

**YALSA Board Meeting
2005 Midwinter Meeting
Boston, Massachusetts
January 14-19, 2005**

Topic: Resources & Support for Committee Chairs

Background: Committee chairs receive brief training at Midwinter at the Leadership Development Meeting. Based on questions and concerns from past and present committee reports, it would seem that chairs would benefit from some additional support and resources.

Action Required: Discussion/Decision

From Pam Spencer-Holley:

Committee chairs would benefit by having something unique for each committee in writing. A sort of procedure manual in binder form could be developed for each committee that the current chair would keep and update. This manual would then be passed on to the in-coming chair. This would have several benefits:

- it would help shorten the learning curve for new chairs
- it would help retain and pass on some of the history of the committees
- it could be a resource committee chairs could use to get quick answers to questions specifically related to his/her committee