

Section 1 – Division Level Leadership and Current Committees

Board of Directors

The LLAMA Board of Directors is the governing body of the association. It develops and assesses strategies, establishes financial policies and approves the budget, and is accountable for overseeing association assets.

Composition (see current [Roster](#))

The Board has **16 members**, 14 voting and 2 non-voting:

President	Assessment Chair	PRMS Chair
President-elect	BES Chair	SASS Chair
Past-president	FRFDS Chair	LL&M Editor, non-voting
Division Councilor	HRS Chair	Executive Director, non-voting
Director-at-Large	LOMS Chair	
Treasurer	NPS Chair	

If a section chair is not available to attend the Board meeting, the section vice-chair will fill-in and be a voting member of the Board.

The LLAMA Membership Committee chair is also encouraged to attend all Board meetings, if he or she is available.

Meetings

The Board generally **meets four times a year**; two are face-to-face, and two are virtual:

- During the ALA Midwinter Meeting: Friday, 3:00-5:00 pm; Monday, 1:00-3:00 pm
- In early January (virtual): Fall Activity Update/Preview of Midwinter Meeting
- In early June (virtual): Spring Activity Update/Preview of Annual Conference
- During the ALA Annual Conference: Friday, 3:00-5:00 pm; Monday, 1:00-3:00 pm

LLAMA is committed to making a Board member’s experience relevant and engaging. Nearly half of each two-hour meeting is devoted to strategic discussion, review and identification of key issues and trends, and priority setting.



Leadership Orientation

Verbal reports are limited to the major business areas necessary for Board members to carry out their role, i.e., finance, ALA Council and LLAMA's role within ALA, the work of the staff, etc.

Agenda and Meeting Documents

The agenda and meeting documents are distributed via ALA Connect, generally at least a week before the meeting. Some documents, particularly those about ALA level issues, may be posted on Connect closer to the meeting. It is the responsibility of each Board member to read the information prior to Board meetings and, if desired, to print hard copies of the documents for the meeting.

Prior to both the Midwinter Meeting and Annual Conference, the president will send the Board a call for agenda items. Any member may ask that an item be included on the agenda.

In addition, LLAMA uses a consent agenda at Board meetings. The consent agenda is used as a time-saving measure for reports that are accepted by the Board but do not require discussion. Typical consent agenda items are minutes, committee and liaison reports, and other reports that do not require Board action, but that members should review before each meeting. The President, or presiding officer, will ask if there are any questions or comments about the reports, and routine questions will be answered by officers or staff. The President will then ask for a motion to approve the consent agenda, and all of the reports will be accepted. Note that any Board member can request that a report be moved from the consent agenda to the regular agenda, if an in-depth discussion or clarification is needed.

ALL agendas and working documents of the Board are posted to the Board page in ALA Connect, so they can be accessed by future Board members.

Reporting

The staff will post in Connect unapproved minutes from Board meetings within a month of the meeting.

Executive Committee

The LLAMA Executive Committee acts for the Board of Directors between meetings and updates the Board on its activities. The Executive Committee also serves as the budget committee, reviewing the budget under the leadership of the Treasurer.

Composition (see current [Roster](#))

The Executive Committee has **7 members:**

President	Director-at-Large
President-elect	Treasurer
Past-president	Executive Director, non-voting
Councilor	

Members of the Executive Committee also liaise with relevant ALA governing bodies, committees and/or elected officers as appropriate.

Meetings

The Executive Committee generally **meets three times a year**; one is face-to-face, and two are virtual:

- Sept or Oct (virtual): Introductions and preview of the year
- At Midwinter: Thursday, time TBD. Strategy and preview of Midwinter Board
- April or May (virtual): Spring update/Preview of Annual Conference

Members of the committee are generally also in attendance at each Board meeting, whether face-to-face or virtual.

Agenda and Meeting Documents

The agenda and meeting documents are distributed via ALA Connect, generally at least a week before the meeting. Some documents, particularly those about ALA level issues, may be posted on Connect closer to the meeting. It is the responsibility of each committee member to read the information prior to the meeting and, if desired, to print hard copies of the documents.

Prior to meeting, the president will send the committee a call for agenda items. Any member may ask that an item be included on the agenda.

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Generally, Executive Committee meetings are much less formal than Board meetings. Meetings can range from high level strategy discussions to preparation for meetings at the next ALA conference.

ALL agendas and working documents of the committee are posted to the committee page in ALA Connect, so they can be accessed by future committee members.

Reporting

The staff will post in Connect unapproved minutes from Executive Committee meetings within a month of the meeting.

Division Level Committees

Division level committees are formed or disbanded with the approval of the Board. These committees generally coordinate the major programmatic areas of the association, such as continuing education, awards, and mentoring; or the key association management functions, such as member recruitment, marketing, and fundraising.

Composition

Division level committees generally range from 4-15 members, depending on the charge of the committee. Committee members are appointed by the LLAMA President-elect during the spring and summer before he/she takes office at the ALA Annual Conference.

Meetings

At conferences: LLAMA uses an all-committee meeting format in order to maximize efficiency, reduce our conference footprint, and minimize travel between hotels for committee members. There is a single all-committee meeting at each conference:

- At the Midwinter Meeting: Saturday, 10:30-11:30 am
- At the Annual Conference: Saturday, 1:00-2:30 pm

Between conferences: Committees may also choose to meet between conferences, either online or by conference call. ALA Connect provides a live chat option, though committees may choose a more widely used option, like Google Hangouts. For conference calls, LLAMA provides a free service for committee use. For access instructions, committee chairs should contact staff at llama@ala.org.

Agenda and Meeting Documents

Agendas and any necessary documents are developed and/or shared by the committee chair, often in consultation with the rest of the committee.

ALL agendas and working documents of the committee should be posted to the committee page in ALA Connect, so they can be accessed by future committee members.

Reporting

Before each Board and Executive Committee meeting, the President will ask committee chairs for any updates, actions or concerns that the committee wants to share with the Board/Executive Committee.

After each conference (Annual and Midwinter), division committee chairs are required to submit to the office the Section/Division Committee Reporting Form that summarizes section activity for the previous six months. The form also includes an optional budget request for new projects.

In 2017, the due dates for Section/Division Committee Reporting Form are February 10 and July 21. See Section 11 for a copy of the form.

Current (FY16-17) Division Level Committees

Following are the current division level committees of LLAMA. Follow the link to see committee charges and members. For member contact information, login to the ALA website.

- Competencies Committee - [Roster](#)
- Continuing Education Development Committee - [Roster](#)
- Leadership Development Committee - [Roster](#)
- Membership Committee - [Roster](#)
- Mentoring Committee - [Roster](#)
- Nominating Committee - [Roster](#)
- President's Program Committee - [Roster](#)
- Program Committee - [Roster](#)

Joint Committees

A joint committee can be either at the division or section level. It is formed and appointed in cooperation with another ALA unit, such as a division or round table. These committees generally coordinate projects that crossover the interest areas of both groups, such as the ACRL/LLAMA-BES Interdivisional Committee on Building Resources, and the LLAMA/NMRT Joint Committee on Collaboration.

Meetings

At conferences: Joint committees meet at times convenient to members, and are outside of LLAMA all-committee meetings. A joint committee chair should contact his or her ALA staff liaison to schedule the meeting.

Between conferences: Committees may also choose to meet between conferences, either online or by conference call. ALA Connect provides a live chat option, though committees may choose a more widely used option, like Google Hangouts. For conference calls, LLAMA provides a free service for committee use. For access instructions, committee chairs should contact staff at llama@ala.org.

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ALL agendas and working documents of the committee should be posted to the committee page in ALA Connect, so they can be accessed by future committee members.

Current (FY16-17) Joint Committees

Following are the current joint committees of LLAMA. Follow the link to see committee charges and members. For member contact information, login to the ALA website.

- ACRL/LLAMA Interdivisional Committee on Building Resources - [Roster](#)
- LLAMA SASS/RUSA STARS Cooperative/Remote Circulation Access Cmt - [Roster](#)

Task Forces

Task forces are generally assigned by the president, with concurrence of the LLAMA Executive Committee, to work on a specific issue or short-term project. Recent examples include the Task Force on Leadership Education and the Library Leadership and Management Competences Task Force. Task forces can meet at the ALA conferences, but since their charge is short-term, they often meet virtually between conferences. After their work is completed, a Task Force delivers its final report/recommendations to the Board.

There are currently no task forces assigned in LLAMA.

LLAMA Representatives to Other ALA Units

A member may serve as a [representative](#) to another ALA unit by virtue of his or her position in LLAMA. Currently, the following positions have a representative relationship with other ALA units:

<u>LLAMA Position</u>	<u>ALA Unit</u>
President-elect	Committee on Appointments
Treasurer	Planning & Budget Assembly
Membership Cmt Chair	Membership Promotion Task Force
Program Cmt Chair	Conference Program Coordinating Team

The representative will speak for LLAMA on the ALA unit, and share relevant information between the unit and the division. Representatives are asked to share written reports with the Board, if the activity of the ALA unit requires Board input or action.

Meetings

These ALA units generally only meet at conferences, and representatives should check the conference schedule for meeting times/locations.



LLAMA Liaisons to Other ALA Units

A member may be appointed by the President-elect to serve as a [liaison](#) to another ALA unit. LLAMA does not have liaisons to all ALA units, only those where a liaison is requested or the work of the unit aligns with LLAMA's work. LLAMA may have a liaison to the following ALA units:

ALA Unit

Advocacy Coordinating Group
ALSC Managing Children's Services Committee
Atkinson Award Cmt
Cmt on Professional Ethics
Emerging Leaders Sub-Cmt
Intellectual Freedom Committee
Legislative Assembly
Recruitment Assembly

The liaison will speak for LLAMA on the ALA unit, and share relevant information between the unit and the division. Liaisons are asked to share written reports with the Board, if the activity of the ALA unit requires Board input or action.

Meetings

These ALA units generally only meet at conferences, and liaisons should check the conference schedule for meeting times/locations.