

**YALSA Board of Directors Meeting  
ALA Midwinter Meeting, Boston  
January 15 – 19, 2010**

**Topic:** Updated Chair Responsibilities

**Background:** In light of the recent changes to ALA’s policy on committee participation, as well as the fact that Board member responsibilities were recently updated, Linda Braun felt that it would be useful to revisit YALSA’s stated responsibilities for Chairs and committee/jury/taskforce members. An ad-hoc committee comprised of Board members and recent chairs reviewed the current responsibilities (as stated in the YALSA Handbook) and is presenting a revised draft below. The Board will want to review the draft and provide feedback to the ad-hoc group.

**Action Required:** Discussion

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This ad-hoc committee was asked to prepare revisions for the following YALSA documents:

Job Description of a committee chair:

<http://ala.org/ala/mgrps/divs/yalsa/aboutyalsa/jobdescription.cfm>

Job Description of a committee member:

<http://ala.org/ala/mgrps/divs/yalsa/aboutyalsa/jobdescriptioncommittee.cfm>

Job Description of a virtual member:

<http://www.ala.org/ala/mgrps/divs/yalsa/aboutyalsa/virtualmember.cfm>

After discussing with Linda Braun the impact of the new ALA policy regarding committee membership, specifically virtual membership, we did not create a revision for the virtual member description. At the moment there is a complete description included in the ALA policy. Once YALSA decides if there will be any changes with its member groups and virtual members, then the virtual member policy can be updated, if needed.

Provided below are this group’s proposed revisions for committee member and committee chair.

Sarah Debraski

Jerene Battisti

Angela Carstensen

Krista McKenzie

## **Job Description for Committee Chairs**

In order to plan and implement activities that reflect the committee's function statement and the YALSA and ALA Strategic Plans, each chair must possess leadership and communication skills, including the ability to motivate and manage committee members, to manage and maintain

documents pertinent to the group's work, and to communicate effectively and promptly with members

**Qualification:** ALA/YALSA Member

**Reports to:** President and Board

**Management:**

- Develops short and long-range goals with the committee.
- Schedules meetings for both Midwinter and Annual Conferences through the YALSA office.
- Attends the mandatory Leadership Development for Committee Chairs at both conferences, as well as participates in any other meetings/calls called by the President.
- Attends YALSA programs, special events and the membership meeting at the Annual Conference when possible.
- Evaluates committee work on pre and post conference report forms.
- Provides feedback about committee members' performance to the President and President-Elect
- Reports resignations and contact information changes of committee members to the President and the YALSA office.
- Recommends committee members for reappointment.
- Coordinates committee planned programs/publications/activities.
- Submits Request for Payment forms with receipts for committee expenses.
- Brings requests for action to the Board in person or in writing, after having worked with Board Liaison to develop the RBA (Request for Board Action.)
- Reads the ALA Handbook of Organization and the YALSA Handbook with special attention to the Responsibilities of Committee Chairs section (IV. 3) to become familiar with YALSA policies and procedures.
- Works on committee projects throughout the year, or as needed.
- Informs members of the "right of first refusal" for publishing committee materials in the journal **Young Adult Library Services**. Clears contacts with vendors and requests to vendors with the YALSA office before an approach is made.
- Writes commendation letters for committee members when appropriate.

**Communication:**

- Reports to the President and Board before and after each conference via the pre and post conference reports.
- Keeps Board Liaison updated on the work of the group
- Communicates regularly (at least once a month) with committee members.
- Notifies committee members of any changes to the committee roster
- Manages online resources for group communications, either a mailing list, electronic discussion list, or ALA Connect.
- Networks with other committee chairs to explore possible joint projects.
- Reads all messages on YALSACOM.

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- Stays current with YALSA news and activities by reading the YALSA Blog and conference wikis regularly.
- Copies the YALSA office and board liaison on all relevant communications.
- Orients the incoming chair and passes on all files and materials at the end of the term and copies the YALSA office.
- **Special Responsibilities:**  
(Responsibilities specific to the individual committee should be listed here. E mails last year's chair for specific responsibilities. Asks the YALSA office for the previous chair's e- mail addresses. )

**Timeline for Committee Chairs**

YALSA has two appointment cycles-one in the spring and one in the fall. Chairs appointed in the spring begin the traditional ALA term after the Annual Conference. Fall appointments begin their term after the Midwinter Meeting. The two sets of dates reflect the two appointment cycles. Additionally, committees may have their own specific timelines to be followed for group work, projects, and products.

Spring/Fall	Accept appointments in a timely manner.
July/January	Attend the committee meeting(s) held at the conference before your terms begins.
July/January	Request materials from the previous chair.
August/February	Read materials about past activities and future plans.
August/February	Review YALSA Strategic Plan.
As soon as committee roster is complete	Set up a means of contacting your committee members electronically.
September/March	Contact committee members and get acquainted.
September/March	Appoint regular members to mentor virtual members if appropriate.
September/April	Plan activities for committee work and make assignments to complete before conference.
September/October	Request meetings for both Annual and Midwinter when notified by Conference Services and the YALSA office to do so. Send program information to the YALSA office when relevant.
May/December	Plan meeting agenda and send to committee members. Do any prep work assigned by the President.

May/December

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June/January	Meet with your committee at the Annual Conference and the Midwinter Meeting.
June/January	Contact the Program Clearinghouse Committee if you are planning a program. Fill out the necessary forms 18 months in advance.
June/January	Turn in lists, press releases, award winners, etc. to the YALSA Office before leaving the conference.

July/February

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- Attends scheduled meetings.
- Attends YALSA programs, special events and the YALSA Membership Meeting.
- Becomes familiar with the ALA Handbook of Organization and the YALSA Handbook.
- Takes a proactive approach to committee work.
- Works on committee projects throughout the year, not just at conferences.
- Understands the [virtual member policy](#)