

Section 9 – Staff Roles and Responsibilities

LLAMA staff work as your partners in moving forward section and committee programs and initiatives. They are a resource for any questions you have about LLAMA or about how to get things done.

It is important to note that staff have dual roles: they primarily work on LLAMA projects, but they are employees of ALA and also have responsibilities within the broader organization. This is particularly true of the LLAMA Executive Director.

Currently there are two ALA staff positions supporting LLAMA. Major projects areas are well defined and administrative tasks are shared.

Executive Director

Kerry Ward; kward@ala.org; 800-545-2433, ext. 5036

Major Responsibilities

- Advocating for LLAMA interests within ALA
- Providing advice and guidance to LLAMA leaders, committees, and members
- Serving as a non-voting member of the LLAMA Board and Executive Committee
- Creating and/or distributing Board/Executive Cmt reports
- Annual Conference preconferences and special events
- Managing the budget and financial reports, including the endowment
- Managing the annual election
- Managing the annual committee appointment process
- Managing the awards programs
- Managing new initiatives
- Attending ALA meetings, serving on ALA committees and workgroups
- Looking for collaborative opportunities with other ALA units
- Process improvement, increasing efficiency
- Contracts (speakers, hotels, etc.)
- Member spotlight updates
- Understanding and applying association management best practices
- Policy and procedure questions



Leadership Orientation

Program Officer for Continuing Education

Fred Reuland, freuland@ala.org; 800-545-2433, ext. 5032

Major Responsibilities

- Webinar production – planning, scheduling, content, marketing, registration, technical support, program evaluation, database maintenance
- Continuing Education Development Committee - Staff liaison
- Annual Conference program scheduling, descriptions, and support
- Annual Conference and Midwinter Meeting scheduling for committee and discussion group meetings
- Annual Conference and Midwinter Meeting audio/visual requests
- Annual Conference and Midwinter Meeting catering requests
- Member expense reports
- Survey distribution for sections and committees

Shared Administrative Tasks

- Participate on bi-weekly presidents' calls (President, President-elect, Past-President)
- Member email blasts
- Responding to member questions/concerns
- Member database updates (new committee members, new emails, etc.)
- Website updates
- Requests for listserv postings
- Speaker agreements
- Payment requests
- Member/committee support at ALA conferences

LLAMA Staff Calendar (major projects are highlighted)

September:

- 1st: New fiscal year begins
- Orientation webinar for section vice-chairs; led by Exec Cmt/staff
- Executive Cmt Fall Meeting (online): introductions, agenda for Fall Planning Mtg
- Submit emerging leader project to ALA (if applicable)
- Initial communication with nominating committee chairs, including election timeline and instructions
- Initial communication with section/cmt chairs, including links to this guide and program planning information

October:

- Reconcile and submit financial reports for previous fiscal year
- Submit Annual Conference preconference and special event information/budgets

November:

Generally a good month for major project work

- Reconcile and submit to ALA final financial report for previous fiscal year

December:

- Pre-Midwinter Board Update (online)
- Preparation for Midwinter Meeting
- Work on ALA Leadership Institute
- Awards promotion

January:

Bad month for major project work

- ALA Midwinter Meeting: support for Career Institute, Board/Committees, special events, etc.
- Intense communication with nominating committee chairs and candidates
- Download information from candidate database, compile division/section ballots, submit to ALA

February:

- Draft with Treasurer initial budget and supporting documents for next fiscal year, submit to ALA
- Compile Midwinter section/committee reporting forms
- Select and contract with a hotel for April JCD jury meeting in Chicago

March:

Generally a good month for major project work

- Reconfigure appointment database for incoming president/section chairs, test
- Budget meetings with ALA on initial budget for next fiscal year
- ALA/LLAMA election open, publicize
- Preparation for spring Executive Committee meeting

April:

Generally a good month for major project work

- Online Executive Cmt Spring Meeting
- Support JCD jury meeting in Chicago

May:

Bad month for major project work

- Preparation for Annual Conference
- Pre-Annual Board Update (online)
- ALA/LLAMA election results, publicize

June:

- ALA Annual Conference: support for programs, preconferences, special events, and Board/committees

July:

- 1st: new terms for division and section leaders begin. Make final appointment adjustments as requested, update committee rosters on website. Update officers' page/president's photo. Update discussion lists.
- Compile Annual Conference section/committee reporting forms

August:

- **Generally the month with the most staff off because vacation must be used by August 31**
- Midwinter institute/special event registration information due to ALA
- Compile and distribute draft of new fiscal-year AOP to Board members
- Acknowledgements for past Board members and committee chairs
- Submit final revenue/expenses to ALA for fiscal year close
- Organize emerging leader candidates for Executive Cmt review; submit selections to ALA