



### Section 8 - Committees

The majority of the work for any association takes place at the committee level, and most volunteers begin their membership journey in an association as a committee member.

success that committee chairs and members feel that they are valued and that their work is relevant to the division. Agreement and progress on committee goals for the year, as well as frequent communication, are keys to a well-functioning committee.

#### Committee Overview

The Work of Committees: generally the charge of the committee and its traditional activities define the work that will be done over the course of the year. There are two types of committees in LLAMA, each with its own focus:

- o Division level committees focus primarily on business areas of the division, i.e., membership surveys and support, program review, fundraising, etc. (See Section 1.)
- o Section level committees focus primarily on creating value within their specialty, i.e., buildings, human resources, public relations, etc. The value can be derived from many different activities: planning annual programs and/or online continuing education sessions, managing an awards program, sharing current trends and/or best practices, etc. (See Section 2.)

Committees at both the division and section levels are also encouraged to think beyond their traditional activities and to explore new and creative ways for engaging members. This may be something easy like planning an online chat for members, or something complex like planning an online publication or a new leadership development event. Special funding is available for these ideas through the LLAMA Innovation Fund (see Section 10).

Appointments: 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 staff sends appointing officers appointment instructions in the early spring.



Committee chairs DO NOT need to request meeting space; that is managed by the staff. All committees will have a table at the all-committee meeting, and there are extra tables for large committees. Table tents will identify ea

The LLAMA Program Committee is the only one that does not meet during the all-committee session is. Due to the nature of its work, this committee meets Friday afternoons at both



#### Committee Communication

Good communication is essential for the success of any committee. It is particularly important to communicate between ALA conferences, so members feel connected and see progress toward committee goals. There are many ways to communicate between conferences, and you may need to combine a number of them:

ALA Connect: the main workspace for committees (see Section 5). It can be used to share documents, post committee minutes, and as a discussion list. Every division level and section level committee has its own space in Connect (see <a href="http://connect.ala.org/">http://connect.ala.org/</a>). If you haven't used Connect, go to the site and login with your ALA ID/password with.

Free online services: While ALA Connect is a good space for committee documents and history, it is less effective (at least right now) for live chats and connection to social media. For that you may want to take advantage of more widely used online options, like Google Hangouts.

Group emails: the committee rosters on the website include current emails for all committee members, so you can copy/paste the entire



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July:

July 1, term begins

## changes

Talk with the previous committee chair and review past committee documents in ALA Connect

Review online LLAMA Leadership Orientation Guide

blog <a href="http://www.llama.ala.org/llamaleads/">http://www.llama.ala.org/llamaleads/</a> and like our Facebook page <a href="https://www.facebook.com/libraryleadership">https://www.facebook.com/libraryleadership</a>

### August:

Send a welcome message to committee members

Facilitate introductions among the committee members, i.e., share short bios, become Facebook friends, or schedule a conference call

### September:

September 1, new fiscal year begins

Participate in online orientation session for new Board members and committee chairs, if interested

#### October

Review LLAMA Exec Cmt Fall Meeting agenda; share any updates with division president or section chair

#### January

Send Midwinter committee meeting agenda

#### Midwinter Meeting

Lead committee meeting

Share any updates with division president or section chair Attend LLAMA Happy Hour on Sunday if available

#### **February**

Submit Reporting Form for Sections and Division Level Committees (division level committee chairs only)