

- The YALSA President clearly communicate to chairs that attendance at Leadership Development is mandatory for all new incoming chairs and strongly suggested for seasoned chairs.
- Prior to Midwinter and Annual the YALSA website be reviewed and updated to ensure that the most up-to-date information is available regarding YALSA in general, Strategic Plan, board liaisons, policies, etc.
- Create an online space for just for chairs, such as a chair wiki, to house a manual of online resources relating to serving as a committee chair, running effective meetings, working with virtual members, etc.
- Create and implement a Chairs Checklist to be used by the outgoing and incoming chairs and YALSA. This tool would provide structure during the transition period.
- The YALSA Committee Volunteer Form be revised to include in the introductory section the following: “Each YALSA committee, jury or task force has different time commitments, expectations, and deliverables and it is recommended that you review the committee, jury or taskforce charge and information (click) before submitting your name for consideration.” Add a text box following the “YALSA Committee Preference” box asking the member to describe what skills or experience they have that make them a good candidate for this particular committee/jury/task force.

YALSA Chair Checklist

Item	Responsible Person	Recipient	When	Date Completed
Member Group records/notebook, etc. meeting notes and should include: <ul style="list-style-type: none"> • Significant correspondences • Reports, including pre and post conference reports • URLs and log in information for all online work spaces & resources • Publicity materials, including press releases, flyers, etc. • Summary of recently completed projects • Important dates &/or a timeline outlining regular responsibilities and deadlines 	Outgoing Chair	Incoming Chair	During or immediately following Annual	

Summary of ongoing group projects

YALSA Board of Directors – Annual 2009
Topic: Chair Training Recommendations
Item #19

Board Incoming group roster	YALSA Membership Coordinator	Incoming Chair	Annual Emailed to Chair once appointments are complete
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