

12. Selection: Program ideas for the main GODORT program must be presented a year in advance for approval at the Steering Committee meeting at the Annual Conference, since juried programs need to be submitted to ALA by late summer/early fall. If the juried program is accepted by ALA, then a second program (Chair's program) should be presented for approval at or before the Steering Committee meeting at Midwinter so it can be included in the Annual schedule by the following February. If the juried program is not accepted by ALA, then it becomes the Chair's program for Annual Conference.
13. Publicity:
 - a. Flyers should be distributed electronically to potential attendees.
 - b. Flyers to publicize programs, special sessions, etc., may be distributed, with prior permission, at the ALA distribution tables in the registration area at the Annual Conference. Each ALA unit is limited to three baskets per conference. A draft of the proposed flyer should be sent to GODORT's ALA Staff Liaison requesting permission to distribute. Once permission is received, arrangements to have printing done at ALA Headquarters may be made with the Liaison. If printing is to be done by ALA, allow at least four weeks prior to conference. If printing is done elsewhere, other arrangements should be made for shipping. Expenditures of this nature should be approved by the Steering Committee prior to commitment unless special appropriation was granted for the event or a library is absorbing the expenses.

B. External Liaison/representative appointments

1. The Chair-Elect is responsible for the appointments of liaisons and representatives to be approved by the Steering Committee of the Annual Conference immediately before assuming the role of GODORT Chair. With so many appointments to keep track of, it is easy to make an error. Therefore, it is wise to double check the current GODORT Directory and compare that with what is listed below for the correct turnover/appointment time period. That way, any problems can be corrected.
2. Note that the Chair has responsibility for certain appointments; therefore, it is useful to share information with the Chair to help fill these positions as well.
3. External Liaisons/representatives with Other Organizations/Groups

4. GODORT Representatives to ALA Units
 - a. Representatives are generally mandated by ALA. Representatives serve either by virtue of their position (ex-

<u>ALA Committee/Unit</u>	<u>GODORT Representative</u>
ALCTS Cataloging and Classification Section: Committee on Cataloging: Description & Access (CC:DA):	Designated by GODORT Chair upon recommendation of GODORT Cataloging Committee Chair. --Reports to GODORT Cataloging Committee.
Freedom to Read Foundation	Designated by GODORT Chair

5. GODORT Liaisons to Other Organizations

<u>Other Organizations</u>	<u>GODORT Representative</u>
International Federation of Library Associations and Institutions (IFLA)	Designated by GODORT Chair upon recommendation of IDTF Coordinator, 2 liaisons, staggered 4-year terms, on even years. --Reports to GODORT International Documents Task Force.

6. Maintaining and establishing liaisons
 - a. Prior to the Annual Conference, the Chair-Elect will send a written request to each organization with whom GODORT wishes to continue liaison.
 - b. Prior to the Annual Conference, the Chair-Elect will send a written request to each organization with whom GODORT wish to establish liaison.
7. GODORT units may also establish liaisons. Unit liaisons must be approved by the Steering Committee. This liaison should be reflected in the unit description of each GODORT unit for the *Policies and Procedures Manual*.

C. Committee Appointments

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5. Refer also to the GODORT *Bylaws, Article IV, Section 2* and *Article VIII* for rules governing the appointment process.
6. Appointments to GODORT Standing Committees are as follows:

Awards

6 members are appointed to staggered 2-year terms (3 each year).
Chair appointed by GODORT Chair from among Committee members.

Cataloging

6 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (3 in even years; 3 in odd years).
Chair appointed by GODORT Chair from among Committee members.

Conference

5 members appointed by the GODORT Chair with approval of Steering to staggered 2-year terms (3 appointed in even years; 2 in odd years).
Chair appointed by GODORT Chair from among Committee members.

Development

5 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (2 appointed in even years; 3 in odd years.)
Chair appointed to a 2-year term by GODORT Chair from among Committee members.
Treasurer serves as ex-officio member.

Education

9 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (4 in even years, 5 in odd years).
Chair appointed by GODORT Chair from among Committee members.

Government Information for Children

5 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (3 in even years, 2 in odd years).
Chair appointed by GODORT Chair from among Committee members.

Legislation

4 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (2 in even years; 2 in odd years)
Chair appointed by GODORT Chair from among Committee members.

Appointment Chart*		
Committee Name (# of Members for Appt.)	Even Numbered Years	Odd Numbers Years
	Incoming GODORT Chair	Incoming GODORT Chair
Awards (6)	3	3
Cataloging (6)	3	3
Conference (5)	3	2
Development (5+)	2	3
Education (9)	4	5
Govt. Info. for Children (5)	3	2
Legislation (6+)	3	3
Membership (4+)	2	2
Nominating (4+)	2	2
Program (1+)	--	1
Publications (2+)	1	1
Rare and Endangered (6+)	3	3
Technology (3+)	1	2

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