext.5036

The LLAMA Innovation Fund supports the development of new ideas, products, or services that will better serve our members. If your group would like to request funding for such a project, please complete this form and send to the LLAMA office. For potential projects and/or new areas for development, see the 2016-17 Strategic Directions.

(Copy/paste form and use as much space as needed to describe project)

Brief Description of the Product or Service Idea:

Proposed by (section and/or committee):

Outcome (what difference will the project make and what is the intended audience?):

Start Date and Duration of Project/Tactic:

Budget (itemize rev/exp and attach separate sheet if necessary)
Revenue Estimate (registration fee, product sale, sponsorship, etc):

Expense Estimate (development cost, presenter/consultant fee, marketing, technology purchase, etc):

Ability to Re-purpose for New Audience (use content for webinar, online course, publication, etc.):

Potential Partners that Could Strengthen the Project (either internal or external to ALA):

Planning and Producing an Annual Conference Program
Staff Contact:

To propose a program, email the completed form to:

> 2016-17 Program Committee Chair
> Anne Langley
> The Pennsylvania State University
> anne.langley@gmail.com

Steps for Program Chairs/the Program Proposal Process:

1. Obtain a program proposal form on the LLAMA website:
   http://www.ala.org/llama/llama-conference-program-planning

2. Programs intended for presentation at Annual Conferences should be discussed with a committee representative at the Annual Conference one year prior to the date of the program. Pre-conferences should be presented at the Midwinter Conference eighteen months prior to the date of the pre-conference.

3. LLAMA uses the same program proposal form fot(paoh}3(p)3(ro)-5(p)3(o)-2(sal)6(f)

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Leadership Orientation

9. Be prepared to discuss the basic elements of your program at the All Sections meeting with a representative of the Program Committee. Committee representatives will be rotating from one section table to another, so please try to keep your conversation with them to 10 minutes or less. The Committee representative will ask for a budget estimate, which is necessary for planning purposes, and may have suggestions for areas needing clarification or further development. The Program Committee is also a resource for feedback about program organization, overlap with other programs, ideas for speakers or co-sponsorships and budget guidance.

10. At an online meeting in the months following ALA Annual, the Program Committee will either:
    a. Approve the program as it has been presented.
    b. Request further development of the program and ask for reports on progress making the changes. This may include suggestions to:
        Combine with another similar program also in development
        Obtain co-sponsorship from another LLAMA or non-LLAMA section or committee
        Pick another program time slot
        Recommend development of the program idea into a pre-conference program
        Recommend developing the program as a webinar or other web content.
    c. Decline to recommend approval of the program. This means the program will not be forwarded to the LLAMA Board and will not be recommended for approval. Withholding approval is rare, but happens for such reasons as: a similar program was presented at a recent conference; the topic is not of broad enough interest to attract a mevel m0 1daa1a -0.0125(ro)m[R)-4(e)-3(ce;)3(t)4(h)3(e)i(war)-3

The sponsoring committee, section or group is required to conduct an evaluation of each program. Evaluation forms can be designed specifically for a program, or the standard LLAMA Evaluation Form can for used or tailored. This form is available on the LLAMA web should collect evaluation

Typical ALA/LLAMA Annual Conference Schedule

Friday
Full/half-day

Planning and Producing an Annual Conference Preconference
Staff Contact: Kerry Ward, kward@ala.org; 800-545-2433, ext.5036

LLAMA welcomes proposals for preconferences at Annual Conference.
Like programs, preconference proposals are submitted by division or
section committees and go through the regular vetting process with the
Program Committee. Unlike a regular program, a preconference has a
registration fee. Follow the steps above to submit a preconference
proposal, and please pay particular attention to the following:

Preconference Day/Time
Preconferences take place on the Friday of an ALA Annual Conference
and can be a full day or a half-day. Afternoon half-day sessions are
encouraged due to lower costs for breaks and because they allow some
attendees to arrive Friday morning rather than Thursday night, which
saves a hotel night and tends to increase attendance.

LLAMA staff will request meeting space for all approved preconferences.

Due to the staff support required, LLAMA will approve no more than
three preconferences at an Annual Conference, with one of those being
the traditional BES library tour.

Preconference Budget
Once a preconference has been approved, the organizer will work with
the executive director to establish the budget and registration fees.
Preconference registration fees musnETB9 2949 378.551TJEn36(h)3(e)-3(f)4(o)-2(l)-5

Speaker fees: generally there is only a speaker fee/travel

Typical Annual Conference Program/Preconference Planning Calendar

Program chairs are responsible for managing the development of the program/preconference according to the following schedule. All forms should be submitted electronically to both0 1 81.024 641.t

January:

　　Annual Conference registration opens

　　ALA Midwinter Meeting: versions of the program proposal form that include any changes made during the year should be submitted to the Program Committee before Midwinter. Committee members will be available at the All Sections meeting to discuss any last minute changes and/or housekeeping issues as well as final wording on the form, such as the 75 word program summary. If changes are made at this time, a final version of the form should be presented immediately following the conference.

February:

　　ALA deadline for all Annual Conference program submissions

　　Updated Annual Conference program schedule sent to staff, planners

March:

　　March 1: ALA deadline for complete program descriptions, speakers, A/V requests

　　After March 1 changes cannot be made to the printed program book; changes to program descriptions can made in the ALA Online Scheduler

　　After March 1 changes cannot be made to A/V requests

April:

　　Final Annual Conference program schedule with room assignments sent to staff, planners

May:

　　Staff continues to update preconference planners on registration

June:

　　Staff submits food and beverage orders for preconferences and special events

　　Staff sends confirmation emails to all preconference attendees, including room location, logistics, registration information, etc.

Late June:

　　ALA Annual Conference

Planning and Producing a Webinar
Staff Contact: Fred Reuland, freuland@ala.org; 800-545-2433, ext.5032

year and now reaches more than 1,000 registrants annually, making it

Committee Appointments
Staff Contact: Kerry Ward, kward@ala.org; 800-545-2433, ext.5036

In LLAMA, there are two levels of committees:
  Division level committees: focus primarily on business areas of the division, i.e., membership, programs, fundraising, etc. (see Section 1).
  Section level committees: focus primarily on producing value for section members, i.e., programs, continuing education, awards, current trends, leadership development, etc., (see Section 2).

For both levels of committees, appointments take place in the spring/early summer for terms beginning July 1. The division President-elect and section Vice-chairs are responsible for appointing committee chairs and members. The entire committee volunteer/appointment process is online, and begins each year in March. Staff will send appointing officers instructions for accessing the database and making appointments.

The 2016-17 appointing officers are:
  Pixey A. Mosley, LLAMA President-elect
  Consuella A. Askew, Assessment Section Chair-elect
  Kevin F. Huse, Building and Equipment (BES) Chair-elect
  Adelle Hedleston, Fundraising and Financial Development (FRFDS) Chair-elect
  Laura Lillard, Human Resources (HRS) Chair-elect
  Jessame E. Ferguson, Library Organization and Management (LOMS) Chair-elect
  Elspeth Olson, New Professionals Section (NPS) Chair (Different appt process for spring 2014)
  Holly Flynn, Public Relations and Marketing (PRMS) Chair-elect
  Jennifer A. Diffin, Systems and Services (SASS) Chair-elect

Active committee members can be reappointed for another two-year term. Committee members should not serve on a single committee for more than five years (generally two terms as a member and one term as a chair).

Appointments Calendar
March:
   Staff updates ALA appointment database with new volunteer form, new appointing officers, new/changed committees, etc.
   Staff opens volunteer form
   Staff uses direct email, website, social media, etc., to encourage members to volunteer for a division or section committee using the electronic volunteer form. (The vast majority of volunteers submit

   Appointing officers review instructions, talk to current president/section chairs for advice

April/May
   Appointing officers make the bulk of appointments

End of May
   Publicized deadline for volunteers to apply, though form will stay open

End of June
   ALA Annual Conference, appointments should be nearly complete

July
   July 1, terms begin for new and reappointed committee members and chairs

   Appointment database remains open for late appointments or members that need to be added to a committee outside the normal process

December
   December 1, appointment process closes

Jan 31   Deadline for LLAMA staff to convert candidate data into
                ALA ballot format. Note: staff checks accuracy of
                candidate names, Nominating Committee members,
                etc.; does not edit candidate bios/statements

Feb-Mar   ALA compiles full ballot for distribution to members,
                tests data

March 15   Polls open

April 21   Polls close

April 28   ALA Election Committee certifies election, results
                released

April 28   LLAMA staff contacts candidates with results

The LLAMA Website
Staff Contacts: Kerry Ward, kward@ala.org; 800-545-2433, ext.5036;
or Fred Reuland, freuland@ala.org; 800-545-2433, ext.5032

The LLAMA website is organized to meet three primary goals:
- to provide information about the organization
- to provided resources for people interested in the work of the organization
- to provide value added content via a Members Only section

The website is managed by the LLAMA staff using A management system, Drupal. The basic site design homepage, landing pages, menus, etc. The homepage includes rotating slides highlighting LLAMA services, the latest press releases, and links to the rest of the site and ALA. The landing pages for sections and committees include the charge of the group, roster, and links to more information.

Making Changes to the Site

There are two ways to update the website:

LLAMA Staff: Sections and committees are encouraged to review their relevant web pages on a regular basis and to request changes or updates as necessary. It is generally most efficient if one member of the section/committee is assigned with this task and communicates with staff. To request a change, send a link to the appropriate page along with the new or revised verbiage and/or links to be changed. Staff can usually update pages within two business days. Please note: the staff will work to accommodate requests for major site changes, i.e., section or page redesigns, overhaul of information architecture, etc., but will need to work with a web designer in order to complete the project.

Section/Committee Volunteers: Sections and committees are welcome to appoint a member to serve as their website coordinator, who will then be responsible for making changes and updates to the site. This can be more efficient because changes will not have to go through staff. Once appointed, the web coordinator will receive basic online training with Drupal and get access to the LLAMA website.