

ACRL AFAS Executive Committee Meeting
Saturday, June 25 1994
11:30am - 12:30pm
Miami Beach Convention Center - D236

Annotated AGENDA
for Michael Walker

1. Progress on Section Review (Due September 1, 1994)
So far no real progress has been made on this. Ask Stanton if he was able to get documents from Rodney Lee. I am checking with the ACRL offices here in Miami to see if I can get another copy of whatever forms, directions, etc. we were originally furnished. We have until Sept. 1 to do this. All I care about is that it gets done.
2. Membership Report.
Dorothy Washington (NYPL) is supposed to take over this. I admit that I have not sent her the info she needs. Michael, you will need to talk to the ACRL offices to have the chair of the Membership Committee receive a copy of the membership report and labels for mailing.
Attached is a copy of the last membership report from ACRL. Please note (for the record) that AFAS continues to experience a net gain in personal (and total # of) memberships, which is good considering that ACRL is not growing.
3. Proposal to Establish a Committee on Archives.
See the attached proposal from Doris Clack.
4. Proposal to Establish the Position of Section Archivist
See the attached proposal from Doris Clack.
5. AFAS Elections: By-laws questions
See the attached e-mail exchange between Rochelle and Mark. You are probably deeply aware of this whole thing.
6. Committee reports
Call for them.
7. Other business (old and new)

If Itibari comes to the meeting, tell him to get in touch with me. I never received any kind of word as to whether or not he was going to put together a discussion for our meeting on Monday.

Michael, thanks a lot for doing this. see you later.

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AFRO-AMERICAN STUDIES LIBRARIANS SECTION (AFAS)
ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
AMERICAN LIBRARY ASSOCIATION

Proposal to Establish a Committee on Archives

- Name:** Committee on Archives
- Charge:** To set policy regarding the collection, organization, preservation or archival documents of the Section.
- To ensure that Section archives are preserved within Association policies.
- Qualifications:** The person selected to serve as Section Archivist shall have a knowledge of or interest in archival work or bibliographic organization processes.
- Membership:** The Committee shall consist of three members selected for their knowledge of and interest in archival work or bibliographic organization processes. The Section Archivist shall be a member of the Committee.


**AFRO-AMERICAN STUDIES LIBRARIANS SECTION (AFAS)
ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
AMERICAN LIBRARY ASSOCIATION**

Proposal to Establish the Position of Section Archivist

- Position:** Section Archivist
- Charge:** To ensure that all records created by the Section and no longer needed for everyday business of the Section are preserved.
- Qualifications:** The person selected to serve as Section Archivist shall have a knowledge of or interest in archival work or bibliographic organization processes.
- Membership:** The Section Archivist shall be a member of the Committee on Archives and shall serve at the discretion of the Chair of the Section.

M E M O R A N D U M

TO: ACRL Section Chairs and Vice-chairs
ACRL Committee Chairs
ACRL Chapter Chairs
ACRL Discussion Group Chairs
ACRL Editorial Board Chairs

FROM: Althea H. Jenkins 
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Internet: U55385@uicvm.uic.edu

DATE: September 22, 1993

RE: ACRL Staff Reorganization

Promotions for ACRL staff within ALA during the past year provided opportunities to evaluate the ACRL organizational structure and reorganize staff functions and operations. We have clustered ACRL services and programs into three major units: membership services, publications and national conferences and executive services.

To manage this effort, as well as stay within our budgeted FTE, we decided to take advantage of strengths and experiences of existing managerial staff. The duties of ACRL managers, Mary Ellen Davis and Mary Taylor were realigned giving each a broader range and higher level of responsibility.

Mary Taylor, who has been with ACRL for two years will use her expertise to work with our member units as the **Associate Executive Director**. In her new role, Mary is primarily responsible for working with sections, chapters and discussion groups. She is also the liaison to most ACRL committees. The **ALA Handbook of Organization** identifies the staff liaison to each committee.

In addition, Mary provides support to ACRL divisional and section appointments and nominations committees. She is also responsible for the ACRL rosters, **ALA Handbook** updates, standards, preconferences (except RBMS), membership promotion and retention, advisory services, and the statistics survey. Cynthia Taylor, administrative secretary and Beverley Washington, administrative assistant provide support to the membership services unit.

ACRL reorganization
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Mary Ellen Davis has almost ten years of experience in a number of capacities at ALA and ACRL. We will use her extensive experience in publications and her knowledge of ALA and ACRL policies and practices to provide leadership for our publishing program and the national conferences as the **Senior Associate Executive Director**. In her new role, Mary Ellen is responsible for serial and non-serial publications and their editorial boards including: **C&RL**, **C&RL News**, **RBML**, section newsletters, monographic publications, and graphics. Mary Ellen will continue in her role as editor of **College & Research Libraries News**.

Mary Ellen and I will share responsibility for national conferences. She is also liaison to the Publications and Copyright Committees. In my absence Mary Ellen is responsible for ACRL staff and office operations.

A staff of 3.5 FTE will provide support for the publications/national conferences unit. Pamela Speigel and Jack Helbig both work half time as assistant editors for **C&RL News**. Vacant positions include a full-time program officer, a full-time administrative secretary and a half-time editorial assistant.

We are excited about what might be accomplished through this staff reorganization. We hope it will bring improved services and products to our membership and the changing academic library profession. We are looking forward to your continued support and invite you to let us know how we can be of assistance.

cc: ACRL Board of Directors
Peggy Sullivan

ref: ACRL sps.9/93