



Each of the eight sections has an Executive Committee to direct its affairs. Under the LLAMA bylaws, each section determines the size of its own Executive Committee.

Composition

At a minimum, the committee must include a section chair, vice-chair, and immediate past chair. Some sections have only these three members; others have add a Secretary and/or Director(s)-at-Large. Rosters for each section Executive Committee can be found from links in section on the website:

http://www.ala.org/llama/committees/sections

<u>Meetings</u>

Section Executive Committees are free to meet at any time (or not meet) at each conference. To schedule your meeting, contact Program Officer

CO LLAMA Library Leadership & Management Association

Leadership Orientation

Reporting

each LLAMA Board and Executive Committee meeting, the Section Representative will ask section chairs for any updates, actions or concerns that the sections want to share with the Board/Executive Committee.

each conference (Annual and Midwinter), section chairs are required to submit to the office the Section/Division Committee Reporting Form that summarizes section activity for the previous six months. The form also includes an optional budget request for new projects.

, the due dates for Section/Division Committee Reporting Form are February 10 and July 21. See Section 11 for a copy of the form.

Section level committees are formed or disbanded with the approval of the section Executive Committee. These committees generally coordinate the education programs and award activities of the section.

Composition

Section level committees generally range from 4-15 members, depending on the charge of the committee. Committee members are appointed by the Chair-elect during the spring and summer before he/she takes office at the ALA Annual Conference.

<u>Meetings</u>

LLAMA uses an all-committee meeting format in order to maximize efficiency, reduce our conference footprint, and minimize travel between hotels for committee members. There is a single all section/all-committee meeting at each conference:

At the Midwinter Meeting: Saturday, 8:30-10:00 am
At the Annua0 0 1 11606x 0 0 1 385.21C]TJET26a8ETBT1J-rs3(rday)36u)3f1 0 0li 35n2



Leadership Orientation

Agenda and Meeting Documents

Agendas and any necessary documents are developed and/or shared by the committee chair, often in consultation with the rest of the committee.



Leadership Orientation

Human Resources Section Committees

Executive Committee - Roster
Career Institute Planning - Roster
Human Resources Management - Roster
Leadership Skills - Roster
Nominating - Roster
Staff Development - Roster

Library Organization and Management Section Committees

Executive Committee - Roster
Financial & Administrative Services - Roster
Nominating - Roster