



Association for Library Service to Children

# **Division Leadership Manual**

June 2015

## Introduction

This Manual is addressed to the ALSC division leadership (Board, Priority Group Consultants, and committee chairs). It provides procedural information needed to assist committees in meeting their goals. Use this Division Leadership Manual, the ALSC Strategic Plan, the *ALA Handbook of Organization*, the *ALSC Handbook of Organization*, and the online ALSC committee rosters as reference tools to answer basic questions on general information, responsibilities, and communication. A pathfinder is part of the appendices and it contains the locations of where to find the aforementioned documents.

The Association for Library Service to Children (ALSC) is largely a composite of the work of committees. The ALSC Board establishes each committee, when a need is identified. Committees continue to exist for as long as is appropriate. The commitment, participation, and productivity of each committee determine the level of achievement in supporting and implementing ALSC's strategic plan. The strategic plan's goals and objectives guide our organization's direction and committee work. The leadership and management skills of each committee chair are key factors in whether members—who voluntarily donate their time—find that ALSC meets their personal and professional goals.

Each committee is an operational unit of ALSC. Its work translates one or more purposes of ALSC into active programs. The Board of Directors has established each committee to carry out specific functions deemed essential to meet the goals of the association. The strength of ALSC depends upon the effectiveness of its committees, individually and collectively.

Each committee is placed within one of seven priority groups. These are listed in the *ALA Handbook of Organization*, the *ALSC Handbook of Organization*, on the ALSC website, and in this manual. Each priority group is overseen by a Priority Group Consultant who helps administer the activities of committees within particular goals of the division's strategic plan. Priority Group Consultants serve as a liaison between the ALSC Board and committee chairs and between the ALSC Office and committee chairs. Priority Group Consultants support committee chairs and help find answers to questions from committee chairs.

## Quick Reminders

- Use the FAQ/Pathfinder located at the end of this manual as a quick how-to guide.
- Virtual Committee Chairs should review the [Best Practices for Virtual Committees Wiki](#); all process committee chairs should review the [orientation presentation](#) (link at bottom of page under “resources;” and award/notable chairs will be expected to attend a face-to-face orientation at both Midwinter and Annual.
- Send copies of all routine correspondence to your PGC and staff liaison.

- Send copies of all substantive correspondence to the President, Vice President/President-Elect, immediate Past-President Priority Group Consultant, staff liaison, and ALSC Executive Director.
- Virtual committees should post an announcement/agenda of any online committee meetings at least two weeks ahead in the ALSC ALAConnect space to comply with ALA's open meeting policy. Chairs should upload meeting minutes into the committee's ALA Connect Space as a public document within three weeks of the online meeting.
- Always notify your Priority Group Consultant, the ALSC Office staff, and all committee members if you need to cancel or discuss alternatives to the time or location for a face to face meeting at a conference. The ALSC Office will make every effort to work out the necessary change.
- *Children and Libraries: The Journal of the Association for Library Service to Children* has right of first refusal on all articles and lists generated as a result of ALSC committee activities. The Quicklists Consulting Committee is exempt from this due to the time critical and/or sensitive nature of its work.
- ALA Editions has first refusal rights on division-generated pamphlets and books.
- If a member moves, changes organization, title, email, phone number, etc. he/she should update his/her membership profile by logging in at the ALA website. A member may also contact ALA Member & Customer Service to make an update (1-800-545-2433, press 5, or e-mail [membership@ala.org](mailto:membership@ala.org)). As a courtesy, please also have the member send an email identifying the update to [alsccommittees@ala.org](mailto:alsccommittees@ala.org).
- Adhere to all deadlines set forth in this manual for scheduling programs, requesting funding, and reporting on committee activities, etc.
- Gain the necessary approval for any publications projects.
- Chairs and Priority Group Consultants attend the Division's Leaderships and ALSC Meetings on Saturday mornings at Midwinter Meeting and Annual Conferences.
- Press releases on committee activities should be sent to the ALSC Office. (See How to Contact ALSC section of this manual). They will be sent from there to the ALA Public Information Office (PIO) for distribution to the press.
- Information on committee activities and accomplishments can be sent to the editors of the *ALSC Matters!* newsletter and/or *Children and Libraries: the Journal of the Association for Library Service to Children* (see "How to Reach the ALSC Staff" section of this manual).

- Information on committee activities may also be posted to the ALSC-L electronic discussion list, the ALSC blog (<http://www.alsc.ala.org/blog>), or the ALSC wiki (<http://wikis.ala.org/alsc>) or on ALA Connect (<http://connect.ala.org>). Links to all ALSC EDLs, the blog, and the wiki are available from the ALSC home page at <http://www.ala.org/alsc>.
- Upon confirmation as a Board member, Priority Group Consultant, or committee chair, you will be automatically subscribed to the ALSCPGCCHR electronic discussion list, which is used to deliver meeting, manual, and agenda information, etc.

## Calendar of Activities

### **January:**

Board members, PGCs, current, outgoing, and incoming Chairs, and any ALSC member attend the Leadership and ALSC Meeting on Saturday morning at Midwinter Meeting. Incoming chairs are to attend so that they may speak with their Priority Group Consultant and consult with the outgoing chair and collect any information and paperwork.

Chairs meeting during Midwinter will prepare and upload to ALA Connect agendas for their committees meetings and conduct the meetings at the All Committee Meeting on Sunday morning and/or at other scheduled days and times.

Priority Group Consultants conduct group meetings with the Chairs of their priority groups during the Saturday morning Leadership Meeting.

Priority Group Consultants attend as many meetings as possible of those scheduled for committees in their groups.

Priority Group Consultants meet with the President at Midwinter Meeting, prior to the Leadership Meeting.

Board members should try to attend the All Committee Meeting on Sunday morning.

Chairs submit committee news to the *ALSC Matters!* newsletter editor for the March issue.

### **February/March:**

The ALSC Office sends a notice to chairs on the ALSCPGCHR list posting meeting times for the upcoming Annual Conference.

Chairs submit online [quarterly reports](#) by the deadline (due by Feb 15, May 15, September 15, and December 15). The form is located on the ALSC website at <http://www.ala.org/alsc>; click on “About ALSC,” then “Committees,” and then “forms.”). Chairs should copy and paste the content of the form (received in an acknowledgement email) into a document and upload to ALA Connect to maintain the committee’s history

Vice President/President-Elect begins making committee appointments and reappointments for terms beginning at the close of the upcoming Annual Conference. The award and evaluation committee appointments will be done in early fall. Chairs are copied on committee members’ acceptance confirmations; PGCs are copied on chairs’ acceptance confirmations.

Chairs welcome their new committee members and include a copy of the general committee member’s responsibilities along with information about the committee charge and responsibilities in their correspondence.

Chairs submit committee news to the *ALSC Matters!* newsletter editor for the June issue.

**April/May:**

Election results are announced and made available for ALSC Board of Directors, Chairs, the division councilor (every 3 years), the fiscal Officer (every 3 years), and elected members of Newbery, Caldecott, Sibert, and Wilder committees (every other year).

Deadline for submitting program proposals to Program Coordinating Committee for the Annual Conference 12 - 13 months later (for example, proposals are due in early June 2013 for Annual Conference 2014 programs). Visit the website for specific information on how to submit a proposal and the deadline date: <http://www.ala.org/alsc/program-proposal-information>.

**April:**

Committees may apply for special funds to support a committee project (now or anytime during the year). Submit Children's Library Services Endowment Fund letter of application. Use [Form M](#) found on the ALSC website at <http://www.ala.org/alsc> (click on "About ALSC," "Committees," then "forms.")

Send nominee suggestion forms to Nominating Committee Chair when the call comes out in March. A link to an online form will be provided and posted on the ALSC website.

**May:**

ALSC Office sends a notice to chairs on the ALSCPGCHR list posting meeting room locations for Annual Conference.

Chairs submit online [quarterly reports](#) by the deadline (due by Feb 15, May 15, September 15, and December 15). The form is located on the ALSC website at <http://www.ala.org/alsc>; click on "About ALSC," then "Committees," and then "forms."). Chairs should copy and paste the content of the form (received in an acknowledgement email) into a document and upload to ALA Connect to maintain the committee's history.

Chairs that meet at Annual Conference will contact committee members with information about upcoming meetings.

Send proposals for committee sponsored publications to the ALSC Communications Officer (Use form J, found on the ALSC website at <http://www.ala.org/alsc>; click on "About ALSC," then "Committees," and then "forms.").

**June/July:**

Board and Chairs attend the Leadership and ALSC Meeting on Saturday morning at Annual Conference.

Chairs prepare agendas for their committee meetings, email the ALSC President with a request to appear before the ALSC Board, via a Board Action Request form, if necessary, and

conduct meetings at the All Committee Meeting on Sunday morning and/or other scheduled days and times as necessary.

Board members should try to attend the All Committee Meeting on Sunday morning.

Priority Group Consultants conduct group meetings of the Chairs of their priority groups during the Saturday morning Leadership Meeting.

Priority Group Consultants attend as many meetings as possible of those scheduled for the committees in their group.

Priority Group Consultants meet with Vice President/President-Elect on Saturday morning, prior to the Leadership and ALSC Meeting, at Annual Conference.

Incoming Chairs meet with retiring Chairs and receive committee files.

Incoming Chairs and members attend committee meeting as observers.

Outgoing Chairs submit requests for reimbursement of funds from committee budget, if applicable. Send completed form A before August 31st (found on the ALSC website at <http://www.ala.org/alsc>; click on "About ALSC," then "Committees," and then "forms.>").

Chairs submit committee news to the *ALSC Matters!* newsletter editor for the September issue.

**August:**

President completes appointments to award and evaluation committees.

ALSC Office contacts chairs to arrange meeting times at the upcoming Midwinter Meeting and Annual Conference.

**Fall:**

ALSC Awards Coordinator contacts award and evaluation committee chairs about responsibilities for the upcoming year.

Chairs of award and evaluation committees welcome their new committee members and include a copy of the general committee member's responsibilities along with information about the committee charge and responsibilities in their correspondence.

**September:**

Chairs submit committee news to the *ALSC Matters!* newsletter editor for the December issue.

Chairs submit online [quarterly reports](#) by the deadline (due by Feb 15, May 15, September 15, and December 15). The form is located on the ALSC website at <http://www.ala.org/alsc>;

click on “About ALSC,” then “Committees,” and then “forms.”). Chairs should copy and paste the content of the form (received in an acknowledgement email) into a document and upload to ALA Connect to maintain the committee’s history.

Committees may apply for special funds to support a committee project (now or anytime during the year). Submit Children's Library Services Endowment Fund letter of application. Use [Form M](#) found on the ALSC website at <http://www.ala.org/alsc> (click on “About ALSC,” “Committees,” then “forms.”)

**November:**

Send proposals for committee sponsored publications to the ALSC Communications Officer (Use form J, found on the ALSC website at <http://www.ala.org/alsc>; click on “About ALSC,” then “Committees,” and then “forms.”).

**December:**

ALSC Office confirms meeting times and locations for the upcoming Midwinter Meeting.

Chairs submit online [quarterly reports](#) by the deadline (due by Feb 15, May 15, September 15, and December 15). The form is located on the ALSC website at <http://www.ala.org/alsc>; click on “About ALSC,” then “Committees,” and then “forms.”). Chairs should copy and paste the content of the form (received in an acknowledgement email) into a document and upload to ALA Connect to maintain the committee’s history.

Chairs upload meeting agendas to their committee’s ALA Connect space in advance of any meeting (both face-to-face and virtual meetings).

January

February

March

April

May

## How to Reach the ALSC Staff

### Association for Library Service to Children (ALSC)

American Library Association

50 East Huron St.

Chicago, IL 60611-2795

800/545-2433 ext. 2163 | Fax: 312-280-5271

<http://www.ala.org/alsc>

Business Hours: Monday - Friday, 8:30 am - 4:30 pm (CST)

- **Aimee Strittmatter, Executive Director**  
Ext. 2162  
[astrittmatter@ala.org](mailto:astrittmatter@ala.org)  
Board Governance, Budget & Policy Matters, Newbery/Caldecott Banquet, Day-to-day management of the Division
- **Marsha P. Burgess, Program Coordinator**  
Ext. 2166  
[mburgess@ala.org](mailto:mburgess@ala.org)  
Assistant to Executive Director; Committee Appointments and Rosters; ALSC Ballot and Election; ALA Handbook of Organization; General Information
- **Angela Hubbard, Program Officer, Projects and Partnerships**  
Ext. 1398  
[ahubbard@ala.org](mailto:ahubbard@ala.org)  
Initiatives- Día de los niños/día de los libros and Every Child Ready to Read® @ your library®, Grant management, Booklist development, Liaison to Partners
- **Courtney Jones, Awards Coordinator**  
Ext. 5839  
[cjones@ala.org](mailto:cjones@ala.org)  
Book and Media Awards, Professional Awards and Grants, and Scholarships
- **Kristen Sutherland, Program Officer, Continuing Education**  
Ext. 4026  
[ksutherland@ala.org](mailto:ksutherland@ala.org)  
ALSC programs at ALA Annual Conference, Continuing Education Including Institutes, Preconferences, and Online Courses, Professional Development
- **Dan Bostrom, Marketing Manager, Membership**  
Ext. 2164  
[dbostrom@ala.org](mailto:dbostrom@ala.org)  
Professional Awards, Membership Development, Marketing and Promotion; ALSC Social Media Applications (Blog, Wiki, Facebook, Twitter, ALA Connect)
- **Laura Schulte-Cooper, Program Officer, Communications**  
Ext. 2165  
[lschulte@ala.org](mailto:lschulte@ala.org)  
*Children & Libraries* journal, *ALSC Matters!* Newsletter, ALSC website, Great Websites for Kids

## **I. Roles and Responsibilities of Elected Officers**

The roles and responsibilities of elected officers can be found in greater detail in the Board Orientation Manual.

### **A. President**

#### **Division Responsibilities**

The President is the chief elected officer of the division and chairs the Executive Committee and the Board of Directors. S/He oversees that the Bylaws are observed by the officers and members of the Board of Directors and that directives of the Board are executed. S/He recommends to the Board such actions as s/he deems to be in the best interest of the Division.

The President presides at all meetings of the Division, the Board of Directors, and the Executive Committee, is responsible for the continuing program of the Division, and serves as an ex-officio member of all committees, with the exception of the Nominating Committee, without the right to vote, except in the case of a tie.

Throughout the year the President acts as the spokesperson for the division and children's issues and is called upon to represent the division at various functions and for media interviews, and may be called upon to present programs at other ALA division conferences (such as PLA), national and/or international conferences.

The President is responsible for appointing committee members or representatives according to the Fall and Spring appointment schedules and when their posts become vacant during his/her year of office, or when new committees and task forces are created.

In September, makes appointments of Arbuthnot Honor Lecture, Batchelder Award, Belpre Award, Caldecott Award, *Children and Libraries* Editorial Advisory, Geisel Award, Great Web Sites, Newbery Award, Nominating, Notable Children's Books, Notable Children's Videos/Carnegie Medal, Notable Recordings, Sibert Award, and Wilder Award Committees.

#### **ALA Conference Program Responsibilities**

S/He has responsibility for planning, in consultation with the Executive Director, the Division's Membership Meeting and President's Program for the Annual Conference held during the year of his/her presidency. (ALA Bylaws, Article IV, Section 2[c].)

#### **ALSC Communication Responsibilities**

*Children and Libraries* journal - S/He prepares an incoming message to the membership to be published in the fall issue of *Children and Libraries* and an outgoing message in the summer issue.

*ALSC Matters!* newsletter – Prepares articles for the following issues: September, December, March, June. The editor will send samples of past articles.

*ALSC Blog* – S/He will post monthly articles. The ALSC staff liaison will provide schedule and suggestion of topics at start of presidential year.

ALSC Community Forums – S/He will host quarterly Community Forums to take place following the Annual Conference after taking presidency, Fall Executive Committee meeting, Midwinter, Spring Executive Committee call.

Annual Report - S/he prepares an Annual Report, due mid-May, for inclusion in reports to the ALA Council at the Annual Conference. The ALA Governance office will communicate due date. ALSC staff will assist in compiling accomplishments.

Arranges regularly scheduled calls (usually weekly) with the Executive Director and Vice-President/President-Elect throughout presidency.

Send welcome note/email to ALSC's Emerging Leader when announced in October.

### **ALSC Committee Responsibilities**

The President serves as an ex-officio member of the *Children and Libraries* Advisory Committee.

## **B. Vice President/President-Elect**

### **Division Responsibilities**

The Vice-President is a member of the Executive Committee and Board of Directors and serves as the President in the President's absence.

Throughout the year receives copies of all ALSC correspondence and sends copies of his/her correspondence to the Executive Director and President. Reads ALSC organizational manuals and refers to ALA policy manuals as needed. Attends as many ALSC committee meetings as possible at Annual and Midwinter conferences to gather pool of potential committee volunteers. Chairs meetings and represents the division when asked by the ALSC President. Clears invitations with the President and Executive Director to avoid conflicts in scheduling

During the summer months, immediately after taking office, the Vice-President will chair a working group that will select the ALSC Emerging Leader. The working group will consist of the Vice-President, President, two board members, and the immediate past ALSC Emerging Leader. The President, among the members of the ALSC Board of Directors, will appoint a mentor to the selected Emerging Leader.

### **Committee Appointment Responsibilities**

At Midwinter, begins deciding upon suggested names for the Nominating Committee (having previously checked their eligibility and received their agreement to serve) in November, so they can begin their work at Midwinter.

Beginning in March, makes appointment of chairs, committee members and representatives to serve during his/her term as President. Appointment should be completed before Annual Conference, preferable by late May. It is particularly important that the incoming chairpersons be appointed early enough to plan on attending Annual Conference; all new appointees are urged to attend Annual Conference.

#### **ALA Committee Responsibilities**

The Vice-President serves automatically on the ALA Committee on Appointments.

#### **ALSC Committee Responsibilities**

The Vice-President serves as a member of the Executive Committee and the Budget Committee.

#### **ALSC Communication Responsibilities**

*ALSC Matters!* newsletter – Prepares articles for the following issues: December and June. The editor will send samples of past articles.

ALSC Community Forums – S/He will join and participate in quarterly online Community Forums to take place following the Annual Conference, Fall Executive Committee meeting, Midwinter, Spring Executive Committee call.

By October, joins regularly scheduled calls (usually weekly) with the President and Executive Director.

Send welcome note/email to ALSC's Emerging Leader when announced in October.

By end of May provides ALSC Office with President's message, bio, and photograph to be used on the ALSC website.

#### **Program Development Responsibilities**

Plans for the Annual Conference President's Program during the year of presidency are developed during the year of vice-presidency in consultation with committee chairperson(s), the ALSC Executive Director. A detailed description is provided to the Board of Directors during the Midwinter Meeting.

### **C. Immediate Past-President**

#### **Role**

The immediate Past-President serves as a member of the ALSC Executive Committee and the Board of Directors, helping to shape policy for the division and contributing, from the experience as President and knowledge and insight gained, to the future direction and leadership of ALSC.

#### **Responsibilities**

The immediate Past-President serves on the ALSC Budget Committee.

Based on Board input, writes a letter describing the ALSC Executive Director's performance to be sent to the ALA Senior Associate Executive Director. The letter is submitted the summer (no later than August 31<sup>st</sup>) after s/he transfers the gavel.

The immediate Past-President develops the agenda, in consultation with the Executive Director, and chairs the ALSC Past Presidents' Breakfast during Midwinter.

The immediate Past-President serves as a member of the Executive Committee and on the Nominating Committee during the following year as Immediate Past-President, usually as chair.

The immediate Past-President serves as the liaison with the Priority Group Consultants to answer questions. The Past-President meets with Priority Group Consultants at both the Midwinter and Annual Conferences to hold strategic discussion as well as provide training to the Priority Consultants.

## **D. Board of Directors**

### **Authorization**

Article IV of the Association for Library Service to Children Bylaws establishes the duties and responsibilities of Board of Directors members. Board of Directors are elected by the membership and serve three-year terms.

### **Duties and Responsibilities**

- Jointly determines ALSC policies
- Gives final approval to the ALSC budget at the Annual Conference
- Considers association items that require decisions
- Attends all Board meetings at Midwinter and Annual conferences
- Approves ALSC committee functions, structures, procedures, guidelines and/or actions
- Jointly determines current and future programs and activities in accordance with ALSC objectives (ALSC Bylaws, Article II)
- Authorizes relationships with other organizations
- Attends the Leadership and ALSC Meeting held on Saturday morning at both Midwinter and Annual Conferences

### **3. Meetings**

Regular meetings of the Board are held during the Midwinter Meeting and Annual Conference of the Association. Informational and action agenda items are sent to the Board, numbered, prior to meetings. It is the responsibility of each Board member to read the information prior to Board meetings and to bring all printed materials to meetings. The ALSC Office circulates minutes following meetings. Board members will also be expected to participate in online discussions and voting in between conferences.

### **4. ALSC Board Agenda Guidelines**

- a. The Board will be presented with a consent agenda of items where Board approval is needed, but discussion is not. Any Board member can ask that an item be moved from the consent agenda to the regular agenda when discussion or clarification is needed. Any member may ask that an item be included on the consent agenda by informing the President and having appropriate printed materials 24 hours prior to the item being included on the consent agenda.
- b. Items may be added to the agenda until five minutes before the start of a meeting.
- c. The President will suggest time limits for significant discussions and remind the Board when the time limits need to be extended.
- d. Board members are expected to come prepared, having read and thought about items on the agenda. Committee Chair and Priority Group Consultants will be expected to come before the Board with complete projects with

recommendations for action. The Board will direct appropriate committees and/or staff to complete work for the association. The Board will set policy.

- e. The Board will provide, at the conclusion of each meeting, an opportunity for members to speak.

## **E. Division Councilor**

The division councilor is elected to fill this position for a three-year term and serves as a member of the ALSC Executive Committee.

### **1. Duties and Responsibilities of the Division Councilor:**

- Fulfilling the duties and responsibilities of an ALSC Board member, and an ALSC Executive Committee member
- Fulfilling the duties and responsibilities of an ALA Councilor
- Attending the Executive Committee Fall Division Leadership meeting as well as participating on the spring Executive Committee conference call.
- Speaking for ALSC and the ALSC Board of Directors on ALA Council matters
- Making ALA Councilors aware of the ALSC position on ALA matters
- Bringing to the attention of the ALSC Board, council trends, interests and actions which have implications to children's services
- Reporting regularly to the ALSC Board and the ALSC membership
- Calling semi-annual caucus sessions of all Council members who belong to the ALA youth services divisions in order to elicit support for ALA Council actions that advance the cause of library services for children and young people. Responsibility for hosting these sessions rotates between AASL, ALSC and YALSA
- Writing articles for the September and March issues of the *ALSC Matters!* newsletter (deadlines in July and February, respectively)

### **2. ALSC Committee Responsibilities**

- The ALSC Councilor serves as a member of the Executive Committee.

## **F. Fiscal Officer**

The fiscal Officer is elected to fill this position for a three-year term and serves as a member of the ALSC Executive Committee.

### **1. Duties and Responsibilities of the Fiscal Officer**

- To fulfill the duties and responsibilities of a member of the ALSC Board of Directors, and the ALSC Executive Committee.
- Attending the Executive Committee Fall Division Leadership meeting as well as participating on the spring Executive Committee conference call.
- To attend all ALSC Budget Committee meetings, in addition to Board meetings.

- To assist the Board in financial decision making.
- To assist the Executive Director in developing budgets that incorporate board actions.
- To serve as a member of the ALA Planning & Budget Assembly.
- To attend ALA PBA and BARC/Division Leaders meetings at Annual Conference and Midwinter Meeting.

## **2. ALSC Committee Responsibilities**

- The Fiscal Officer serves as a member of the Executive Committee.
- The Fiscal Officer serves as board liaison to the Budget Committee.

## **3. ALA Committee Responsibilities**

The Fiscal Officer serves as a member of the ALA Planning and Budget Assembly.

## **II. General Committee Information**

### **A. Committee Year and Term of Office**

The committee membership year is the same as the conference year, beginning the day following Annual Conference and ending with the last day of Annual Conference at the end of the committee term. The basic committee term is two years. Appointments are made by the Vice President/President-Elect each spring. Exceptions are the ALSC Arbuthnot, Batchelder, Caldecott, Carnegie, *Children and Libraries* Editorial Advisory, Distinguished Service Award, Geisel, Great Websites, Newbery, Notable Children's Books, Nominating, Notable Children's Recordings, Notable Children's Video, Odyssey, Sibert, and Wilder committees, for which the President makes appointments the next fall and terms begin following Midwinter. Task forces (also known as "Ad-Hoc Committees") may be established at any time during the year and terms of appointment continue until the task force's charge has been completed and the Board has dismissed the task force.

#### **1. Appointments**

The President or Vice President/President-Elect fills vacancies on committees and appoints members of newly established committees and task forces, if any. Reappointment to any committee is not guaranteed. Members are encouraged to submit a new volunteer form before their terms are up.

#### **2. Resignations**

Resignations must be sent to the President with copies to the Executive Director. If the committee chair resigns, s/he should also notify all members of the committee and the PGC, and forward current files to the new chair, back files to the Executive Director.

### **B. Types of Committees**

The following is a glossary of types of committees adapted from ALA Bylaws.

#### **1. Standing**

A standing committee is one with long-term objectives so closely interwoven with the total program and development of division's policy that it should have a continuing term.

Members of standing committees are appointed by the Vice President/President-Elect from the membership of the division for overlapping terms not to exceed two years. Members can be reappointed for only one more term immediately succeeding, the total not to exceed four successive years. Reappointment to any committee is not a "given." Members are encouraged to submit a new volunteer form before their terms are up.

Chairs of standing committees are appointed for a one-year term by the Vice President/President-Elect and may be reappointed by the succeeding Vice President/President-Elect, not to exceed four years or two consecutive terms on a committee (including time served as a member).

## **2. Special**

A special committee is established to study various aspects of policy, planning, and/or administration. It should have a specific assignment and make recommendations based on the need for continued study in its area of assignment, but in accordance with ALA Bylaws. It is normally limited to a two-year existence.

The incumbent President appoints members of special committees. When the committee is established, members serve for the life of the committee.

## **3. Task Force/Ad Hoc**

A task force or Ad Hoc committee is appointed to pursue a designated project to a specific goal within a specific time period. The life of the task force concludes at the end of that specific time or when the project is finished.

The incumbent President appoints members of task force and/or Ad Hoc committees. When the committee is established, members serve for the life of the committee.

## **4. Committees with Affiliate Responsibilities**

The Board may, with representatives and liaisons, affiliate ALSC with other units of ALA and with other associations and agencies. Sometimes a committee is delegated, in its charge, responsibility for maintenance of such a liaison relationship. The following types of committees will be either standing, special, or task force:

### **f. Interdivisional**

An interdivisional committee, composed of members from two or more divisions of the Association, promotes projects or programs in which there is overlapping interest.

### **g. Joint**

A joint committee develops and carries out programs of mutual interest, exchanges information, or discusses matters of mutual concern with an organization or organizations outside ALA.

## **C. Operating Procedures for All Committees**

## **1. Function Statements**

Specific and general responsibilities for each committee have been approved by the ALSC Board and appear as a "function statement," also referred to as a "charge." Function statements for all committees are found in the *ALA Handbook of Organization*, the *ALSC Handbook of Organization*, and the online committee roster pages on the ALSC website. The appointment letter sent to each new member contains the function statement for that committee.

## **2. Number of Members**

The ALSC Board determines the number of members authorized for each committee.

## **3. Procedures, guidelines, selection criteria, etc.,**

The Board approves procedures, guidelines, and/or selection criteria for each committee and/or for new committee projects.

## **4. Projects requiring financial support**

All projects requiring financial support must be approved by the ALSC Budget Committee and the Board, and must be included in the final, approved ALSC budget before they may be undertaken. Funds from the ALSC Children's Library Services Endowment may be applied for; see "Designing and Conducting Activities" section, below.

## **5. Publication projects**

Publication ideas and/or projects must first be approved by the Board and must be included in the final, approved ALSC Budget before they may be undertaken. Projects created by Quicklists do not need to be approved by the Board, however the ALSC President and Executive Director need to be aware of Quicklists projects.

## **6. Surveys**

Committees designing surveys for any purpose should seek input from the PGC, the ALSC President, and the ALSC Office. The ALSC President may seek further input from the Board and/or Executive Committee; the ALSC Office may seek input from ALA's Office for Research and Statistics. Once input has been sought and received, the committee may post the survey to the ALSC-L electronic discussion list and other appropriate forums.

## **7. Program meetings**

Program meetings that a committee wishes to sponsor at the Annual Conference must be approved by the Program Coordinating Committee (PCC). The PCC is assigned a limited

number of programs it may accept by the ALA Conference Services. The average number has been five. It is recommended that committees focus their efforts on developing possible webinars or digital toolkits/resources that will reach a much larger audience. If a committee would like to pursue conducting an Annual Conference program, information is posted on the ALSC website at <http://www.ala.org/alscevents> in late summer. The timeline begins roughly two years ahead; for example, information on proposing programs for the 2014 Annual Conference is posted in late summer 2012; proposals are due in early May 2013.

## **8. Forms**

Forms in this manual may be reproduced by the committee Chair for use throughout the year. Most may also be found online on the ALSC website at <http://www.ala.org/alsc> (click on “About ALSC,” then “ALSC Committees,” then “Forms”).

## **D. Committee Member Responsibilities**

The work of the committee is the center from which the total program of the division evolves. A committee member accepts, in writing, the appointment made by the President or Vice President/President-Elect to serve on a committee and files acceptance forms with the ALSC Office. Chairs are copied on members’ acceptance confirmations; PGCs are copied on chairs’ acceptance confirmations.

When a committee is established, its function is defined and stated by the Board of Directors. This function is included in the letter of invitation to become a member of a committee, as are policies relating to committee membership. The Organization and Bylaws committee usually reviews charges that come as Board motions.

Specific duties for each member are assigned by the committee chair.

It is suggested that committee members consult the division section in the *ALA Handbook of Organization*, which gives an overall picture of the division. It will also be helpful to review the ALSC Bylaws.

### **1. Specific Responsibilities**

a. When accepting membership on a committee, one understands regular attendance at committee meetings is required. Full and complete participation is necessary in order for the committee to effectively function. Face-to-face committees are expected to meet during Midwinter and Annual Conference (although there will be communication and tasks required between conferences). Virtual committees are expected to complete their work virtually. However, if each and every member of the committee unanimously agrees to an in-person meeting at a conference, it is permissible. Meeting at conference must not deter from the bulk of the committee’s work being conducted virtually throughout the year.

- b. Members must notify the chair if attendance at any meeting is not possible. If fulfilling complete committee responsibilities becomes impossible, a member should promptly send a letter of resignation to the President with copies to the Executive Director and committee chair. Members of all ALA and unit committees are expected to attend all meetings. Failure to attend two consecutive meetings or groups of meetings without an acceptable explanation constitutes grounds for the chair to request, in writing, that the President remove the person from the committee.
- c. Committee members are expected to be familiar with the work of the committee and its relation to the total program of ALSC and of ALA.
- d. Each member of a committee must assume a share of the total responsibility assigned to the committee. Active participation in the work of the committee and carrying out the work assigned by the chair will improve the resulting program and activities.
- e. Members are expected to accept specific duties assigned by the committee chair and to answer all correspondence promptly and thoroughly. It is important to respond to all correspondence so that those sending it are aware that it has been received, even when no action is immediately required.
- f. Members may offer suggestions, recommendations, and ideas pertinent to the committee activity. If a committee member is dissatisfied with the work of the committee or the chair, dissatisfaction should be expressed to the chair. If the matter is not resolved satisfactorily, the member should write to the President with copies to the Executive Director and to the chair. The President will take whatever action seems appropriate.
- g. If possible, members should attend committee meetings as observers before their scheduled term begins to better acquaint themselves with the work of the committee.
- h. Committee materials, including handbooks and manuals, are to be forwarded to the incoming chair at the end of the committee assignment.
- i. Members may update their address, email, and phone number themselves by logging into the ALA website and editing his/her profile. Additionally, a member may email or call ALA Customer Service ([customerservice@ala.org](mailto:customerservice@ala.org); 800-545-2433, press 5). As a courtesy, the member should also notify his/her chair. A member on an award or media evaluation committee will need to contact his/her chair and also forward the update to [alsc@ala.org](mailto:alsc@ala.org), indicating which committee he/she is serving.

## **E. Committee Chairs**

### **1. Orientation for New Committee Chairs**

#### **a. Committee Year**

A committee year begins the day after the close of the Annual Conference and continues until the close of the Annual Conference the following year, with the exception of the following committees: Arbuthnot Honor Lecture, Batchelder, Caldecott, Carnegie, *Children and Libraries* Editorial Advisory, Distinguished Service Award, Geisel, Great websites, Newbery, Nominating, all Notable Committees, Odyssey, Belpré, Sibert, and Wilder.

## **b. Duties and Responsibilities**

The function of each committee is explained in the appointment letter. The chair is responsible for:

- Directing and carrying out regular and special assignments of the committee
- Keeping committee members informed about the work of his/her committee
- Replying promptly to all inquiries on problems in the field of their work
- Arranging meetings at Midwinter and Annual Conferences (face-to-face committees) or establishing a calendar for online meetings (virtual committees)
- Uploading a meeting agenda as a public document in ALA Connect prior to each meeting
- Uploading meeting minutes within three weeks of each meeting
- Sending copies of all routine correspondence to the PGC and staff liaison.
- Sending copies of all substantive correspondence to the President, Vice president/president-elect, Priority Group Consultant, staff liaison, and ALSC Executive Director
- Knowing and following the policies and procedures in this manual

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

Chairs are responsible for making recommendations regarding the removal of committee members who are not fulfilling their obligations. Chairs should be prepared to make recommendations on reappointments of contributing committee members.

## **c. Procedures**

Whenever possible, specific procedures should be set up for the work of the committee. Many committees have established procedures, which are followed from year to year. As soon as the chair receives the complete list of committee members, a letter should be sent out introducing members; explaining the work of the year; outlining procedures; and setting up a yearly work plan, including provisions for a progress report to be collected in the [online quarterly reporting forms](#).

## **d. Meetings**

Committee members are expected to attend all scheduled meetings (either face-to-face or virtual), and to participate in discussions online in between conferences.

New committee members should be invited to the committee meetings during the Annual Conference or Midwinter Meeting (except in the case of closed meetings such as those to decide awards) prior to the beginning of their term to orient themselves with their committee work.

#### **e. Agendas**

A meeting agenda must be uploaded to the committee's space in ALA Connect as a public document and emailed to the Priority Group Consultant as soon as possible for virtual meetings and three weeks prior to the Midwinter Meeting and Annual Conference.

#### **f. Proceedings**

Meeting minutes are to be uploaded to the committee space in ALA Connect and emailed within three weeks of the end of conference or virtual meeting to the ALSC Executive Director, President, Vice president/president-elect and Priority Group Consultant. .

#### **g. Expenses**

Expenses should not be incurred unless funds appear in the current ALSC budget. Consult the "Designing and Conducting Activities" section of this manual, below.

If division stationery is needed, it can be requested from the ALSC Office. Frequently individual libraries are willing to assume the expense of postage for committee work. In cases where this cannot be assumed, the division will reimburse the member, if funds have been budgeted for such expenses.

#### **h. Publicity**

Committee chairs must advise the Executive Director of any publicity contemplated by a committee. Drafts of press releases are sent to the Executive Director for review and submission to the ALA Public Information Office for preparation and release. Reports or articles on the work or studies of a committee or individual may be published only with the permission of the Board. Such reports and/or articles, when approved for publication, must be offered first to ALA periodicals, with *Children and Libraries: The Journal of the Association for Library Service to Children* having first refusal rights. For information on deadlines, contact the ALSC Office.

Chairs are expected to publicize committee activities and opportunities (in the case of an available award or scholarship, or upcoming program) on the ALSC-L electronic discussion list, ALSC wiki, and other relevant online venues.

#### **i. Resignations**

Resignations from committee assignments should be sent to the President with copies to the Executive Director. If a chair finds it necessary to resign, s/he should send a letter of resignation to the President with copies to the Executive Director, Priority Group Consultant, and to members of the committee.

**j. Research**

All ALSC committees are directed by the ALSC Board to report, at an early stage, intended research projects involving data gathering in any form to the ALSC Executive Director, President, and Priority Group Consultant.

**k. Forwarding materials**

Each outgoing chair should forward to his/her successor all current committee material. Outdated materials should be sent to the Executive Director for the archives. When a committee is discharged, the Chair's files should be forwarded to the Executive Director for the archives.

**F. Priority Groups and Priority Group Consultants**

**1. Roles and Responsibilities of Priority Groups and Priority Group Consultants**

The ALSC Board established Priority Groups in 1974. They were based on the eight priorities defined by the Board, drawn from the ALSC objectives as stated in the Bylaws. In 2009, The ALSC Board streamlined the priority groups to seven areas. Each committee, task force, and discussion group is placed within a priority group when it is established. These are listed at the end of this manual along with each Priority Group's charge, in the *ALSC Handbook of Organization* and the *ALA Handbook of Organization*, and on the ALSC website.

Each priority group has an appointed consultant who serves as the liaison between the committees, task forces, and discussion groups and the ALSC Board and staff. The Priority Group Consultants provide their assigned committees, task forces, and discussion groups with information or advice needed to carry out their function statements. The Priority Group Consultant supports the committee and task force chairs and discussion group conveners, and helps find answers to their questions. Also, when an ALSC task force is formed, it is assigned to a specific priority group and is serviced by that group's Priority Group Consultant.

Priority Group Consultants, committee and task force chairs, and discussion group leaders review annually the function of each of the committees, task forces, and discussion groups and make any recommendations necessary to meet the responsibilities of the priority group and to facilitate implementation of the ALSC Strategic Plan. Each Priority Group Consultant is also responsible for serving as a liaison with ALA committees, divisions, round tables, and other ALSC priority groups with common concerns.

The Priority Group Consultant's responsibilities include:

- serving as a liaison between the ALSC Board and committee and task force chairs and discussion group conveners, and between the ALSC Office and committee and task force chairs and discussion group conveners;
- reading thoroughly all sections of the *Division Leadership Manual* and the *ALSC Handbook of Organization* (both available on the ALSC website at <http://www.ala.org/alsc>; click on "Board and Committee Work," then scroll down to see a list of "Related Files") and using them as basic references for assisting committee and task force chairs and discussion group conveners;
- annually studying the function statements of the committees within the priority group, found in the *ALA Handbook of Organization*, the *ALSC Handbook of Organization*, and on the ALSC online committee rosters;
- serving as consultant to his/her priority group committees, task forces, and discussion groups on procedural or substantive matters during conferences and by mail, e-mail, fax, or phone between conferences;
- meeting with the President, Past-President, or Vice President/President-Elect prior to the Leadership and ALSC meetings at each conference to discuss priorities and concerns;
- meeting with committee and task force chairs and discussion group conveners within the priority group as part of the Midwinter Conference and Annual Conference Leadership and ALSC Meetings to orient them to their duties, to disseminate Association and Division information to them, and to respond to their concerns. If chairs are unable to attend, arrangements should be made to hold a separate meeting, phone call, or Skype session (or other digital media platform);
- ensuring that committee and task force chairs and discussion group conveners are familiar with the importance of and use of the *Division Leadership Manual* and FAQ/Pathfinder as a resource for all recommended ALSC committee procedures, including:
  - how to prepare and when to submit agendas and minutes to ALA Connect
  - how to prepare and when to submit quarterly reports (and upload to ALA Connect)
  - how to budget and fill out the Special Request for Additional Committee Budget forms
  - how and when to complete and submit a request for publication
  - how and when to complete and submit a request to present a conference program or webinar.
  - how to request a change in function statement or other organizational changes (These requests go through the Organization and Bylaws Committee first, who present them to the ALSC Board.
  - whom to copy with reports and other communications (in most cases the Priority Group Consultant and staff liaison, followed by the ALSC Executive Director,

President and Vice-President/President-Elect in urgent matters); Priority Groups II, III and V need to be reminded about not including confidential information in routine correspondence sent to anyone other than the Committee Chair;

- how to interpret ALSC's policy for service on award committees;
  - discussion of issues of concern to ALSC and ALA;
- 
- attending portions of each committee's, task force's, and discussion group's working sessions (unless the sessions are closed) during each conference or online, giving priority to committees or discussion groups that have requested assistance or are having difficulties;
  - facilitating communication among priority group committees, task forces, and discussion groups if appropriate (e.g. among media evaluation committees; between Managing Children's Services Committee and Managing Children's Services Discussion Group);
  - helping committee chairs identify and communicate with committees in other priority groups with common concerns as appropriate, (e.g., Odyssey Award Selection and Notable Children's Recordings Committee; e.g. committees concerned with services to populations with special needs; e.g. Education Committee and Managing Children's Services Committee);
  - communicating with committee and task force chairs and discussion group conveners to send reminders of reporting deadlines with ample time for completion;
  - writing to committee and task force chairs and discussion group conveners prior to and immediately after each conference, reminding them to upload their agendas and meeting minutes respectively. Virtual committees should upload these documents before and after each virtual meeting;
  - contacting any committee and task force chairs and discussion group conveners whose have not submitted their quarterly report by the deadline;
  - submitting a PGC quarterly report (<http://www.emailmeform.com/builder/form/Rxr01T8qPWD>) and alerting the Executive Committee and other appropriate staff and members separately via email about problems of an organizational or procedural nature that affect the work of the committees, task forces, and discussion groups within the Priority Group;
  - copying all correspondence to the Past-President with a copy to the President, Vice President/President-Elect, and ALSC Executive Director;
  - attending as many programs as possible presented by committees, task forces, and discussion groups within the Priority Group;

- facilitating transition of committee and task force members and chairs and discussion group conveners;
- assuring that all chairs know how to access committee and task force rosters on the ALSC website;
- contacting new committee and task force chairs and discussion group conveners who could not attend the Leadership and ALSC meeting at a conference, but who are expected to assume committee chair responsibilities before the next conference to orient them to their duties;
- contacting committee and task force chairs who assume their duties between conferences to ensure they know how to access the Division Leadership Manual on the website; and
- writing letters of appreciation to outgoing chairs on behalf of ALSC.

## Committee, Discussion Group, and Task Force Listing by Priority Group

### **Priority Group I: Child Advocacy**

Advocacy and Legislation  
Early Childhood Services and Programs  
Every Child Ready to Read Oversight  
Committee  
Intellectual Freedom  
Library Service to Special Population  
Children and their Caregivers  
Preschool Services Discussion Group  
Public Awareness  
School Age Programs and Service

### **Priority Group II: Evaluation of Media**

\*(Andrew) Carnegie Medal/Notable Children's  
Videos  
\*Great Websites  
\*Notable Children's Books  
\*Notable Children's Recordings

### **Priority Group III: Professional Awards and Scholarships**

\*(May Hill) Arbuthnot Honor Lecture  
\*Distinguished Service Award  
Grant Administration  
Scholarships: Melcher and Bound to Stay Bound

### **Priority Group IV: Organizational Support**

Budget  
Local Arrangements  
Membership  
Nominating  
Oral History  
Organization & Bylaws  
Preconference Planning  
(Charlemae Rollins) President's Program  
Program Coordinating  
Website Advisory Committee  
National Institute Planning Task Force  
Metamorphosis Team Task Force

### **Priority Group V: Awards**

\*(Mildred L.) Batchelder Award Selection  
\*(Pura) Belpré Award Selection  
\*(Randolph) Caldecott Award Selection  
\*(Theodor Seuss) Geisel Award Selection  
\*(John) Newbery Award Selection  
\*ALSC/Booklist/YALSA Odyssey Award  
Selection  
\*(Robert F.) Sibert Award Selection  
\*(Laura Ingalls) Wilder Award Selection  
20th Anniversary Belpre Celebration Task Force

### **Priority Group VI: Partnerships**

AASL/ALSC/YALSA Interdivisional  
Committee on School/Public Library  
Cooperation  
Liaison with National Organizations  
Public Library-School Library Partnership  
Discussion Group  
Quicklists Consulting

### **Priority Group VII: Professional Development**

\**Children and Libraries* Editorial Advisory  
Children and Technology  
Children's Collection Management Discussion  
Group  
Education  
Managing Children's Services  
Managing Children's Services Discussion Group  
Special Collections and Bechtel Fellowship  
Storytelling Discussion Group  
Digital Content Task Force

\* = Fall appointments for which the committee  
year begins at the conclusion of the Midwinter  
meeting.

### **III. Planning and Conducting Committee Meetings**

The chair is responsible for planning and conducting committee meetings and ensuring committee tasks are on track. Chairs of face-to-face committees also have the responsibility for planning and conducting committee meetings at Midwinter Meeting and Annual Conferences. If unusual circumstances prevent the chair from attending the conference, the President, Executive Director and Priority Group Consultant must be notified immediately. A committee member familiar with the committee work should be designated acting chair.

The major duties of the Chair in planning committee meetings are as follows:

#### **A. Committee Correspondence**

Routine correspondence should be sent only to the Priority Group Consultant, and if applicable, the staff liaison. Copies of substantive committee correspondence are to be sent to the President, Vice President/President-Elect, ALSC Executive Director, and Priority Group Consultant.

#### **B. Scheduling Meetings**

The ALSC Office schedules all meetings at Annual and Midwinter, but the chair must communicate with ALSC Office staff to make sure meeting schedules are set. You should contact the Office immediately upon assuming your position to ensure proper scheduling.

Chairs of virtual committees should work with their committee members to establish a calendar for their online meetings. Scheduling tools are available on the ALSC Best Practices for Virtual Committees wiki:

[http://wikis.ala.org/alsc/index.php/Scheduling, Calendars, and Task Tracking](http://wikis.ala.org/alsc/index.php/Scheduling,_Calendars,_and_Task_Tracking).

Virtual committees are expected to complete their work virtually. Members unable to attend may feel ostracized if members of the virtual committee meet face-to-face at conference to conduct work. However, if each and every member of the committee unanimously agrees to an in-person meeting at a conference, it is permissible. Meeting at conference must not deter from the bulk of the committee's work being conducted virtually. Also, it is acceptable for those members who will be attending conference to gather socially with the explicit understanding that no committee work will take place.

#### **C. Communicating with Committee Members**

Involve committee members via correspondence in planning and activities between committee meetings (both online and face to face). All committee members should be provided with a committee roster, copies of all reports to the Board, and copies of procedures, criteria, etc., with which the committee works. (Refer to Appendix G: Guidelines for Electronic Communication for ALSC Members)

For committees that meet face to face at conferences, immediately upon receipt of the preliminary schedule from the ALA Conference Services Office, the ALSC Office

will notify committee Chairs of date and time of the committee meetings. Committee Chairs should not wait for notification of room assignments, which comes later, to notify committee members of dates and times for their committee meetings.

#### **D. Preparing Agendas**

Prepare an agenda and distribute it to committee members and PGC well in advance of all meetings. Divide agenda into action items (those requiring immediate committee action) and discussion items (those requiring further deliberation before final action is taken). Make copies available for observers who may attend the meeting and for virtual meetings, be sure to upload the agenda as a public document in your committee's ALA Connect space.

#### **E. Observers**

During face to face meetings, be sure that committee members are seated at the table. Observers may join the table as space permits or sit in the side chairs provided. At the beginning of the meeting, explain briefly to observers what the committee is doing or refer them to the printed agenda. While there may be occasions when you and the committee would welcome observers to participate in a general discussion, observers should not be regular participants in committee work.

In planning and conducting all meetings, adhere to the ALA Open Meetings policy.

### **IV. Establishing Goals and Objectives**

Each committee's function statement, approved by the Board of Directors, gives a sense of direction to the committee. Each chair is asked to review the committee charge annually with committee members in relation to the objectives found in ALSA's strategic plan. If the chair and members find no linkage between the committee charge and the division's objectives, or if they find the charge unclear, the Chair should ask for clarification in writing from the Organization and Bylaws Committee (use form K, Section IX for this purpose).

Objectives for achieving goals outlined in the committee's function statement should be established through committee consensus, whenever possible. Committee members should have the opportunity at meetings and in correspondence to present and react to ideas, positions, and each other's needs. Objectives formulated by the committee become the basis for planning committee activities and lead to the determination of procedures and methods, the assignment of responsibilities, and the establishment of deadlines.

### **V. Designing and Conducting Activities**

#### **A. Planning Committee Activities**

Most committees are concurrently engaged in several projects. The new chair, at the beginning of each conference, should review with committee members the status of all committee work to determine which incomplete projects should be finished and which should be eliminated. The committee may want to plan new work. The criteria

listed below, in the form of questions, can be used as a checklist for evaluating each proposed activity:

1. Does the proposed activity help the division reach its vision, mission, goals and objectives?
2. Does the proposed activity duplicate programs or resources obtainable from sources or organizations inside or outside ALSC or ALA? If so, does the proposed activity offer new or unique aspects that justify it?
3. Is the proposed activity realistic? Does the committee membership have the expertise and the time to carry out the activity? If not, is the proposal so essential to ALSC that the committee should recommend to the ALSC Board that it create a committee or find another way to undertake the activity?
4. Is the proposed activity congruent with the function statement and the objectives established by the committee?
5. Does the Committee's budget for the coming fiscal year provide sufficient funds to undertake the activity?

The next steps in planning are: (1) to establish priorities among proposed activities; (2) to project the time required for completing each activity; and (3) to estimate costs. Directions for this stage in planning are presented in the following section under budget preparation.

## **B. Committee Budgets**

Each committee may request reimbursement for up to \$100.00 per fiscal year (September 1 - August 1) to cover postage, telephone, duplicating etc. Evaluation committees and the liaison to National Organizations Serving Children and Youth Committee may request reimbursement for up to \$400.00; Priority Group Consultants and discussion groups may request reimbursement for up to \$50.00. If a committee, Priority Group Consultant, or discussion group anticipates a need for more than the allotted amount in the next fiscal year, a Special Request for Additional Committee Budget (Form B) should be filled out. An additional source of extra funds is the ALSC Children's Library Services Endowment. Form M may be used to apply for these funds.

Completed copies of the Special Request for Additional Committee Budget form should be returned to the chair of the Budget Committee, the Executive Director, the President, Vice President/President-Elect and your Priority Group Consultant by December 1.

ALSC's Budget Committee evaluates special requests. Budget presents a preliminary proposed budget for the following fiscal year (9/1 – 8/31) to the ALSC Board of Directors during Midwinter. After the Board approves the tentative budget, the Executive Director, in consultation with the Chair of the Budget Committee and in accordance with ALA procedures, finalizes the budget and submits it through appropriate channels to the ALA Executive Board. Final approval is made at the Annual Conference by the division Board and the ALA Executive Board.

The budget request approval process takes approximately nine months. The money requested, if approved, will be available for committee use beginning September 1 of the next year.

## **C. Applying for Special Funds - Children's Library Services Endowment Fund**

### **1. Purpose of Funding**

Interest from the Children's Library Services Endowment Fund is used to support long and short-range projects and programs of the division.

### **2. Funding Available**

Approximately \$1,500 per year is available from the Children's Library Services Endowment Fund for ALSC projects (please note funds may not support Annual Conference program expenses or speakers). This money is intended for committees and other groups within ALSC that have ideas for special projects that will reach most of our membership and possibly the profession, and are not funded from regular ALSC funds. The money may be awarded in the form of several small grants to different groups or in one grant for a larger project. The Budget Committee recommends projects to the ALSC Executive Director, President, Vice president/president-elect and Board on the basis of the criteria requested on the Special Funds Application Form (form M). If funding is not awarded in a given year, the monies will accumulate and may be used for larger grants in following years.

### **3. Eligibility for Applications**

Applications will be accepted from ALSC members. This includes personal and organizational members, committees of ALSC, and other organized units within the division. All committees of ALSC are urged to submit applications for this funding for innovative and far-reaching committee projects. Use form M, Special Funds Application Form, found in Section IX of this manual. Proposals should consist of clear, concise statements.

### **4. Deadline for Applications**

Send applications to the Budget Chair with at least three months lead time prior to the start of the project. Applicants will be notified within three weeks so that they can begin implementation of approved projects.

## **D. Budget Management**

Committee Chairs are notified of the funds approved for their use by the ALSC Office following Annual Conference.

The Chair should submit committee expenses and receipts for items approved in the committee budget to the Executive Director throughout the year. (Use the Request for Reimbursement form, found in Section IX of this manual.) Expenses under \$5.00 should be batched and submitted together so that they total \$5.00 or more. Original

receipts should accompany all reimbursement requests. All Request for Reimbursement forms must be submitted before July 31 of the fiscal year (Sept 1-Aug 31) in which the money was spent so that they can be processed before the year ends. A committee may not "carry over" unexpended funds from year to year.

## **E. Preparing Program Requests**

Committees may determine that to achieve a specific objective they need to plan a program to take place at an Annual Conference.

### **1. Conference Programs**

Committee proposals for conference programs must be submitted to the Program Coordinating Committee by May 1st, 14 months before the Annual Conference at which the committee desires to present the program. ALSC committees and those of other divisions may join together to plan and propose programs for presentation. Information about submitting proposals is available on the ALSC website at <http://www.ala.org/alscevents>.

At the Annual Conference, one year in advance, Program Coordinating Committee chair (or the ALSC Program Officer for Continuing Education) presents to the Board a description of each program approved, a tentative schedule, and a report on the programs not approved. Committees desiring to present programs that require funding are encouraged to seek this funding at the same time as they submit their proposals. Every effort will be made to provide answers to both prior to Annual Conference so that planning for the following Annual Conference's program may begin.

### **2. Preconferences**

The ALSC President is responsible for choosing the topic of the Preconference during his/her Presidency, and begins this process as soon as s/he is elected. The Vice President/President-Elect appoints a planning committee and may take suggestions from other ALSC committees for topics, speakers, and subject matter.

### **3. Other Institutes, Workshops, Symposia, etc.**

Occasionally ALSC members initiate, or are asked to help, plan or present programs as ALSC representatives at their regional or other association institutes, workshops, symposia, etc. The Program Coordinating Committee is not involved in this process, but Board approval is required. The ALSC Education Committee's guidelines for evaluating proposals and a format outline appear in Appendix D, Section X, (also, use form L, Other Institutes, Workshops and/or Symposia Request Form, in Section IX of this manual).

## **F. Preparing Publication Requests**

Committees may determine that to achieve a specific objective, they need to develop a manuscript for an article, pamphlet, book, or list (either print or on-line versions).

Unless the committee has authorization within its function statement to produce a continuing publication (e.g., Notable Children's Books), Board approval is required

before manuscript development begins. Publication proposals must be submitted to the ALSC Program Officer for Communications before work begins on the project. Specific guidelines and procedures for submitting publication proposals are found in Appendix D and a Publication Proposal Form in Section IX, L of this manual. The Program Officer will advise and assist committees with the publishing process.

## **1. Articles/lists**

*Children and Libraries: The Journal of the Association for Library Service to Children* has first refusal rights on division generated articles, lists, etc. Approval by the Board for article/list development does not obligate the editor of The Journal to publish it. Committees interested in publishing in The Journal should apprise the editor as early as possible of their plans to submit a manuscript. *Booklist* is a publication outlet for certain kinds of lists; *Book Links* publishes lists and articles. Committees interested in submitting manuscripts to either of these journals should apprise the appropriate editor and the ALSC Executive Director as early as possible of their plans.

All division-generated manuscripts prepared for a non-ALSC or non-ALA journal are to be submitted to the ALSC Office for review and transmittal to the potential publisher.

## **2. Pamphlets/books**

ALA Editions has first refusal rights on division-generated pamphlets and books. When the Board approves a proposal, the ALSC Program Officer for Communications notifies the Publishing Department to determine their interest, negotiate royalties, etc. If ALA Editions is not interested, the Communications Officer in consultation with the committee Chair, will explore, and when necessary negotiate, other options, including direct division publication, other publishing houses, etc. All manuscripts prepared for publication are submitted to the ALSC Office for review and transmittal to the potential publisher. The Communications Officer, in consultation with the committee's editor, maintains contact with the publisher throughout the editorial and production process.

## **G. Correspondence among the President, Executive Director, Priority Group Consultants, and committee chairs**

The ongoing work of the division requires regular and clear communication among committee chairs, Priority Group Consultants, Officers, ALSC staff and members if ALSC is to function effectively.

Your PGC is the committee chair's first point of contact and if applicable, the staff liaison should be copied. These two should be copied on all routine communication with the committee as well as preliminary questions. If there are issues that the PGC is not able to resolve, s/he will forward them to the ALSC President, President-Elect, Past-President, and Executive Director. If your committee is having substantive discussion over tricky issues, it is o.k. to copy the Officers mentioned above.

## **H. Communication from Committees to ALSC members and others**

Several avenues exist for committees to communicate with members and others about work in progress or completed work. *Children and Libraries: The Journal of the Association for Library Service to Children*, the *ALSC Matters!* newsletter, the ALSC blog, and ALSC-L, the division's electronic discussion list, are made available to all ALSC members. Both print and electronic forms of division communication welcome submission of items about committee work in progress, invitations for specific contributions by members to the work of committees, announcements of programs, publications, etc. Submit items directly to editors.

Journal and newsletter deadlines vary each volume year. Please check with the ALSC staff.

Copy should be typed, double-spaced, and submitted electronically.

### **1. Other news media**

All ALA press releases emanate from the ALA Public Information Office (PIO). Copy for press releases must be typed, double spaced and sent (or during conferences, given) to the ALSC Executive Director for review and transmittal to PIO. After the PIO staff reviews and edits the copy for release, it is returned to the Executive Director for proofreading. PIO then handles uploading and distribution to the news media.

### **1. Award Recipients**

An ALA Award Recipient Media Profile form (in Section IX, N of this manual) should be used to notify the division and association when recipients are selected for awards. These forms should be sent to the ALSC Executive Director for review and transmittal to the ALA Public Information Office.

## **VI. Evaluation and Reporting**

Evaluative functions required of committee chairs include reporting to the ALSC Board, recommending action when needed, and reviewing and reporting committee membership needs.

### **A. Reporting to the ALSC Board**

An important part of committee work is full and accurate reporting. Written reports are required. Reports are of two types: those reporting progress and those seeking action.

#### **1. Procedures for Reporting Progress**

- Committee chairs are required to submit a quarterly report to apprise leadership and interested members of their work and issues they may be facing. The form is available online under "About ALSC," "Committees," then "forms." Deadlines

are posted with the link to the form. Currently the 15<sup>th</sup> of September, December, February and May. Upon receiving an email confirmation of the form, copy and paste into a document and upload to the committee's space in ALA Connect as a public document. Chairs should inform their PGC and committee members when complete.

- After each meeting whether it occurred virtually or face-to-face at Midwinter or Annual, the chair is responsible for uploading the committee's meeting minutes. The minutes should summarize discussion, action taken at the meetings and describes next steps or future plans. Chairs are responsible for uploading minutes to the committee's space in ALA Connect as a public document within three week of the end of the conference. No confidential information should be contained within the minutes.
- Chairs may make a request for Board action via the ALSC Board Action Request Form. The President may request that a Chair appear before the Board. The President will notify the Chair if the request and report from his or her committee is on the Board's agenda. The Chair should indicate when submitting their request, the preferred Board meeting he/she wishes to attend. A Board Action Request Form must be submitted one month prior to the conference so that there is time for the item to be added to the agenda. Additionally, Board Action Request Forms may be submitted between conferences and the Board may choose to discuss the item electronically or add to the next conference meeting.

## **2. Procedures for Seeking Board Action**

- Committee requests for action (reports, documents, proposals, etc.) MUST be submitted via the Board Action Request Form and emailed to the President and ALSC Executive Director one month prior to conference for face-to-face discussion during the conference. This ensures the President has enough time to develop the Board agenda.
- If a committee requires immediate action by the Board during a conference on a matter of an emergency nature, the chair should submit a Board Action Request Form to the President at the conference for possible addition to the Board agenda. After the President's approval has been given, the chair must email or submit the form to the Executive Director so it can be numbered and reproduced for the Board. The request must be submitted no later than 24 hours before the item is scheduled on the Board's agenda.
- Board Action Request Forms may also be emailed to the ALSC President and ALSC Executive Director in between conferences for possible electronic discussion and deliberation by the Board.
- Oral reports of Board action are made to committee chairs as soon as possible by the ALSC President or Priority Group Consultant.
- Action taken by the Board is documented in the minutes and is reported in *Children and Libraries: The Journal of the Association for Library Service to*

*Children* and posted on the ALSC website at <http://www.ala.org/alsc> (click on "About ALSC," click "Governance," and then "Board Actions.")

### **3. Reviewing and Reporting Committee Membership Needs**

A strong and productive committee depends, to a great extent, on the communication of the committee chair with the President and Vice President/President-Elect in an effort to identify, appoint and retain active and effective committee members. The chair evaluates continuously the performance of every committee member to determine if the committee's membership includes persons with the skills to carry out its charge and its activities. A brief summary of the responsibilities of a committee member is found in Section II, D of this manual. The chair should send a statement of members' responsibilities to each new committee member. Members of all ALA and ALSC committees are expected to attend all meetings whether they are face-to-face or virtual. Failure to attend two consecutive meetings or groups of meetings (defined as all meetings of a committee that take place at one Midwinter Meeting or Annual Conference) without an acceptable explanation constitutes grounds for the chair to request that the President removes the person from the committee.

Members, unless designated as virtual, must attend ALA conferences where meetings are held and be willing to work on projects between these meetings. If a committee member misses a scheduled meeting at either Midwinter Meeting or Annual Conference, the chair should contact the member to learn why he or she was absent. The Vice president/president-elect and Executive Director should be informed if any member misses two consecutive conferences.

Committee chairs are expected to report in a confidential email, within three weeks after Midwinter, the future membership needs of the committee in terms of talents or skills and geographic representation, if important to the work of the committee. Chairs should include in this email the following information:

1. members doing outstanding work;
2. members who have not attended the previous Annual or Midwinter conferences;
3. members who are not making an active contribution to the committee;
4. persons contributing to or interested in the committee who should be considered for committee assignment.
5. This report must be made in writing to the ALSC President, Vice President/President-Elect, and PGC with a copy to the Executive Director. This will be treated as confidential information.

### **B. Leadership Transition/Archival Responsibilities**

Outgoing chairs should be notified of their successors by May, or prior to, Annual Conference.

1. Contact the new chair and plan a time to meet at the Annual Conference to discuss the committee's current activities and work plan;
2. Committee agendas, reports and important background emails or documents should be uploaded to the committee's space in ALA Connect.
3. Current files and those historical items necessary for perspective should be given to the new chair;

4. other files should be sent to the ALSC Office for the archives.
5. items, which are repetitive in nature, (e.g., multiple copies of form letters) should be weeded.

## **VII. Guidelines and Responsibilities of Representatives and Liaisons to Units of ALA and Other Associations and Agencies**

### **A. Rationale**

There is a need for ALSC members with interest and expertise to serve as representatives or liaisons to other units of ALA, as well as to outside associations and agencies. There is also a need for members to serve on joint committees composed of ALSC and other association members. The ALSC Board authorizes relationships with other organizations.

### **B. Purpose**

- To represent ALSC among other associations and agencies where ALSC has relevance and significance.
- To contribute expertise in keeping with ALSC purposes and to strengthen ALSC program activities in overlapping areas of responsibility.
- To become knowledgeable of the objectives and the programs of other groups and to ascertain where action and involvement on the part of ALSC are pertinent and desirable.
- To provide feedback to the ALSC Board for short-term or long-range planning.
- To initiate for ALSC contacts in other child-serving or child-advocacy agencies and associations.

### **C. Responsibilities and Obligations**

#### **1. Representatives or Liaison**

- Attend scheduled conferences and other meetings.
- Participate in meetings and engage in communication related to projects, programs, and varied activities.
- Prepare reports and provide immediate feedback to ALSC for purposes of information and action. A Report from Representative or Liaison to ALA Units, other Associations, or Agencies (form O found in Section IX of this manual) is to be sent promptly following significant contacts.
- Make recommendations to ALSC regarding continuing cooperation, joint undertakings, and meaningful programs.
- Send a copy of all correspondence to the President and Executive Director.

## 2. Suggestions for Communication

- Identify yourself as a liaison to the staff and Officers of the other association as appropriate.
- Check to be sure that you as a liaison are currently informed of ALSC policies and activities in the area of your assignment.
- Report immediately to the President and Executive Director anything that calls for action or response by ALSC.

## VIII. Discussion Groups

Discussion groups are ALSC membership units formed to discuss common problems. Their establishment, discontinuance, membership, and general functions are described in the ALSC Bylaws. Each discussion group has a specific function statement, approved by the Board, and is assigned to a priority group (see *ALA Handbook of Organization*, *ALSC Handbook of Organization*, or ALSC Leadership Roster on the ALSC website at <http://www.ala.org/alsc>; click on “Board & Committee Work,” then “Leadership Roster”).

It is critical that the discussion group convener clearly understand and assist the group members to understand that the basic purpose of a discussion group is to discuss common problems, specifically the unique problems outlined in the function statement. A discussion group is not a committee. Committees are action units (e.g., they program, publish, study, represent, propose action to the Board and, with approval, take action). Meetings of discussion groups are not programs and may not be advertised as such.

A small amount of money is provided annually, (see Section V, B), in the ALSC budget for each discussion group convener. This amount is to cover the cost of the occasional correspondence with the ALSC Office, President and conference Office. It may be used for duplicating the agenda or for a necessary phone call. It is not expected that any discussion group will have more than modest expenses.

*Children and Libraries: The Journal of the Association for Library Service to Children*, the *ALSC Matters!* newsletter, and ALSC-L, the division’s electronic discussion list, may be used to promote discussion group topics and meeting times.

A discussion group convener is responsible for:

- self-selecting, and informing the ALSC Office
- regularly informing and/or reminding participants of the function of the group;
- reporting to the Priority Group Consultant, President, Vice president/president-elect and ALSC Executive Director, using the Discussion Group Report Form after each conference (Form D.3—Discussion Group Report Form in Section IX of this manual);

- assuring that there is an agenda for each meeting and that before the end of each meeting the subject for the next conference meeting is selected by group members present;
- attending discussion group meetings on Sunday afternoons of each conference and making sure that members are aware of meeting dates and times;
- sending notice of subject(s) to be discussed at the next meeting to the *ALSC Matters!* newsletter in accordance with deadlines; and posting such notice on ALSC-L and the ALSC wiki;
- sending copies of all correspondence to the President, Vice President/President-Elect, Executive Director, and Priority Group Consultant;
- attending Division Leadership meetings on Saturday mornings; and
- submitting requests for reimbursement (form A, Request For Reimbursement, Section IX) for expenses up to the amount budgeted.

# IX. Forms

## Form A

### Request for Reimbursement

Date:

To: ALSC Executive Director

From:

Re: Request for Reimbursement of Expenses as a Result of Committee or Other Association Program Activity

Purpose:

Itemized Expenses:  
(Attach Original Receipts)

Submitted by: \_\_\_\_\_

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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#### FOR ALSC OFFICE USE ONLY

##### Budget Authority

Dept. Number	Program Purpose	Activity Number	Expense Number	Amount
				\$_____
				_____
				_____
			TOTAL:	\$_____

FUND

UNIT NO.

LINE ITEM

PROJECT NO.

\_\_\_

\_\_\_

\_\_\_

\_\_\_

**Form B**

**ALSC Committee Chair Special Request for Additional Committee Budget**

Name of ALSC Committee/Discussion Group: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Current Annual Budget**

- |    |   |          |
|----|---|----------|
| 1. | Priority Group Consultant   | \$ 50.00 |
| 2. | Discussion Group  | \$ 50.00 |
| 3. | Standing Committee  | \$100.00 |
| 4. | Media Evaluation Committee  | \$400.00 |
| 5. | Liaison to National Organizations<br>Serving Children and Youth Committee | \$400.00 |

These monies can be spread to cover postage, phone, and duplicating expenses up to the allocated amount and will be reimbursed with proper documentation (Section V, Paragraph B).

**B. Special Request for Additional Funds for Next Fiscal Year**

Requests for any additional funds will be determined on a case-by-case basis by the Budget Committee.

Amount Requested \$ \_\_\_\_\_

Reason:

Submit: one copy to your Priority Group Consultant; one copy to Budget Chair; and one copy to the ALSC Executive Director by December 1.

**Form C**



**Board of Directors Action Form**

To: ALSC Board of Directors

Subject: [Replace with the subject of your agenda item]

Submitted by: [Replace with your name, title, and ALSC Committee Name]

Date submitted: \_\_\_\_\_

**BACKGROUND:** [Insert any background information the Board needs to consider pertaining to the recommended action. Reference the issue’s history, proposed budget, etc. as appropriate. Limit to 2-3 paragraphs and refer to additional documents as needed.]

**ACTION RECOMMENDED:** That the ALSC Board of Directors [Insert the specific action you are requesting the Board take (e.g. “approve action X with budget Y and deadline Z.”)]

**HAVE OTHER STAKEHOLDERS BEEN CONSULTED:** [If so, please identify stakeholders and their comments about this action.]

**DESCRIBE POTENTIAL FISCAL AND STAFFING IMPACT AND SUSTAINABILITY:** [Do not make assumptions. Please do your research on actual impacts and sustainability.]

**DESCRIBE IN DETAIL HOW STRATEGIC GOAL AREA(S) WILL BE SUPPORTED:** Please add additional sheets as needed to explain.

Select the goal area that will be affected most by this action.

**Goal Area: Advocacy**

ALSC will promote the value of excellent library services to children and the communities that support them.

Objective 1: Increase influence in legislative initiatives affecting library services to children and the communities that support them.

Objective 2: Increase mutually beneficial collaborations with other organizations serving children and the communities that support them.

Objective 3: Increase awareness of the value of excellent library services for all children and the vital role youth services librarians and trained library workers serve.

Objective 4: Create resources to assist libraries in recruiting, developing, and retaining diverse highly qualified individuals who specialize in library service to children and reflect increasingly diverse communities.

Objective 5: Support initiatives to enhance resources for the children of underserved communities.

**Goal Area: Education**

ALSC will innovatively expand its educational opportunities for all library workers serving children.

Objective 1: Enhance both access and content offered through continuing education and professional development.

Objective 2: Expand educational opportunities focused on new and emerging technologies.

Objective 3: Expand educational and training opportunities that reflect our core competencies and values.

Objective 4: Ensure that our educational and training opportunities reflect and reach our increasingly diverse communities.

Objective 5: Identify and promote the finest in resources (print, nonprint, and emerging formats) and programs for libraries serving children.

**Goal Area: Access to Library Services**

ALSC will empower its members to eliminate barriers to library services for children and the communities that support them.

Objective 1: Increase educational opportunities focused on overcoming barriers to library services.

Objective 2: Increase advocacy for technology funding for children's services to ensure that children have full access to emerging information technologies.

Objective 3: Provide access to economically efficient strategies for serving the underserved.

Objective 4: Provide access to innovative and collaborative models for community participation in library service to children.

Objective 5: Increase ALSC's influence in promoting equity of access especially in supporting efforts to reach children of underserved communities.

MOTION:  Above recommendation moved  No motion made  Motion revised (see motion form)

ACTION TAKEN:  Motion Approved  Motion Defeated  Other: \_\_\_\_\_



## **Form D, Discussion Group Report Form**

### **ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN DISCUSSION GROUP FORM: CONFERENCE MEETING REPORT**

Note: Discussion Group convenors now submit online [quarterly reports](#) by the deadline (due by Feb 15, May 15, September 15, and December 15). The form is located on the ALSC website at <http://www.ala.org/alsc>; click on “About ALSC,” then “Committees,” and then “forms.”).

## **Form E, Priority Group Consultant Report**

Priority Group Consultants now submit online [quarterly reports](#) by the deadline (due by Feb 15, May 15, September 15, and December 15). The form is located on the ALSC website at <http://www.ala.org/alsc>; click on “About ALSC,” then “Committees,” and then “forms.”).

**Form F**

**ALSC Nominee for Ballot Suggestion Form**

Note: A call for nominees is solicited by the nominating committee in early spring. Members may submit their nominations via an online form. Below is the typical information requested by the nominating committee.

Check one:

- ALSC Vice President/President-Elect
- ALSC Board of Directors
- New to ALSC Board of Director
- Division Councilor
- Fiscal Officer
- Caldecott Award Committee Member
- Newbery Award Committee Member
- Sibert Award Committee Member
- Wilder Award Committee Member

Nominee Information:

Name: \_\_\_\_\_

Present

Position: \_\_\_\_\_

Business

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this person a member of ALSC?  Yes  No  Don't know

Note: Member must maintain ALSC membership throughout the entire process in order to be considered.

Nominee's ALA and/or ALSC participation (Offices, committees, leadership roles):

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Nominee's participation in state, regional, and other library associations (Offices, committees, leadership roles):

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Other pertinent information regarding the nominee and your knowledge of the nominee's professional background:

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Submitted by:

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

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Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Form G**

**Petition to Establish a Discussion Group**

According to the ALSC Bylaws, Article IX, Section 1, fifteen (15) signatures are required for the establishment of a discussion group. All signatures must be those of personal ALSC members.

The statement of function and responsibility of the proposed discussion group is as follows:

I favor this petition to establish this proposed Discussion Group in the ALSC.

<b>Name</b>	<b>Library</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Return completed petitions to the ALSC Executive Director, President and Vice president/president-elect. See the current *ALA Handbook of Organization* and/or the ALSC Roster for current names and addresses.

## Form H

### Sample News Release

From: Director  
ALA Public Information Office

Your acceptance of an ALSC Committee post provides a fine opportunity for publicizing your library, ALSC activities, and the American Library Association. We've prepared a sample news release (below) and we urge you to"

- complete the "fill-in" form to create an individualized release.
- if possible, include a glossy photograph of yourself (preferably 8" x 10" though 5" x 7" is usually also acceptable).
- take the release to your library's director or PR Officer, as appropriate, for retyping and submission to local newspapers (city and campus), staff memos (city or campus employees), and to the state library association journal.
- send clippings of your story to the ALSC Executive Director, American Library Association, 50 E. Huron St., Chicago, IL 60611.

(your library's **NEWS RELEASE** form)

From: (library staff member issuing release and telephone number)

FOR IMMEDIATE RELEASE

(your name or position, i.e. Jane Doe or Anytown librarian ) IS NAMED TO POSITION IN NATIONAL LIBRARY GROUP.

(your name), (position), (library) has accepted the invitation of (current ALSC Vice president/president-elect of the Association for Library Service to Children, a division of the American Library Association, to serve as (position) of (committee).

(Include a brief statement about yourself and your local or statewide activities, such as "Jane Doe has been a member of the \_\_\_\_\_ library staff for six years and has been active in the state library association", etc.)

The American Library Association is the oldest and largest library association. The near 60,000-member organization is the chief advocate for the people of the United States to achieve and maintain high quality library and information services. The Association for Library Service to Children is concerned with providing the highest quality library service to children in all types of libraries including encouraging the development of quality library materials for children, advocating the rights of children within and beyond the library setting, and supporting the professional development of individuals working with children.

## **Form I**

### **Notification of Address Change**

If a member moves, changes organization, title, email, phone number, etc. he/she should update his/her membership profile by logging in at the ALA website. A member may also contact ALA Member & Customer Service to make an update (1-800-545-2433, press 5, or e-mail [membership@ala.org](mailto:membership@ala.org)). The member should also send an email with the update to ALSC Office at [alsc@ala.org](mailto:alsc@ala.org).

**Form J**

**Publication Proposal Form**

Subject of publication:

Is it timely:

What is the purpose of this publication:

Is it necessary or duplicative:

Are there similar publications already on the market (if so, please list and indicate how this would differ from them):

Should this be a joint publication or co-sponsored:

Recommended author(s) (please include author's qualifications):

Intended audience:

Scope of the proposed publication:

Format of the proposed publication (include possible length, and type of publication, including magazine, article, pamphlet, electronic, book, etc.):

What is the intended life of the publication:

Work plan (indicate how the work will be accomplished and in what time-line):

Project budget:

**Submit completed forms to the ALSC Program Officer, Communications.**

See "Contact ALSC" on the Web site at:

[http:// http://www.ala.org/alsc/aboutalsc/contact](http://www.ala.org/alsc/aboutalsc/contact) for his/her contact information.

**Form K**

**ALSC Committee Change Request Form**

Before completing this form the committee should look at their function statement in the *ALA Handbook of Organization*, the *ALSC Handbook of Organization*, or the ALSC online committee roster pages, and talk to their Priority Group Consultant.

Date:

Committee Chairperson:

Committee, discussion group, or proposed group:

Change requested:

Name to:

Number of members to:

Function statement to (attach a copy of the current function statement):

Establish new:

Discontinue:

Other (please elaborate):

Reason for change:

Submitted by (include name, address, phone, fax and e-mail address):

Send completed form to the ALSC Organization and Bylaws Chair and copies to the ALSC Executive Director, President, Vice president/president-elect, your Priority Group Consultant and fellow committee members. See the *ALA Handbook of Organization* and/or the ALSC online committee roster for current names and addresses.

**Form L**

**Other Institutes, Workshops and/or Symposia Request Form**

Title:

Date(s) of program:

Sponsoring group:

Name of project director:

Statement of purpose, rationale and goals:

Location of program, if other than an ALA assigned location:

Target audience:

Proposed program plans:

Budget:

Cost to participants:

Need for ALSC services and resources:

Method of evaluation:

Person(s) submitting request (include name, address, phone, fax and e-mail address):

Second contact person (include name, address, phone, fax and e-mail address):

Date submitted:

Submit this request form to the ALSC Program Officer for Continuing Education before or during the Midwinter Conference one year and a half before the planned conference.

**Form M**

**Special Funds Application**

Project title:

Project objectives:

Name, address, telephone of project director and amount of time available to be spent on project:

How does the project support ALSC's goals and objectives:

What do you see as being the impact of this project on library services for children:

What are the benefits of this project for ALSC members:

What is the potential of this project to produce income:

Project timeline:

Project development plan:

Project budget:

Method of evaluation:

Proposals should consist of clear, concise statements. Attach additional sheets where necessary. Submit proposals to the ALSC Budget Committee, with copies to the ALSC Executive Director, President, Vice President/President-Elect, and Priority Group Consultant.

**Form N**

**ALA Award Recipient Media Profile**

To be completed by the committee which makes/announces the award.

Full name of recipient: \_\_\_\_\_

Full title and description of award: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sponsoring unit/committee: \_\_\_\_\_

Prize awarded (citation, scholarship, cash award, etc.) \_\_\_\_\_

\_\_\_\_\_

Donor of prize: \_\_\_\_\_

Date/time/place to be awarded: \_\_\_\_\_

\_\_\_\_\_

Chair of unit/committee making presentation: \_\_\_\_\_

\_\_\_\_\_

Quote from Chair on why recipient was chosen: \_\_\_\_\_

Brief description of winning project/publication, if appropriate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education/professional background of recipient relating to award (please be specific, including dates):

\_\_\_\_\_

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Relevant publications/other prizes and honors:\_\_\_\_\_

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Suggested papers/journals (with addresses) to receive release (include hometown papers, alumni newsletters, etc.):

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Please attach any background materials you feel may be helpful, including text of citation if applicable. Also, attach additional sheets, if necessary, to answer any of the above.

RETURN THIS FORM TO

Marketing Manager  
Association for Library Service to Children  
American Library Association  
50 East Huron Street  
Chicago, Illinois 60611  
alsc@ala.org

NOTE: PLEASE INCLUDE PHOTOS IF AVAILABLE.

**Form O**

**Report from Representative or Liaison to ALA Units, Other Associations, or Agencies**

Please return this report to the ALSC President, Vice-President, Priority Group Consultant, and Executive Director. (This form may be forwarded to the Chair of the Liaison with National Organizations Serving Children and Youth Committee, when appropriate).

**REPORT OF ALSC/ALA REPRESENTATIVE**

Organization or Group \_\_\_\_\_

Type of Meeting \_\_\_\_\_

Purpose of Meeting:

1. Please give brief resume of what took place at the meeting or meetings.
  
2. Were you on the program? (Describe)

Did you note any specific activities of this organization in which either ALA or local libraries should participate? (Describe)

Does the work of this group have a close relationship to the work of ALA? (Please answer in detail showing a relationship or lack of relationship. Attach sheet if needed.)

Please comment on whether or not our representation to this group should be continued.

\_\_\_\_\_  
Signature of person reporting

\_\_\_\_\_  
Date

**Form P**

**Template for Task Force Final Reports**

Date:

To: ALSC Board of Directors

From: Name of Task Force

Subject: Final Report and Recommended Next Steps

**Task Force Charge:** *Supply official charge or function statement.*

**Overview of Task Force Work Plan:** *Description of the Task Force’s activities, including their action plan and how they communicated and worked. Finish by summing up work, “This report, which outlines recommendations for next steps, concludes the work of the task force.”*

**Summary of Task Force Findings:**  
*Key findings may be bulleted after a summary paragraph.*

**Task Force Recommendations:**

Based on xxx, we recommend the following (*insert as many recommendations as developed by task force*):

**Recommendation #1:**

**Recommendation #2:**

**Recommendation #3:**

**(If necessary) Recommendation #4:** Appoint the existing/a new/combo of task force members to a new task force with the following charge:

**New Charge for Task Force:**

**Action to Be Taken:** The Task Force asks the ALSC Board adopt the “#” recommendations, which includes “*insert list of provisions such as a funding request outlined in one of the recommendations.*”

Thank you for your consideration. Member(s) will be present at your Board meeting at Annual Conference.

**List of the Task Force Members:**

## **X. Appendix**

### **Appendix A**

#### **THE ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN A division of the AMERICAN LIBRARY ASSOCIATION**

##### Bylaws

Adopted January 28, 1958. Revised June 1960, 1961, 1963, 1964, 1965, 1966, 1968, 1970, 1972, 1973, July 1974, 1976, 1977, 1978, 1979, 1981, 1993, 1994, 1998, 2002, 2005, 2007, 2008, 2009, 2011, 2013, 2014.

#### **ARTICLE I Name**

The name of this organization shall be the Association for Library Service to Children, a division of the American Library Association.

#### **ARTICLE II Object**

The Association for Library Service to Children develops and supports the profession of children's librarianship by enabling and encouraging its practitioners to provide the best library service to our nation's children.

The Association for Library Service to Children is interested in the improvement and extension of library services to children in all types of libraries. It is responsible for the evaluation and selection of book and non-book library materials and for the improvement of techniques of library service to children from birth through the eighth grade of junior high school age, when such materials and techniques are intended for use in more than one type of library. ALSC has specific responsibility for:

1. Continuous study and critical review of activities assigned to the division.
2. Conduct of activities and carrying on of projects within its area of responsibility.
3. Cooperation with all units of ALA whose interests and activities have a relationship to library service to children.
4. Interpretation of library materials for children and of methods of using such materials with children, to parents, teachers, and other adults, and representation of librarians' concern for the production and effective use of good children's books to groups outside the profession.
5. Stimulation of the professional growth of its members and encouragement of participation in appropriate type-of-library divisions.
6. Planning and development of programs of study and research in the area of selection and use of library materials for children for the total profession.
7. Development, evaluation, and promotion of professional materials in its area of responsibility.

### **ARTICLE III Membership and Dues**

Sec.1. Members of the Association shall be those persons who, in accordance with ALA Bylaws Article I, have paid dues to ALA and to ALSC.

Sec. 2. The ALSC may charge additional fees in accordance with the ALA Bylaws Article VI, Sec. 6(d), when approval of such fees has been given by the membership by mail vote.

### **ARTICLE IV Board of Directors**

Sec. 1. The Board of Directors shall consist of the officers of the Association; the immediate past-president; the ALSC/ALA Councilor; the fiscal officer; eight additional directors, which will include a "New to ALSC" director, three to be elected each year for a term of three years each, except beginning in 1977 and every third year thereafter when two shall be elected for a term of three years each.

Sec. 2. The Board of Directors shall manage the affairs of this Association under the policies adopted by the Association and within the fields of its responsibility as approved by the Council of the American Library Association as described in Article II of these Bylaws.

It shall conduct or review all business pertaining to ALSC between membership meetings.

It shall assemble for the presentation to the ALA Committee on Program Evaluation and Support all budget requests for projects and activities planned by ALSC, its committees, or the other subordinate units.

Sec. 3. A vacancy in the membership of the directors-at-large and New to ALSC director of the Board of Directors shall be filled by appointment of the president with approval of the Board of Directors. The appointee shall hold office until the next annual election, when nominees shall be presented to the membership for election to complete the unexpired term as provided in Article X, Sec. 2.

### **ARTICLE V Officers and Duties**

Sec. 1. The officers shall be president, a vice-president who shall also be president-elect, a fiscal officer; and an executive director. The vice-president (president-elect) shall be elected annually. The fiscal officer shall be elected beginning in 2006 and every third year thereafter for a term of three years. The executive director shall be appointed by the Executive Director of the American Library Association with the approval of the ALA Executive Board and the concurrence of the Board of Directors of ALSC.

Sec. 2. The president, vice-president (president-elect), fiscal officer, and executive director shall perform the duties pertaining to their offices and such other duties as may be approved by the Board of Directors.

- a) The president shall preside at all meetings of the ALSC, the Board of Directors, and of the Executive Committee; shall be an ex-officio member of all standing and special committees except the Nominating Committee; and shall be responsible for the Association program at the annual conference of the American Library Association.
- b) The executive director shall carry out the policies of the Association under the direction of the Board of Directors; shall be responsible for the operation of the Association Office; and shall serve as a member of the Board of Directors without vote.

Sec. 3. In the event that the office of president becomes vacant, the vice-president shall become president and shall continue to fulfill the duties of the vice-president until the results of the next election are certified. In the event that the office of vice-president becomes vacant, the Board of Directors shall elect from among its members in the second or third year of service a person to assume the responsibilities of vice-president and succeed to the presidency. In the event that the office of fiscal officer becomes vacant, the Board of Directors shall elect from among its members in the second or third year of service a person to assume the responsibilities of fiscal officer for the remaining of the three-year term. In the event that the office of ALA/ALSC councilor becomes vacant, the Board of Directors shall elect from among its members in the second or third year of service a person to assume the responsibilities of ALA/ALSC councilor for the remainder of the three-year term. Due to the unique nature of the position, the New-to-ALSC director shall be excluded from eligibility for interim appointments.

## **ARTICLE VI Executive Committee**

Sec. 1. The Executive Committee shall consist of the president who serves as chairperson, the vice-president (president-elect), the past-president, the ALSC/ALA councilor, a fiscal officer, and the executive director of ALSC.

Sec. 2. The Executive Committee shall be constituted to facilitate the actions of the Board of Directors between Board meetings and to consider such items that require interim decisions for the Association. It shall review agendas for the meetings of the Board of Directors, and for the annual Business meeting of the Association, and may make recommendations to the Board regarding items reviewed and under consideration.

Sec. 3. The Chairperson of the Executive Committee shall be responsible for reporting all business transacted by the committee at the next regular meeting of the Board of Directors.

Sec. 4. All actions of the Executive Committee shall be subject to the review of the Board of Directors.

Sec. 5. The fiscal officer shall oversee and track the budget, attend BARC/PBA meetings, and serve as a liaison between ALSC and ALA on financial matters.

## **ARTICLE VII Meetings**

Sec. 1. Annual Meetings. A program meeting shall be held during the Annual Conference of the American Library Association. A business session of the membership

shall be convened during the Annual Conference of the American Library Association. Fifty members shall constitute a quorum.

Sec. 2. Board of Directors Meetings. Meetings of the Board of Directors shall be held in connection with the Annual Conference and a Midwinter Meeting at the time of the midwinter meeting of the Council of the American Library Association and at other times at the call of the president. A majority of the voting members shall constitute a quorum. Vacant positions shall not be included in establishing a quorum.

Sec. 3. Executive Committee Meetings. Meetings of the Executive Committee shall be held at the call of the chairperson. A majority of the voting members shall constitute a quorum.

Sec. 4. Votes by Mail. Votes by mail of the membership may be authorized by the Board of Directors. Such authorization must be accompanied by the assurance from the ALA Executive Board that funds are allocated to pay the cost of such mail vote. A majority of votes cast shall be required to carry.

Sec. 5. When mail votes of members of the Board of Directors or of committees are taken between meetings, a majority of votes cast shall be necessary to carry.

## **ARTICLE VIII Committees**

Sec. 1. Standing, Special, and Ad Hoc Committees shall be authorized by the Board of Directors and may be discontinued by the Board. All members of ALSC Committees and ALSC representatives to Joint Committees shall be members of the Association for Library Service to Children.

Sec. 2. The Newbery Award Committee, the Caldecott Award Committee, the Sibert Award Committee, the Wilder Award Committee, and the Notable Children's Books Committee:

- a) The Newbery Award Committee shall consist of the following fifteen (15) members: Eight (8) members to be elected annually from a slate of no fewer than sixteen (16), a chairperson appointed by the president, and six (6) members appointed by the president.
- b) The Caldecott Award Committee shall consist of the following fifteen (15) members: Eight (8) members to be elected annually from a slate of no fewer than sixteen (16), a chairperson appointed by the president, and six (6) members appointed by the president.
- c) The Sibert Award Committee shall consist of the following nine (9) members: Five (5) members to be elected annually from a slate of no fewer than ten (10), a chairperson appointed by the president, and three (3) members appointed by the president.
- d) The Wilder Award Committee shall consist of the following five (5) members: Three (3) members to be elected every other year from a slate of

no fewer than six (6), a chairperson appointed by the president, and one (1) member appointed by the president.

- e) The Notable Children's Books Committee shall consist of the following eleven (11) members: a chairperson appointed by the president and ten (10) members appointed by the president.
- f) No individual may serve on either Batchelder Award, Caldecott Award, Geisel Award, Newbery Award, Sibert Award, Wilder Award or Notable Children's Books Committees more often than once every four years. The four year period shall begin from the last year of the term of service regardless of length of term. This guideline will apply to Batchelder Award, Caldecott Award, Geisel Award, Newbery Award, Sibert Award, Wilder Award or Notable Children's Books Committees only. This guideline will not apply to the selection of nominees for Chair. This guideline will not apply to other ALSC committees.

Sec. 3. Special Committees for which the Board of Directors has designated no termination date shall automatically expire at the end of two years (at the time of the adjournment of the ALA Annual Conference) unless otherwise ordered by the Board of Directors.

#### Sec. 4. Appointments.

- a) Appointments of all committee members whose terms begin at the end of Annual Conference shall be made by the vice-president (president-elect) for a period not to exceed two years. Members may be appointed for a second but not a third consecutive term.
- b) Appointments of all committee members whose terms begin at the end of the Midwinter Meeting shall be made by the president for a period not to exceed two years. Members may be appointed for a second but not a third consecutive term.
- c) Members of Standing Committees, except Nominating, Newbery, Caldecott, and Sibert, shall be appointed for overlapping terms.
- d) Designation of chairpersons of Standing Committees shall be made annually.
- e) Chairpersons of Special Committees shall serve for the life of the committee.
- f) The members and chairpersons of any new committee authorized during the year shall be appointed by the president.
- g) Any vacancy occurring on a committee shall be filled by the president.

#### Sec. 5. Priority Groups.

- a) Each ALSC committee shall be assigned to a Priority Group.
- b) Each Priority Group shall have a consultant appointed from the membership by the president.

## **ARTICLE IX Discussion Groups**

Sec. 1. Establishment. When 15 or more members are interested in discussing a common problem which falls within the scope of the Association but which is not the responsibility of a single committee, they may form a discussion group after approval of a signed petition presented to the Board of Directors. The petition shall include the purpose of the group and the requirements for membership.

Sec. 2. Discontinuance. The Board, upon the recommendation of the Committee on Organization and Bylaws, or upon recommendation of the Group itself, may discontinue a discussion group when in its opinion the usefulness of the group has ceased.

Sec. 3. Membership. Membership is limited to ALSC members who have direct contact with the problems and concerns that relate to the group.

Sec. 4. Functions. The group shall elect a chairperson annually at its meeting during the Annual Conference. The chairperson shall keep the president, president-elect, and the executive director fully informed of all meetings and activities of the group. With Board approval, a discussion group may disseminate information, recommendations, and conclusions arrived at in its discussions; and the Board and all committees of ALSC may call upon the group at any time for its advice and counsel in the areas of its expertise. The discussion group may make recommendations to the Board within its areas of concern, and the Board may call upon the group at any time for its advice and counsel.

## **ARTICLE X Nominations and Elections**

Sec. 1. No later than the Midwinter Meeting of the American Library Association, the ALSC Vice President/President-Elect appoints a Nominating Committee of four members plus the chair to select candidates for election the following year. No member of the Board of Directors shall be appointed to this committee. Members may serve more than once on the Nominating Committee, but not more than three times, and not more than once in five years, except for chairs, who may serve a chair term within five years of a term as a member of this committee.

Sec. 2. The Nominating Committee shall prepare a slate to consist of: two (2) candidates for every anticipated Board vacancy (The Board shall consist of thirteen members: president, vice-president (president-elect); immediate past-president, division councilor, fiscal officer, new to ALSC director and seven directors-at-large). In years when multiple director-at-large vacancies are anticipated the slate shall include twice as many candidates as there are slots; sixteen (16) candidates for eight (8) Newbery Awards Committee members-at-large; sixteen (16) members for eight (8) Caldecott Awards Committee members-at-large; ten (10) candidates for five (5) Sibert Awards Committee members-at-large; six (6) candidates for three(3) Laura Ingalls Wilder Award Committee members-at-large every other year; and candidates to fill vacancies as approved in Article V, Sec. 3 of these Bylaws. The Nominating Committee will report the slate of candidates to the ALSC Executive Committee in writing by October 1, for the Fall Division Leadership Meeting in the year of the Nominating Committee's appointment.

Sec. 3. Each nominee named by the Committee must be a member of ALSC and the written consent of the nominee must be filed with the Nominating Committee.

Sec. 4. A candidate may be nominated by a petition signed by twenty-five personal members of ALSC. The nominee shall be a member in good standing of the Association. The petition and the written consent of the nominee shall be filed with the ALSC Executive Director for at least four months before the annual meeting, and the names of the candidates so nominated shall be listed on the official ballot.

Sec. 5. The election shall be carried on in accordance with the ALA Bylaws, Article III, Sec. 4, and with ALA procedures.

#### **ARTICLE XI Amendments**

Sec. 1. These Bylaws may be amended by a two-thirds majority vote of the members present and voting at a regularly scheduled business session, provided the amendment has been proposed by the Board of Directors, by a committee authorized to do so by ALSC, or by a majority vote of the members present at a business meeting.

Sec. 2. These Bylaws may be amended by a mail or electronic vote of the membership when a two-thirds majority of the votes returned are affirmative.

Sec. 3. The proposed amendment must be sent to the membership not less than one month before the vote on it shall be taken. It may be sent to the membership by inclusion in an official publication of ALSC, the *American Libraries*, or by direct mail or electronically when so authorized by the Board of Directors.

#### **ARTICLE XII Parliamentary Authority**

*The Standard Code of Parliamentary Procedure*, by Alice Sturgis (McGraw-Hill), latest edition, shall govern the Association for Library Service to Children in all cases in which they are not inconsistent with the Bylaws of this Association and with the Constitution and Bylaws of the American Library Association.

## **Appendix B**

### **OPEN MEETING POLICY: An Interpretive Statement of the American Library Association**

The policy on Open Meetings, 7.4.3., reads as follows:

"All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions."

The American Library Association is a national educational association with an organizational pattern of units and sub-units with distributed responsibility for the conduct and accomplishment of its business. As a membership association, its structures, procedures, and actions do not parallel public or governmental bodies.

In support of its goal of promoting and improving library service and librarianship, the ALA conducts activities such as: developing standards; accrediting library school programs; granting scholarships, awards, and other recognitions; developing and conducting continuing education programs; publishing monographs and periodicals; reviewing and recommending publications; publicizing library needs and services; recommending legislation; providing advisory assistance; conducting many other projects and programs related to the development or improvement of library services.

Many of these activities require discussion by a planning or evaluating group, and an assessment of individual or institutional achievement. Questions have been raised concerning the manner in which the Open Meetings Policy relates to ALA's activities.

In implementing the above policy, the following general concepts should be kept in mind:

Personnel assessment areas in association activities should be structured so that no individual's right to privacy will be abridged or endangered.

Discussions of confidential information regarding an institution should not abridge the institution's right to privacy.

Information regarding individuals and institutions may be considered by the individual or institution to be confidential or highly sensitive (private) at one date, but public information at a later date; the association may need to take timing into account in identifying specific matters of privacy.

ALA members and other interested persons should be encouraged to attend meetings where business is conducted; closed meetings should be planned only when they are essential to protect privacy.

Matters affecting the privacy of individuals or institutions frequently include such areas as:

Deliberations concerning the performance of personal members, or institutions, or paid staff of the ALA and its units.

Deliberations concerning professional achievements, contributions, and qualifications of members being considered for Office.

Deliberations concerning the qualifications of individuals or institutions being considered for grants, scholarships, or similar recognition.

Deliberations concerning the ability of an institution to meet published criteria or standards.

Deliberations concerning contractual matters, and matters with legal or financial implications for individuals or institutions.

Deliberations concerning awards to individuals for achievement and/or creative works.

Deliberations concerning awards to institutions or organizations.

The work of the Association should normally be accomplished at the Annual and Midwinter meetings, in sessions open to all of the membership. It is the responsibility of the Chair of each unit to insure that the spirit of the open meeting policy is enforced. Each Chairperson should identify any need for a closed portion of a meeting at the time the meeting is announced; that fact should be made known in advance. No matters other than those requiring protection of privacy may be discussed during that time period. All actions taken in closed session must be reported to the membership of the parent unit and made public at the earliest possible time after the closed session.

Although a unit's workload may be such that some of its business must be conducted through correspondence or meetings held outside of conference, notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced prior to the meeting and the results of the meeting made public at the earliest possible time

Questions or complaints regarding adherence to the Open Meeting Policy should be addressed to the chief Officer of the governing unit.

## Appendix C

### ALSC Procedure for Implementing ALA Open Meeting Policy

The ALA Policy on Open Meetings, 7.4.3., is as follows:

"All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions."

In January, 1981, ALA Council adopted a statement interpreting this policy (Council Document #24) which the Association for Library Service to Children endorses. Committee Chairs should familiarize themselves with this statement and its guidelines, for Chairs are responsible for ensuring both the right of the membership to hear the business deliberations of the association and the privacy rights of individuals and institutions.

Generally speaking, the working sessions of ALSC committees are open to members who may listen to, but probably not participate in, a committee's deliberations. Members who accept appointment to a committee must also be willing to accept the spirit of the open meeting philosophy and be willing to make every effort to ensure that members observing can hear and view the proceedings.

When a Chair sees that the business of a committee will require a closed session, she/he should indicate "closed" in the appropriate box on the meeting request form, (where is this form?) which must be filled out for the ALA Conference Arrangements Office before the midwinter and annual conferences. This ensures that the meeting will be designated "Closed" in the conference program, and adequately notifies the membership that the session is not open.

If the Chair anticipates that only part of the business of a committee meeting requires a closed session, she/he should arrange to close at the beginning or end of the meeting time period, and should, if possible, indicate the time of the closed portion when filling out the meeting request form.

It is recognized that it is not always possible to anticipate closed meetings. If the need to close a meeting develops during a committee's deliberations, the Chair should try to rearrange the agenda so that the closed session can take place at the beginning or at the end of the scheduled meeting time, and should announce the timing as soon as possible.

If a Chair is uncertain about closing a meeting or a portion of a meeting, the situation should be referred to the Priority Group Consultant, who may consult with the ALSC President before deciding on the best course for the Chair to take.

In reporting actions taken in closed sessions, a Chair should follow the procedure outlined in the ALA Interpretive Statement.  
Procedure for Reporting Inappropriately Closed Meetings

A member who feels that a meeting of any ALSC unit has been inappropriately closed may make a complaint in writing to the ALSC President, stating the reasons for the objection to the closed session. The President and/or the ALSC Executive Committee will consider complaints as soon as possible and any action taken will affect future meetings, but it is unlikely that an immediate decision (during the meeting in question) can be made. The President will notify the complainant of the resolution of the complaint, and will report the incident to the Board at its next session. If the member is not satisfied with the decision of the ALSC President, the matter may be appealed (in writing) to the ALSC Board.

## Appendix D

### Guidelines for Evaluating Proposals for Continuing Education

Elements to be considered in a Continuing Education proposal:

1. Provides continuing education in the field of library service to children
  - Does the project deal with an important matter in the ALSC field of responsibility?
  - Is this activity worth doing? Is this the time to do it? Is it urgent that it be done? Can it be done in time to be of use?
  - Is the project in accord with the priorities and emphasis of ALSC?
2. Target audience
  - What sectors of the community may be expected to participate?
  - Is this program unique? That is, are there competing programs with the same focus that meet the continuing education needs of librarians and therefore make this program less important to offer under ALSC sponsorship than other programs might be?
3. Program details (time, place, etc.)
  - Can the program be accomplished in the period of time suggested in the proposal? Is the time schedule realistic in allowing for emergencies and setbacks and designed to bring the program to a conclusion within reasonable limits?
  - Are the goals and objectives well articulated and reasonable?
4. Techniques to be used (lecture, small group discussion, role playing, etc.). Is the method of organization of the program selected a good one for the content proposed?
5. Financial statement - cost projections
  - Is the budget realistic? Are all costs included? (Advertising or publicity, meeting space, speakers, etc.)
  - What is the basis for the registration fee for participants? Is it a reasonable fee?
  - What are the fiscal costs to ALSC?
  - What number of participants is necessary to pay the costs of the activity? Is this number reasonable given the focus of the activity, the geographical region, etc.? What is the evidence?

- Is there already an investment in this project by ALSC or by the requesting group? If there is, does it deserve to be built on or should the project be abandoned before more money is spent?
- Is the project terminal or does it commit ALSC to long-term support?

6. Demands upon ALSC. How much staff time from ALSC will the project require? Can the total program of ALSC afford the staff time required for the new activities?

7. Evaluation

- How will the program be evaluated? Is the evaluation process clearly enunciated as a part of the project?
- Are CEU or academic credits arranged for participants in the project?

## Appendix E

### Guidelines for Publications

#### Types of Publications:

Brochure

Article in *Children and Libraries: The Journal of the Association for Library Service to Children*

Article in the *ALSC Matters!* newsletter

Pamphlets

Books

#### Who can submit proposals?

Committees

Individual members

#### When can proposals be submitted?

Open call

#### Submit proposals to:

ALSC Communications Officer

#### Procedure for the Publications Committee to follow:

ALSC Communications Officer to review and evaluate

Written comments from Communications Officer to be forwarded with proposal to ALSC

Executive Committee.

#### Possible outcome of proposals after Executive Committee review:

- Good - submit to Board
- Good, but incomplete  
Missing information includes:
- Good, but duplicates the following:
- Good idea, poorly conceived - rewrite or expand
- Good idea in general, but should be made more specific or directed toward a more specific topic or audience.
- Idea does not fit priorities of ALSC.

## Appendix F

### FACT SHEET

Contact: Public Information Office  
312-280-5043/5042  
pio@ala.org

## What to do when the media calls

Note: Media calls received by staff should be directed to the press Officer in the ALA Public Information Office (PIO) to be screened. The press Officer will send background materials and determine who is the most appropriate spokesperson. If you are, in fact, the appropriate spokesperson, answer the reporter's questions following the tips below. Be sure to fill out a Media Contact Form and send to PIO. If you have questions or need additional information or counsel, please contact the Public Information Office.

Ask questions. Determine the name of the publication or station. Find out what the story is about, the reporter's angle, when the deadline is. If you do not feel qualified to address the question or are uncomfortable with the approach, say so. Suggest other angles. Refer them to the ALA Public Information Office or other sources of information.

Take time to prepare. If a reporter catches you unprepared, say you are in the middle of something and offer to get back to him or her within the hour.

If it is a radio interview, be sure to ask if the interview is live or taped, whether there will be call-ins or another speaker (possibly speaking in opposition). Also, remember that you can have notes in front of you. Nobody has to know.

Be clear about whose position you are representing -- yourself, your library or the American Library Association. You may want to check the ALA handbook for a policy statement or request copies of fact sheets from the Public Information Office (PIO) on a variety of topics.

Know your key message. What is the most important point you want the reporter to convey to the audience? Use every interview as an opportunity to deliver a key message about libraries -- *and* librarians. Sample key messages are available from PIO.

Be prepared to answer the standard "Who-What-When-Where-Why and How" questions. Have supporting facts and examples available. PIO has background information on a wide range of issues.

Don't try to answer a question you don't understand. Ask the reporter to repeat or rephrase it.

What to do when the media calls/page 2

Keep your answers simple and brief. This is even more important with broadcast media when you may have less than 20 seconds to answer. Too much information can

overwhelm the reporter, the reader or the audience -- and it may keep you from being quoted.

Beware of manipulation. Some reporters may ask leading questions, something like "Wouldn't you say...?" followed by an idea for your agreement. Make your own statement.

Think before you speak. Never repeat a negative phrase or comment.

Never say, "No comment." "I'm sorry I can't answer that" or "I'm sorry I don't know" are legitimate answers. Reporters do not want inaccurate information. Tell them you will obtain the information and be sure to get back to them.

Remember that there is no such thing as "off the record." Anything you say—even if not part of the "official" interview—may be used by a reporter.

## **Appendix G**

### **Guidelines for Electronic Communication for ALSC Committees**

#### **1. Access issues.**

A considerable amount of routine committee communication can be handled electronically if all members have convenient access to email. Before and/or during the Midwinter meeting, committee chairs should gather the following information:

- Preferred email addresses of all members.
- Software information: i.e., word processing programs in use, capability for "attachments," etc.
- How often members check their email.

If one or more members do NOT have convenient access to email, it will be necessary to use alternate means of communication so that no one member is excluded from full participation in committee business.

#### **2. Protocols.**

2.1. All committee business should be clearly identifiable on the subject line; i.e., cat.com. conference or massmedia.2000 program.

2.2. If messages require a response, the sender should indicate a response deadline. All members should acknowledge receipt of the message to the sender, whether or not they have a substantive response.

2.3. If the message requests discussion of an issue, each respondent should reply to all members of the committee.

2.4. Committee members are expected to participate in electronic discussions, just as they would participate in discussions at conference meetings.

2.5. The chair should copy the priority consultant on all relevant correspondence.

#### **3. Record-keeping**

3.1. Routine correspondence between conferences does not need to be saved. The chair should keep a record of any decisions made, however, and report to ALSC headquarters with the appropriate conference report.

3.2. Where appropriate, committees may establish an electronic archive for their records.

#### **4. Privacy and confidentiality issues.**

4.1. Committees with "sensitive" business such as awards, should be aware of the increased possibility of inadvertent leaks with electronic communications media. Committee members should decide what kinds of information it is safe to transmit electronically and limit their communications accordingly.

4.2. Personal information about individuals (addresses, phone numbers, etc.) should not be posted on websites unless they are protected from general public access by secure passwords.

## **5. Use of electronic discussion lists.**

5.1. Committees are encouraged to use the ALSC electronic discussion list to communicate with membership at large about their activities and to generate discussion about relevant issues. Agendas should be posted 4 weeks in advance of conference.

5.2. Committees with the capability of establishing electronic discussion lists may choose to conduct their committee business through a dedicated discussion list.

5.3. The ALSC electronic discussion list should not be used for the transmittal of routine information intended for members of a particular committee.

## **6. Virtual committees.**

6.1. ALSC may determine that some committees can conduct their business entirely online and designate these as virtual committees.

6.2. All members of virtual committees must have convenient access to email.

6.3. It is recommended that the chair of virtual committees attend midwinter and annual conference in order to participate in the division leadership meeting and to conduct other business.

6.4. It is particularly important that all members of virtual committees participate fully in electronic discussion of committee business.

6.5. In order to facilitate input from members at large about committee business, virtual committees are required to announce their electronic agendas on ALA Connect well in advance of decision deadlines and solicit comments from the membership.

## **7. Virtual participation on traditional committees.**

7.1. The ALSC vice-president/president-elect, president, or a committee chair may determine that one or more members of an appropriate committee may be designated virtual members. Virtual members participate in all business of the committee but are not required to attend conference meetings.

7.2. It is recommended that no more than 25% of any committee be virtual members.

7.3. Care should be taken that virtual committee members are allowed to participate in all business of the committee, including discussions and voting. It is recommended that each virtual member be paired with a buddy who attends conferences and takes responsibility for ensuring the virtual member's inclusion. In some cases, it may be necessary to arrange electronic or telephone communication during conference in order to gather input or votes from the virtual member.

## Appendix H

### Guidelines for ALSC Committees Posting Web Pages

These guidelines are available to provide committee chairs and members with a framework for developing and posting content for ALSC web pages that encourage membership and participation in the organization and provide professional support to librarians. Committee created content that fulfill the following provisions will be posted on the ALA server with a link from the ALSC website. ALSC staff and/or leadership will review all pages that are intended for posting on the ALA server. The ALSC staff has the authority to request changes, edit copy, or determine that the pages are not appropriate for the ALSC website.

#### General Procedure

- If an ALSC committee would like to develop content for the ALSC website, it should contact the Program Officer responsible for ALSC Web pages to determine if the content is appropriate for the website and to notify ALSC that electronic file(s) for the page(s) will be forthcoming. The committee interested in adding the web content to the ALSC website is responsible for providing all content for and coding of the desired page(s).
- The complete, coded page(s) should be submitted to the Program Officer via e-mail for review. The Program Officer again will confirm whether or not content is appropriate for a link on the ALSC website and make minor editorial changes if necessary. If the Program Officer sees that there is a need for more than minor changes to the Web page, she will return the document to the committee contact requesting that the changes be made.
- Once the content has been approved by ALSC, the Program Officer will add the content to the appropriate ALA/ALSC web page.

#### Timeline

The Program Officer requires pages sent to her, as e-mail attachments, seven days prior to the requested posting date. If major changes are required to the pages, the timeframe may have to be extended.

#### Formats Which Can Be Included on ALSC Pages

- .pdf documents can be included on the ALA server. To have a document posted in .pdf e-mail the file to the Program Officer in Word format.
- Images in .gif or .jpg formats can be used on committee Web pages.

#### The Types of Content Committees May Consider Adding

- Toolkits, resources, templates, etc.
- Pages that showcase special projects of the committee.

For more information on posting content to the ALSC website, please contact the ALSC Program Officer for Communication.



## ALSC Committee Work FAQ, or, “How Do I Get It Done?”

All the information below can be found in ALSC governance documentation, such as the website, Division Leadership Manual, and ALSC Handbook. However, we know that some questions come up more often than others, so we hope this FAQ/Pathfinder guide will help as you serve in your capacity as ALSC Division Leaders.

### GENERAL

**Q:** I have a question. Who do I ask?

**A:** First check the documentation listed above, or your committee manual if your committee has one. If you can't find the answer, it's always appropriate to start with your Priority Group Consultant. A full list of PGCs and their committees is available on the online Division Leadership Roster.

**Q:** What if I *am* the PGC?

**A:** First check the documents listed above, then contact the ALSC President with a copy to the ALSC Executive Director.

### APPOINTMENTS/ROSTERS

**Q:** Where do I find my committee's roster?

**A:** Rosters are located on the ALSC website under “About ALSC,” then “ALSC Committees.” Each committee falls under a priority group. Once you click into the priority group, scroll down until you find the link to your committee name. The next page will be your committee page and there will be a link to your roster. You must be logged into the ALA website in order to see contact information.

**Q:** I or a committee member would like to make an address change. Who do I contact?

**A:** Individual members need to update the ALA member database themselves by logging into the ALA website or calling ALA Customer Service (-800-545-2433, press 5). As a courtesy, the member should also notify his/her chair. A member on an award or media evaluation committee will need to contact his/her chair and also forward the update to [alsc@ala.org](mailto:alsc@ala.org), indicating which committee he/she is serving.

**Q:** The roster on the website doesn't look right to me; what should I do?

**A:** Contact the ALSC Executive Director.

**Q:** What if I or a committee member is interested in reappointment, or is not interested?

**A:** It is up to the ALSC Vice President/President Elect (for spring appointments), or the President (for fall) to make these decisions. Please email suggestions to the VP/P-E or President, and cc: the Executive Director.

**Q:** What if I'd like to recommend a current member to chair?

**A:** Same as above; email the VP/P-E or President, and cc: the Executive Director.

**Q:** What if I or a committee member needs to resign?

**A:** Same as above; email the VP/P-E or President, and cc: the Executive Director.

**Q:** How do I know when my term finishes or ends, or if I'm eligible for reappointment?

**A:** When you're appointed, you're asked to sign a Committee Acceptance Form that indicates your dates of service. Chairs and members are eligible one time for reappointment. Book award and Nominating Committees have special rules; please see the ALSC Bylaws.

## **COMMITTEE WORK**

**Q:** How do I report out about my committee's work?

**A:** Committee chairs are required to submit a quarterly report to keep leadership in the loop about their work and issues they may be facing. The form is available online under "About ALSC," "Committees," then "forms." Deadlines are posted with the link to the form. Currently the 15<sup>th</sup> of September, December, February and May.

**Q:** Our committee would like to make a function statement change. How do I go about this?

**A:** Fill out a Form K (found online under "About ALSC," "Committees," then "forms" in left hand navigation or in the Division Leadership Manual) and send it to the chairs of ALSC's Organization and Bylaws Committee (contact information can be found on the online ALSC roster). If you need help developing the change, contact your PGC first.

**Q:** How does my committee's activity/program/article/survey get promoted?

**A:** Chairs may contact the ALSC Blog manager; submit a paragraph to the newsletter or journal editor; post information on the ALSC-L electronic discussion list as well as external, related kinds of lists; create a committee presence on the ALSC Wiki.

**Q:** What if I'm having trouble reaching a committee member? If there is a pattern of not coming to meetings/responding to emails/missing deadlines, etc.?

**A:** It might be more realistic for the chair or member in question to re-think his or her ability to commit fully, and tender a resignation to the ALSC President, cc:ing the Executive Director. We understand day jobs and family responsibilities come before volunteer work and respect members' honesty if they're having trouble meeting commitments. Allowing someone else to step in if you don't have time helps ALSC continue to move forward, given that so much of our work is done by member volunteers.

**Q:** At the end of my chair term, how do I ensure smooth succession?

**A:** Keep a binder or file of your notes, reports, etc., and pass it on to the incoming chair, either in person at a Division Leadership Meeting if you're both present, or via mail following the conference. Contact information is available on the online ALSC Division Leadership Roster. It's also essential to upload meeting agendas and minutes to your committee space in ALA Connect for future committees to access and use to get up to speed.

**Q:** Who should I copy on my correspondence and questions?

**A:** Your PGC is your first point of contact and if applicable, the staff liaison (the Marketing Specialist for the Membership Committee, for example) should be copied. If there are issues that the PGC is not able to resolve, s/he will forward them to the ALSC President, President-Elect, and Past-President, and Executive Director. If your committee is having substantive discussion over tricky issues, it is o.k. to copy in the leaders mentioned above.

**Q:** My committee has manual updates to suggest. How?

**A:** The chair should collect all suggestions and submit them at one time at the end of the term. It is preferable that the changes are made using "track changes" and explanations/rationale provided in "comments" to the existing manual for review.

**Q:** My committee doesn't have a manual. What if we want one?

**A:** Contact your PGC, who can advise you and/or forward the request on to the Executive Committee. If deemed necessary, the President may appoint a task force to work on a draft manual. In some cases, sitting committees have created draft manuals, but we recognize this may be impractical.

## **MEETINGS/CONFERENCES**

**Q:** How do I request to have a committee issue scheduled on the Board agenda?

**A:** Requests to appear before the Board should be submitted on a Board Action Request form at least one month prior to a conference (available online under “About ALSC,” “Committees,” then “forms.”). Forms received between conferences will be considered on a case-by-case basis for possible online board discussion and vote.

**Q:** How do I set up a meeting at Annual Conference or Midwinter? What if I don’t like the available times?

**A:** Most committees meet during the ALSC All-Committee meeting. Only those that require confidentiality (such as Nominating or a book or professional award committee), or an unusually large space (such as the Notable committees, which attract observers) may schedule meetings outside All-Committee. In August/September, the ALSC office contacts all chairs to set up meeting times for the upcoming Midwinter and Annual. Please recognize that ALSC is only a small part of the vast jigsaw puzzle of meeting room arrangements ALA must make. We will try to be as flexible as possible.

**Q:** Can I request Internet access for my committee’s meeting?

**A:** Due to the high cost (upwards of \$800 per day), ALSC is unable to provide computers and Internet access in committee meeting rooms.

**Q:** How do I know when and where we’re meeting?

**A:** The “when” is arranged via the ALSC office in September, and we’ll re-check on the Annual meeting times following Midwinter. The “where” is assigned by ALA Conference Services, and it’s often not until late November for Midwinter and early May for Annual Conference.

**Q:** Can I book my meeting in the hotel where I’m staying?

**A:** Meeting room locations are set by ALA Conference Services and requests like this cannot be accommodated. You could consider staying in the hotel where your meeting is assigned, but it’s probably not a good idea to wait that long to reserve a hotel room. Also, sometimes meetings are placed in the convention center, not a hotel.

**Q:** What if I can’t come to/participate in the meeting? What if a committee member can’t come/participate?

**A:** For some committees, attendance in person is required, although some function partially or wholly virtually. Absences can be excused, but if absence becomes a pattern, it might be more realistic for the chair or member in question to re-think his or her ability to commit fully, and tender a resignation. For some committees, such as book award and media evaluation committees, full participation is absolutely mandatory to protect the integrity of the process, and even if someone has an excellent reason for missing a meeting, s/he will be expected to resign. This should in no way be considered a criticism of the member or chair’s work or dedication. If a chair can’t come to a meeting and it’s an isolated (one-time) problem, the chair should designate a member to carry out the chair duties.

**Q:** Where and when are the committee agendas/minutes posted on the website?

**A:** Agendas and reports are available on each committee’s ALA Connect space. It is the responsibility of the chair to upload the documents before and after each conference and notify his/her committee members of their availability.

**Q:** Can I get reimbursed for mailing/sending/making materials? Does my committee have a budget?

**A:** Committees may request reimbursement of up to \$100 for routine photocopying, mailing, internet access in hotel rooms, etc. Award and media evaluation committees may request up to \$400, since they may need to ship relatively heavy media. Use the form found in the Division Leadership Manual. See “The ALA/ALSC Pipeline” section, below, for special funding requests.

## **THE ALA/ALSC PIPELINE**

**Q:** How do I propose a program/article?

**A:** Almost any proposal needs a form to be filled out and sent. Publication proposals may be sent to the ALSC Program Officer using the form found in the Division Leadership Manual. Newsletter or journal article proposals should be sent to the publication's editor. Program proposals may be sent to the chair of ALSC's Program Coordinating Committee; forms are posted on the ALSC website.

**Q:** Propose a project to ALSC outside the normal outlets for committee work?

**A:** Contact your PGC for assistance in developing a proposal that may be submitted to the Board on a Board Action Form.

**Q:** Seek funding?

**A:** Approximately \$1500 per year is available from the ALSC Children's Library Services Endowment. Submit a proposal to the chair of ALSC's Budget Committee using the form found in the Division Leadership Manual. Please note that requests to support conference programs (speaker honorariums, travel expenses, etc.) are not eligible.

**Q:** Reach out to other divisional committees?

**A:** Contact that committee's chair and cc: both of your PGCs, the Executive Director, the staff liaison if any, the ALSC President, and the ALSC Vice President.

**Q:** Reach out to external partner?

**A:** First check with your PGC; external relations are generally handled by the Liaisons with Organizations Serving Children and Youth Committee, or the ALSC Executive Director or President.

**Q:** Do a survey?

**A:** ALSC has a subscription to Survey Monkey that committees may use at no cost. Contact your PGC and the Executive Director and/or your staff liaison.

**ALSC could not run any of our programs or services without our members' input, involvement, and hard work. We very much appreciate your service to the division!**

## Pathfinders

- ALSC Home Page  
<http://www.ala.org/alsc>
- How to Reach the ALSC Staff  
<http://www.ala.org/alsc/aboutalsc/contact>
- The ALA Policy Manual  
<http://www.ala.org/aboutala/governance/policymanual>
- The ALSC Handbook of Organization  
<http://www.ala.org/alsc/aboutalsc/governance/hndbk>
- The Division Leadership Manual  
<http://www.ala.org/alsc/aboutalsc/governance/dlm>
- Award Committee Manuals  
<http://www.ala.org/alsc/awardsgrants/bookmedia> (click on the award in question, then the left-hand navigation for “Committee Members”)
- ALSC Bylaws  
Bylaws are found in both the ALSC Handbook and the Division Leadership Manual; use the links listed above.
- ALSC Policies for Service on Award Committees  
Each award’s policy is found in its manual.
- ALSC Committee Volunteer Form  
The ALSC home page at <http://www.ala.org/alsc>, under the “For Members” drop-down menu.
- ALSC Meeting and Program Schedules at Annual and Midwinter  
<http://www.ala.org/alscevents>
- Rosters  
<http://www.ala.org/alsc/aboutalsc/coms> (you’ll need to log in)
- Forms  
Forms needed by committee chairs are available online under “About ALSC,” “Committees,” then “forms” or in the Division Leadership Manual using the link above.
- ALSC Blog  
<http://www.alsc.ala.org/blog/>
- ALSC Wiki  
<http://wikis.ala.org/alsc>
- ALSC Electronic Discussion Lists  
<http://www.ala.org/alsc/compubs/alsc20>
- Strategic Plan  
<http://www.ala.org/alsc/aboutalsc/stratplan>