

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** October 15, 2013

****Committee Name:** Liaison Coordination & Support Committee

****Supervising Board Member:** Bohyun Kim (kimb@fiu.edu)

****Chair, Co-Chairs, Assistant Chairs:** Jessica Sender, Chair (jsender23@gmail.com); Michelle Dunaway, Co-Chair (mdunawa@gmail.com)

****Committee members:**

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****Committee Charge:**

The Liaison Coordination and Support (LC&S) Committee is responsible for the Liaison Program. Liaisons provide a method of outreach from New Members Round Table (NMRT) to other American Library Association (ALA) divisions, round tables, and units, as well as other library associated organization to promote attendance and participation in programs, discussion forums, events and committees. The LC&S chair and assistant chair appoint liaisons every year.

****Project Description / Goals:** See Committee Charge above.

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

- Recruit NMRT members to volunteer as liaisons to fill needed spots

- Organize and launch liaison program fully by September 30 (accomplished prior to this date)
- Create effective chair/co-chair relationship, to ensure that once chair leaves, co-chair is in a position to effectively manage taking over the committee leadership position
- Set up “teams of liaisons” with each committee member serving as contact point and team leader to a group of liaisons
- Committee members will contact liaisons at least once per quarter to remind them about postings to NMRT and their respective units and will provide prompt responses to any questions/concerns
- Committee members will provide liaisons with pertinent information for NMRT meetings and events at the **Midwinter Conference** and ask that liaisons communicate the same with their liaison units
- Committee members will support and encourage liaisons with encouragement, tips, and suggestions, e.g., writing an entry for *Footnotes* in the Fall, Winter, or Spring
- Collect feedback from committee members and finish/evaluate/revise Best Practices document for liaisons
- Create Best Practices document for LC&S committee members (including suggestions for recruiting and possible troubleshooting)
- Establish list of state ALA chapters that have bylaws indicating state’s appointment of the ALA-NMRT liaison
- Compile data from liaisons about the quantity and kinds of communication they forwarded to NMRT and their liaison units to include in the final report
- Encourage existing liaisons to apply to serve on next year’s LC&S committee
- Recruit existing liaisons to renew their appointment(s), as applicable
- Create system to better track and retain liaison-years served, backup liaisons, etc.
- Committee members will provide liaisons with pertinent information for NMRT meetings and events at the **ALA Annual Conference** and ask that they communicate the same with their liaison units
- Ask liaisons to specifically invite their units to attend NMRT Orientation (as a representative and/or be sure their unit brochures are available at that program) and possible other programs (to be determined)

Financial Report Section:

Your budget appropriation (see budget)	a. 0
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 0
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.0
Difference between budgeted amount and total expenses from above (a-d)	e. 0

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:
No vendor support is anticipated.

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)
The committee has not requested any vendor support.

h. Vendor support received: (From the above list, what if any, has been received?)
The committee has not received support from any vendors.

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):

We do not need any specific help at this point in time, although will be addressing this with the LC&S committee to determine if any further action needs to be taken to ensure smooth communication.

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

The committee does not plan to meet face-to-face at either the Midwinter Meeting or the Annual Conference, although the Chair will try to have an informal gathering with any committee members who are present at the conferences.

No on-site volunteers will be needed.

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

The committee will provide a list of suggested avenues (listservs, social media, publications, etc.) which will be used for recruiting liaisons in late spring and again in July (as needed). A template message will be created for this specific use.

**Report submitted by: Jessica Sender

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