Item # 36

YALSA Board of Directors Meeting
ALA Midwinter Meeting, Philadelphia
January 11-16, 2008

Topic: **Committee Chair Guide Proposal**

Background: **The idea of a Committee Chair Manual emerged in 2005 and a draft was begun but not finished. At the 2007 Board meeting via conference call in August, an ad-hoc committee of the Board was established to complete the manual. The intent was to create a resource that would supplement the YALSA Handbook and provide Chairs with information tailored to their needs as Chairs. The ad-hoc committee is working on a draft and is requesting Board feedback before proceeding.**

Action Required: **Discussion**

DRAFT YALSA COMMITTEE CHAIR HANDBOOK 2007-08
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Letter from Carolyn Cain, Chair, Bylaws and Organization Committee *[do we need this??]* .....

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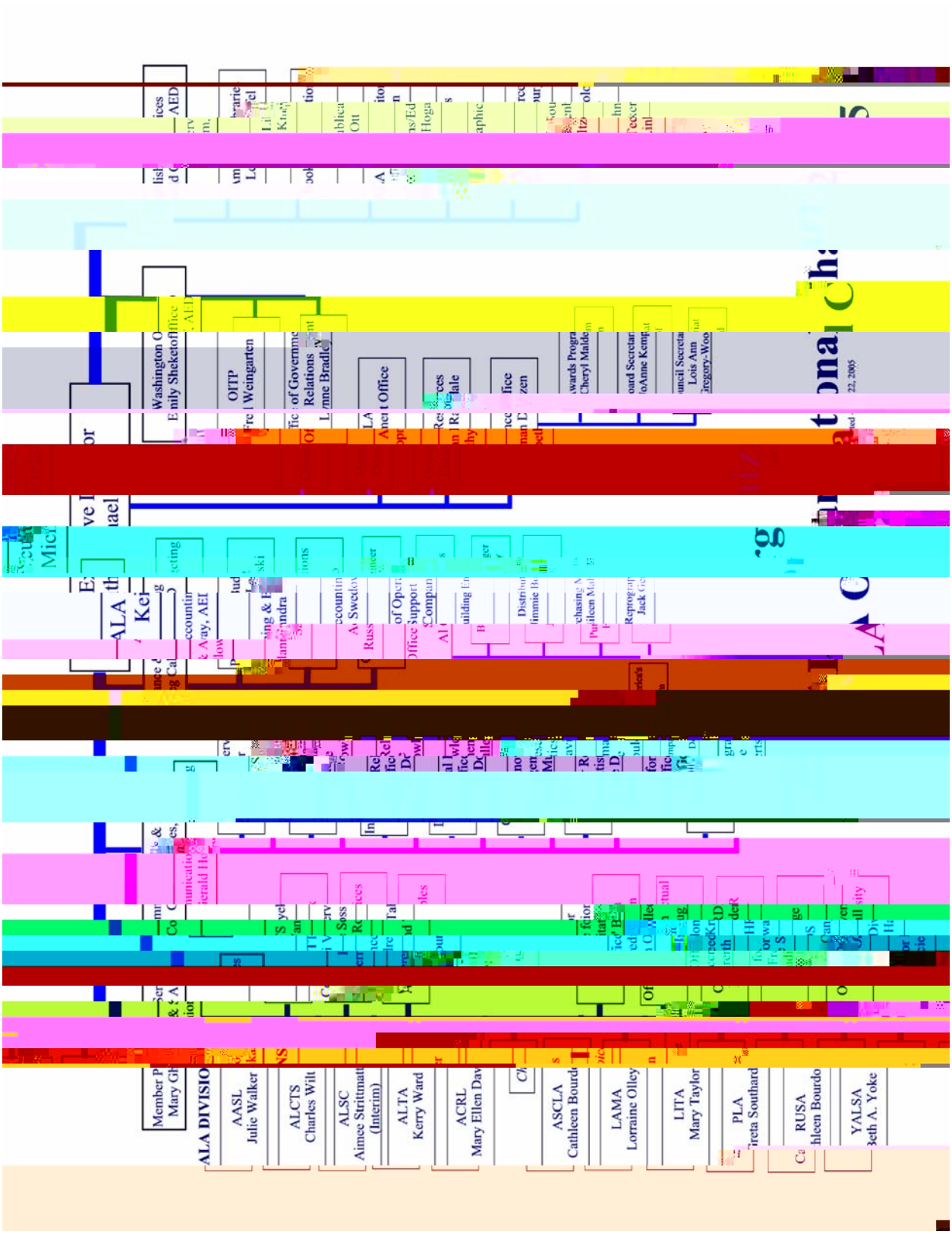
YALSA Key Messages & Research Points
YALSA & ALA Organization Charts
YALSA Board of Directors / Board Liaisons
YALSA Staff

COMMITTEE WORK

What is a Committee? .....
Policies Related to Committee Service .....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Adults; Teen Advisory Groups; Teen Read W

Sponsor and Vendor Participation Policy

Sponsorships

Definition

A sponsorship is an investment by a company in ALA/YALSA that creates an affiliation for marketing purposes. The company acquires the right to affiliate with ALA/YALSA in exchange for an unrestricted fee, above and beyond any direct cost.

ALA Policy

ALA Policy 9.1, "The Use of ALA's Name and Joint Relationships," will be used as a general guide for YALSA sponsorships. The American Library Association is a nonprofit organization operated in the interest of libraries and to promote library service and membership.

Vendor Participation

Definition

A vendor is any person or company selling goods or services to libraries.

YALSA Policy

Vendors may participate as speakers, panelists, exhibitors, sponsors, or donors, at YALSA programs and events. The YALSA Executive Director is responsible for all agreements, but may delegate arrangements and negotiations to members. The following terms must be met:

As speakers or panelists:
The vendors have information to give to the program participants that is not readily available from a non-vendor.

The vendors are aware that they can discuss their products generally, but are not to use the program as an opportunity for a sales talk.

The program chair is fair and impartial when selecting vendor participants, and makes a reasonable effort to involve representatives from a variety of companies.

As exhibitors:
Have information relative to the program or event where they will exhibit.

Agree to set up and break down their own exhibits.

Agree to handle sales of their products.

As sponsors:
The YALSA Executive Director is responsible for negotiations with sponsors.

The YALSA Executive Director may give permission to a member to negotiate with a sponsor if there is no conflict with other sponsorships within ALA and YALSA.

A letter of agreement will be signed by sponsors and the ALA Director of Member Programs and Services.

As donors:
Negotiations with all prospective donors of money, books, films, etc., for YALSA programs and events must be approved by the YALSA Executive Director, except for,
Selection and award committee chairs, who may request donations from publishers and producers for review copies.

Individual selection committee me

4. If the virtual committee member fails to respond within the time frame established by the chair without a valid reason, the chair should notify the President, who has the option of replacing the virtual member.
5. A regular member of the committee will be appointed as a mentor to each virtual member. The mentor will communicate regularly with the virtual member at times agreed upon by the two of them.
6. Training will be provided to chairs as to how to work with virtual members.

Adopted by the YALSA Board of Directors, June 1999. Changed to conform to ALA Bylaws, June 2004.

Discussion List Policies and Procedures

At the YALSA Board of Directors meetings at the American Library Association's 2004 Annual Meeting, the following policy and guidelines for participation were adopted in connection with the establishment and maintenance of all YALSA electronic discussion lists. Please read thoroughly and address any questions to the YALSA Board through the YALSA Office at yalsa@ala.org or by calling 1-800-545-2433, ext. 4390. These guidelines will be posted to all discussion lists and will appear in Young Adult Library Services, the YALSA journal and official record of association business. (Revised June 2005)

Posting Policy

- **x** All messages should relate to the general topic of the particular list.
- x Only subscribers to a list may post on the list.
- x Solicitations *(for contributors, authors, content, etc.)* and advertisements for non-YALSA publications/products and other commercial purposes are not permitted.However, a simple statement that offers more information on a service or product is tolerated if it accompanies a substantive message about a subject directly related to the discussion.
- x Announcements of conferences, workshops, new publications, and position openings appropriate to the topic of the list are allowed.
- x Virus warnings (not bug reports) are strongly discouraged, and ONLY official CERT or CIAC advisories are acceptable. In addition, before forwarding any virus information you may wish to check Internet Hoaxes and Virus Hoaxes for hoax information and how to spot hoaxes.
- x Attachments may be included in an email however they should not be larger than 40KB.
- x Posting of defamatory and/or offensive material is strictly prohibited, including but not limited to hate-speech, name-calling and personal insults.
- x Any messages posted about YALSA committee business must be sent by the appropriate committee chair. List members must not send postings that suggest the message is being sent with the approval or under the auspices of a particular YALSA Committee.
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1. **Blog manager(s):** A volunteer manager or co-managers, much like an editor for our print journals, to be responsible for overall blog administration. The manager(s) must be YALSA members. The manager is paid an annual stipend for his/her services.
2. **Bloggers:** Bloggers must be members or staff of YALSA. The blog may have ongoing regular bloggers, as well as occasional guest bloggers for specific conferences or events. Bloggers are recruited by the Blog Manager(s) based on a person's: 1) expertise in the topic to be blogged, 2) writing ability and 3) technical abilities.
3. **Blog Content:** The Blog Manager(s) with direction from YALSA's Board of Directors and input from the Editorial Advisory Board will determine specific topics appropriate for blogging. Committee chairs and YALSA members may also submit topic ideas to the Blog Manager(s) for their consideration.
4. **Acceptable Use:** The blog is a YALSA-sponsored tool for use within YALSA and for outreach beyond YALSA. Lively opinion and commentary are welcome in blog posts. Bloggers must check facts, cite sources, present balanced views, acknowledge and correct errors, and check spelling and grammar before making a post live. Links to related posts are encouraged, but bloggers should post original content rather than merely reposting entire items from other blogs, lists, newsletters, etc.
5. **Comments:** Comments are open to all but may be moderated by the Blog Manager. Commentary, opinion, and reaction to posts are welcome. Comments should be relevant to the specific post they are attached to. Spam, flaming, personal attacks, and off-topic comments are not permitted. YALSA reserves the right not to post any comment deemed inappropriate.
6. **Pages:** Frequently requested information, informational pages, etc. will be placed on blog pages as static information, rather than occasional blog posts.
7.

I. The following situations disqualify a candidate:

I. A committee or task force having a program or activity it would like to have supported by a donor in an amount in excess of $1000.00 should submit a plan in writing to the AASL office at least four weeks prior to the event. The plan should provide the following information:

Name of sponsoring committee
Name or title of project, program or event
Date and place of project, program or event
Brief statement of how this project fits into the goals and mission of AASL
Budget for the plan and reason for the need to raise money
List of potential donors you wish to solicit
Day you wish to begin your solicitation

II. Any grant or other project request going forward with AASL's approval must be for a project that will benefit school library media programs. It is mandatory for AASL staff to do a technical/procedural review of all funding proposals. Every grant request going forward with AASL approval must have been reviewed by staff for content and competence. The Board must approve and, where appropriate, forward the grant request to the ALA administration or ALA Executive Board for approval before being submitted to the granting agency.

Who appoints the chair of a committee?

The YALSA President, or the President-elect, appoints a person to chair each committee during her or his term.

How does the President-elect decide who should be appointed to a committee?

The President-elect may seek recommendations from a variety of sources. The following are the most common:

YALSA members. Any person can make recommendations to the President-elect about a qualified person to be appointed to a committee. The President-elect may also seek recommendations.

No member of the AASL Board of Directors shall be a member of the Nominating

Meeting or Annual Conference) without an explanation acceptable to the committee chair constitutes grounds for removal upon request by the chair to and approval of the appropriate appointing official or governing board."

Duties of a Committee Chair Pam

Upon accepting your appointment as a chair of any YALSA committee, jury, or task force, you will have certain responsibilities and will be expected to perform certain functions on behalf of the association. Below are basic guidelines for committee chair responsibilities:

AS SOON AS YOUR TERM BEGINS:

- Be knowledgeable about the following Key YALSA Documents: *do we want to include the complete document in the handbook? And for the strategic plan, don't we need to provide the action steps?*

  - YALSA's Strategic Plan - http://www.ala.org/ala/yalsa/aboutyalsa/strategicplan2005.pdf
  - YALSA's Handbook - http://www.ala.org/ala/yalsa/aboutyalsa/yalsahandbook.htm
  - YALSA's Financial Plan - http://www.ala.org/ala/yalsa/aboutyalsa/revised5year.htm
  - ALA's Latest Strategic Plan -

Solicit feedback and create an open forum for sharing of ideas

Maintain regular communication with your YALSA Board liaison. Maintain at least monthly contact with your committee; cc your Board liaison on all correspondence.

Read all messages on YALSACOM; as a chair you are automatically subscribed to this listserve.

Subscribe to YALSA-L.

There will be times the YALSA office will need to contact you with urgent questions or to finalize plans for an event. Please notify the YALSA Office if you will be unavailable at your regular contact numbers for a long period of time (e.g. Spring Break, vacation, etc.).

All official committee correspondence on behalf of YALSA should originate from the YALSA office (e.g. Award notifications).

Serve as a leader and coordinator for the committee members and activities. Be available and accessible (via e-mail and phone) to committee members and the YALSA Board liaison throughout the year.

Inform committee members of meeting times and deadlines. Prepare agendas, outlines and all other documents you will be using well in advance and distribute to committee members. Always forward all copies of official committee correspondence and documentation to your YALSA Board liaison.

Inform the YALSA President and the YALSA Board liaison of any resignations received from committee members and ask for reappointment if necessary.

Reply to all inquiries from the field concerning problems related to committee work and to YALSA Board liaison's questions or requests**.**

Communicate with the right person for the task, i.e. staff liaison, board liaison, committee members, President or Executive Director. If there is an issue, talk to the appropriate person, remembering to use common courtesy. Issues can be resolved when everyone works together for the common good.

BEFORE CONFERENCE

Schedule meetings through the YALSA Program Officer. Each committee's needs vary so often the All-Committee meeting on Saturday morning is not enough time for the work to be completed. Questions can be answered by the Program Officer.

Plan for formal meetings of your committee at the Midwinter Meeting and Annual Conference. Be sure to bring an agenda to conference with you, as well as mailing one in advance to all committee members.

Each committee chair is required to complete a written report before committee's meeting at Midwinter Meeting and Annual Conference. Pre-conference forms are due one month before conference.

DURING CONFERENCE

Attend Leadership Development Meeting [mandatory for all committee chairs] held just prior to All-Committee meeting

Appear before the YALSA Board of Directors, as needed or if requested, to report on committee activities and/or request board action. Contact your YALSA Board liaison for guidance if you think you will need to speak to the YALSA Board of Directors. All issues in

Responsibilities To The Young Adult Library Services Association:

Be aware of the charge to your committee, what type of committee it is and its expiration date (in case you need to ask for an extension of time to complete your task). The committee or program year begins the day after the close of the Annual Conference (or in the case of selection committees and the Nominating Committee, after Midwinter) and ends the same time the following year.

Read the charge statements of each of the other YALSA committees to familiarize yourself with their roles. Communicate with other chairs when appropriate. Cooperation, communication and sharing will benefit everyone.

Schedule regular committee meetings through the YALSA office. (Committee meetings not scheduled are irregular, are not listed in the official program, are not included in the official proceedings of the conference, and therefore would show no record of any work done.)

As with other businesses, YALSA=s communications are now in the electronic age. Work by committees is ongoing -- limiting committee work to biannual conferences only will not allow committees to fulfill their responsibilities and perform their tasks. Work is expected to be done between conferences so that YALSA can respond to ever changing demands in a timely fashion. Electronic communication empowers chairs to conduct business between conferences and to communicate with committee members frequently.

Except for selection committees, with budgets of $150, each committee has $40 in their annual budget. Expenses above $40 should not be incurred unless they have been approved ahead of time and/or funds for such expenses appear in the current division budget.

Begin preparing now for the time when you will be the outgoing chair. At that time you will be responsible for providing your successor with all pertinent committee material. Material in the files but no longer of current interest should be sent to the Director. When a special committee is discharged, the chair=s files should be forwarded to the Director for the archives. Send copies of all correspondence and other pertinent documents to the YALSA office.

Be familiar with YALSA policy and procedural guides, such as the YALSA Vision Statement, the division=s Strategic Plan, and the YALSA Bylaws. All can be found as part of the YALSA Handbook of Organization, located at our web site at www.ala.org/yalsa. Committee chairs may also find the ALA Handbook of Organization, including the ALA Policies, Procedures and Position Statements, useful.

The communication norm for YALSA is e-mail. The electronic discussion list for chairs is YALSACOM. Please read your e-mail and respond in a timely manner. All correspondence, including appointment and report forms, will be sent to you via e-mail. It is also suggested that you subscribe to YALSA-L to keep current with all YALSA and ALA activities. Reply promptly to all inquiries from the Deputy and Executive Directors concerning questions and problems regarding the work of the committee.

If division stationery is needed, please request it from the YALSA office.

Frequently, individual libraries are willing to assume the expense of postage for committee work. In cases where this expense cannot be assumed by the library, the division will reimburse the member when it has been arranged ahead of time or is already included in the committee budget. Please send such requests to the Director on the Request for Payment form, found in the Handbook section of the YALSA web site.

Inform the Director of any publicity contemplated by a committee, in order that the work of various groups may not conflict. Reports or articles on the work or on studies of a committee may be published in print or electronically only with the recommendation and permission of the Publications Committee. Such reports and articles, when approved for publication, must be offered first to ALA periodicals, e.g., *Young Adult Library Services.* Deadlines for copy for *YALS* will be provided by either the Director or the editor of *YALS.*

The Director will provide whatever assistance the facilities and financial resources of the YALSA Headquarters office allow. This may, on occasion, include duplicating and mailing of notices.

Responsibilities To Other Members Of The Committee:

Keep committee members informed about the work of their committee. This usually involves transmitting copies of memos and related committee correspondence, and sending these materials to committee members several times between conferences. (Some committee chairs set up electronic lists for committee communication.) Committee work can begin as soon as the term begins (after the Annual Conference, or in the case of selection committees or the Nominating Committee, after Midwinter). Planning for the term=s work can begin immediately at the start of term, using e-mail, electronic discussion lists, telephone or fax.

The committee chair is responsible for leading the committee. The achievement of the group during any year and the success of projects undertaken are due in large part to the chair's leadership. Initiation and completion of expanded or related projects indicate significant committee progress.

To orient them in committee work, it is recommended that new committee members be invited to those committee meetings that immediately precede the start of their term. Names of new members as well as contact information will be sent to the incoming chair as soon as this information is available to the division office.

SPECIAL RESPONSIBILITIES: INDIVIDUAL COMMITTEES SHOULD HAVE ITEMS SPECIFIC TO THEM INSERTED HERE.

Minimum Intended Outcomes for YALSA Chair Guide

ALEX Award

- Choose an annual list of ten books written for adults that have special appeal to young adults, ages 12 through 18.
- Create an annotated list of the ten award-winning titles by noon on Sunday of the Midwinter meeting.
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- *Dissemination of booklists should be in a variety of formats and available to various interested groups and organizations, including YALSA's website.

Charge
To handle YALSA local arrangements for the ALA Annual Conference, in close cooperation with the division president and YALSA staff.

Outcomes
- Meet with YALSA President and YALSA staff to coordinate activities at ALA Annual.
- Create list of area restaurants, amusements, and other interesting activities and post to website.
- Make print list to distribute at annual conference.
- Act at point of contact for YALSA members during annual conference.

Margaret A. Edwards Award committee:

Establish list of nominations, disregarding winners from last six years.

Clarify and carefully re-examine the Margaret A. Edwards Award guidelines and procedures.

Discuss titles and authors' impacts over email and at committee meetings.

Finalize the short list of authors at the ALA Annual meeting.

Discuss and choose new Margaret A. Edwards winner at ALA Midwinter meetings.

Michael Printz Award

Charge: To select from the previous year's publications the best young adult book ("best" being defined solely in terms of literary merit) and, if the Committee so decides, as many as four Honor Books. The Committee will also have the opportunity for input into the oversight and planning of the Printz Awards Program.

Minimum Intended Outcomes:

- Committee members will be familiar with the Printz eligibility requirements and selection criteria; members will conscientiously read and evaluate for nomination all titles that meet these criteria.

- Committee members will be vigilant about regular communications with the committee chair, including maintaining current contact information

- Lists of nominated titles will be regularly distributed to committee members, and members will be diligent about reading all nominated titles and participate in evaluative discussions

- x Complementing each other's services
- x "Scratching each other's backs" rather than "stepping on each other's toes."
- x How to best communicate with each other
- x Currently have an article being shopped around for possible publication.

2. Award or recognition of some sort for outstanding programs. (Would need a sponsor and a formal request for an award so it will probably need much more further study and research.)

3. Maintain and update resources compiled on the ALA website.

4. Develop programs or workshops on cooperative/collaborative projects and present them at ALA Conferences, AASL, ALSC, and/or YALSA institutes, or for other organizations that service youth.

Selected Audiobooks (Kim)

Selected DVDs and Videos for Young Adults

Charge

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-Coordinate arrangements for the poster presentation at the Conference.

- Determine how the Technology for YAs committee can better support committees, task forces, or interest groups engaged in work related to technology and teens.

- Review the YALSA website and write or update appropriate resource material to support librarians who wish to integrate technology into their programming and other services.

- Develop a list of potential speakers who can be asked to present a technology program with the committee at ALA Annual Conference 2009, or collaborate on an Q&A or similar article for YALS.

Teen Advisory Groups