

Committee Planning Report

NOTE: ** = Required Field

****Type of report being submitted:** Committee Planning Report

****Date:** 10/23/13

****Committee Name:** Vice Presidential Planning Committee

****Supervising Board Member:** Megan Hodge, NMRT Vice-President

****Chair, Co-Chairs, Assistant Chairs:** Margaret Howard margarethoward01@gmail.com

****Committee members:**

Jo Alcock jo@joeyanne.co.uk

Margaret Howard mhoward710@gmail.com chair

Tinamarie Vella tinamarie.vella@gmail.com

****Committee Charge:**

This committee is charged with assisting the current Vice-President with his or her projects and needs during his or her term. This includes assisting with the planning of the Presidential Program for the subsequent year.

****Project Description / Goals:**

We are working towards the goals of NMRT Vice-President, which are:

- Outreach towards library school students and NMRT members towards the end of their 10 year membership
- Outreach towards librarians in their first library position, or in the first 2-3 years of their library career

****Specific Objectives (numbers, tangible end-products):**

We have created and posted a survey to gather information about what programs and services NMRT members are interested in. We will use the information gathered from this survey to decide how to best achieve the above-listed goals. We are offering a \$20 gift card as an incentive for completing the survey

Financial Report Section:

Your budget appropriation (see budget)	a. \$151.50
Amount which you have spent so far this year	b. \$20
Your estimated additional expenses this year	c. TBD
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.\$20
Difference between budgeted amount and total expenses from above (a-d)	e. \$131.50

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:

TBD

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

N/A

h. Vendor support received: (From the above list, what if any, has been received?)

N/A

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):

none

b. On-site conference volunteers: (include estimated numbers needed and brief job description)

N/A

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):

TBD

****Report submitted by:** Margaret Howard

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