

**American Library Association – New Members Round Table**  
**Executive Board Electronic Meeting**  
**June 16-17, 2003**  
**Held through NMRTBD List**  
**(nmrtbd@ala.org)**

**Officers in Attendance:**

Joseph Yue, President  
Bill Armstrong, Secretary  
Nadine Flores, Outreach Director  
Shannon Tennant, Networking Director  
Dora Ho, Past President  
Sally Gibson, Member Services Director  
Beth Kraemer, Vice President  
Bill Jenkins, Treasurer

Ursula Ellis, Parliamentarian for Emeeting (member of Governance Committee)

**Guests:**

Entire NMRTBD list (includes all chairs of committees and any general member of NMRT who chose to subscribe to the list in order to attend the meeting).

**Agenda**

1. Call to order/sign-in after June 16 (Mon) 12:00 MDT
2. Approval of 2003-2004 budget--Bill Jenkins/vote by June 16 13:00 MDT
3. Approval of MW 2003 Minutes--Bill Armstrong/vote by June 16 14:00 MDT
4. Scholarship Committee status--Beth Kraemer/vote by June 17 10:00 MDT
5. Liaison Coordination and Support Ad hoc Committee recommendation/proposal--Shannon Tennant/vote by June 17 12:00 MDT
6. New Writers Support Ad hoc Committee final recommendation/proposal--Beth Kraemer/vote by June 17 14:00 MDT
7. Speakers Bureau Ad hoc Committee recommendation/proposal—Beth Kraemer/vote by June 17 21:00 MDT)

**I. Call to Order**

At 12:00 MDT on Monday, June 16, Joseph Yue called for Board members to sign in.

## **II. New Business**

**a) Approval of 2003-2004 Budget** (Bill Jenkins) (a link to the budget can be found on the NMRT web site under Handbook, Section 1: About NMRT, Budget)

**Motion:** Bill Armstrong moved that the Board approve the 2003-2004 budget. Nadine Flores seconded the motion.

**Discussion:**

Dora Ho asked if there was "any room for discussion for allocation of money for a possible "Retreat" for 2003-2004 year? I notice that wasn't in the budget!"

In response to Dora's question, Beth Kraemer made the following comments:

To let everyone know what Dora is referring to, I had been looking into holding an all-day NMRT leadership retreat at Midwinter in San Diego. Due to the cost of the speaker and catering, however, and the fact that NMRT doesn't have any way to defray this cost (i.e., no subsidy from ALA for such an event), the retreat has been tabled for the time being. I think holding a retreat like this to review our goals, etc., is vital, but short of charging people to attend -- which I'm very much not keen on -- we've sort of run into a wall on this.

Beth Kraemer

From Bill Jenkins concerning the budget:

I will just add my brief comment for discussion purposes.

This is the same budget that everyone saw at Midwinter. One thing that will change during the year is that fact that the *Footnotes* expenditure will be smaller, so we can then reallocate funds from *Footnotes* to other committees or just save the money. I'm planning on asking for a revised quote from ALA publications after Annual, so we have a better idea of the new *Footnotes* cost.

Other than that, everyone knows I'm working on ways to make the budget more realistic for future years. I polled the committees in the middle of the year to ask them if they had enough money, and will be doing the same after Annual. Doing this will hopefully make the next budget preparation (04-05) even more accurate.

Let me know if you have any questions, but since the budget is the same, I assume everyone is set.

BillJ, Treasurer

Returning to the topic of the retreat, Nadine Flores asked how much the retreat would cost per person, to which Beth Kraemer responded...

From Beth Kraemer:

That hasn't been determined. But I don't think it would be appropriate to charge attendees anything, except perhaps for a boxed lunch. The bigger issue is the speaker's fee, which would come in well over our budget cushion. I regret that I don't have the exact figure with me right now, as I'm working from home and wasn't expecting this discussion...

Beth Kraemer

Bill Armstrong then called for the question on the matter of the budget.

**Vote:**

Nadine Flores, yes

Beth Kraemer, yes

Bill Armstrong, yes

Sally Gibson, yes

Bill Jenkins, yes

Shannon Tennant, yes

Dora Ho, yes

**Motion carried.**

**b) Approval of 2003 minutes (Bill Armstrong)**

*Tuesday, June 17, 2003*

Corrections noted:

Minutes, Second Meeting

- 1) There are two periods after the first sentence under Student Reception Funding--Discussion.
- 2) Under Shirley Olofson, it was the children who had approached Joseph and expressed an interest to contribute money, not the husband.

Minutes were approved as corrected.

**c) EBSCO Scholarship Committee status (Beth Kraemer)**

**Board Action Requested:** Dissolution of the EBSCO/NMRT Scholarship Committee

Joseph Yue asked for a motion to dissolve the EBSCO/NMRT scholarship committee.

From Joseph Yue:

Note: This scholarship is for library school tuition, ... and the other two NMRT awards are travel grants for ALA conferences.

Joseph Yue

**Motion:** Beth Kraemer moved that the Board dissolve the EBSCO Committee, motion seconded by Bill Armstrong.

**Discussion:** None

Bill Jenkins called the question, seconded by Bill Armstrong.

**Vote:**

Dora Ho, yes

Bill Jenkins, yes

Bill Armstrong, yes

Sally Gibson, yes

Beth Kraemer, yes

Shannon Tennant, yes

Nadine Flores, yes

**Motion carried.**

Change in agenda approved; New Writers Support Ad hoc Committee final recommendation/proposal to be taken up next.

**d) New Writers Support Ad hoc Committee final recommendation/proposal (Beth Kraemer)**

**Board action requested:** To extend the appointment term of this ad hoc for an additional year. The current charge is as follows:

“Gather resources and create documents helpful to new writers for library research; facilitate discussion and manage subscription of NMRTWRITER list.”

**Motion:** Beth Kraemer moved to extend the term of the New Writers' Support ad hoc committee for another year. Shannon Tennant and Sally Gibson seconded the motion.

**Discussion:** None

**Vote:**

Bill Armstrong, yes

Sally Gibson, yes

Nadine Flores, yes

Dora Ho, yes

Bill Jenkins, yes

Beth Kraemer, yes

**Motion carried.**

**e) Liaison Coordination and Support Ad Hoc Committee Recommendation/Proposal (Shannon Tennant)**

**Board Action Requested:** To approve the creation of a standing Liaison Coordination and Support Committee. The committee will be charged and structured as described in the attached Handbook entry.

Liaison Coordination and Support Committee Charge

To provide a method of outreach from New Members Round Table (NMRT) to other American Library Association (ALA) Units in order to promote attendance and participation in programs, discussion forums, events and committees.

**Motion:** Bill Jenkins moved to approve the liaisons proposal, seconded by Nadine Flores.

**Discussion:** None.

[Note: Earlier in the meeting, Shannon sent a message with two attachments (see Supporting Documents) and the following explanation:]

From Shannon Tennant:

Attached please find the Liaisons proposal and handbook entry. The quick and dirty explanation is that for the last year, the Liaisons committee has been an ad hoc committee, looking into ways to revise the Liaisons program. We are now going to propose to make the committee a standing committee and to structure the liaison program as outlined in the documents (with liaisons appointed by the president but working with the committee, rather than reporting to the Network director as was previously the case.) The handbook entry can always be tweaked later if there are some minor corrections.

Shannon Tennant

**Vote:**

Bill Armstrong, yes  
Nadine Flores, yes

*Wednesday, June 18, 2003*

**Vote (cont.)**

Shannon Tennant, yes  
Sally Gibson, yes  
Beth Kraemer, yes  
Bill Jenkins, yes  
Dora Ho, yes

**Motion carried.**

**f) Speakers Bureau Ad Hoc Committee recommendation/proposal**

From Joseph Yue:

Since there is no extension or request from Speakers Bureau Ad Hoc, the committee charge will expire at the end of this ALA Annual Conference. On behalf of the board, I would like to thank all the current and past chairs and members of Speakers Bureau for working on this project.

I would like to thank everybody for their hard work this year. We have accomplished quite a bit.

If there are no other motions or proposal, is there a motion to adjourn?

Joseph Yue

**III. Adjournment**

Nadine Flores moved that the Board adjourn, seconded by Beth Kraemer.

Meeting adjourned at 12:00pm MDT, June 18, 2003.

Respectfully submitted,  
William W. Armstrong  
NMRT Secretary

## **Supporting Documents**

### **1) EBSCO Committee Proposal (item ‘c’ in meeting)**

#### **Proposal Form for NMRT**

**From** (name and office/committee): Beth Kraemer, NMRT President-Elect

**Date:** June 12, 2003

\*\*\*\*\*

**A. Board action requested:** Dissolution of the EBSCO/NMRT Scholarship Committee

**B. Background:** For more than fifteen years, EBSCO was able to fund the EBSCO/NMRT Scholarship for library school students. In 2002/2003 EBSCO pulled their funding of the award, in great part due to economics.

**C. Rationale:** NMRT cannot afford to award this scholarship without an outside sponsor such as EBSCO. Because of this, it is recommended that the scholarship committee be dissolved until such time as outside funding for the award may become available again.

**D. Impact on ...**

- 1. Organization:** NMRT will have one less way to publicize the goals of the organization and the benefits of membership.
- 2. Committee** (issuing proposal): EBSCO Committee will be dissolved; current 2002-2003 members had been reassigned previously.
- 3. Other committees:** Publicity will not have to work with the committee on press releases, etc.; Web will not have to maintain the EBSCO/NMRT Scholarship web site; the 3M Grant and the Shirley Olofson awards may get more applicants due to the unavailability of the third award.
- 4. Finances** (Please indicate amounts here with only brief descriptions. Detailed descriptions of costs should be supplied in “E. Supplemental information” below.)

- As the \$1000.00 award was funded fully by EBSCO, NMRT finances will not be affected.

## **2) New Writers Support Ad hoc Committee final recommendation/proposal (item 'd' in meeting)**

>From (name and office/committee): Sarah Weisman and Deloice Holliday, New Writers Support Ad Hoc Co-Chairs

Date: June 13, 2003

\*\*\*\*\*

### **A. Board action requested:**

To extend the appointment term of this ad hoc for an additional year. The current charge is as follows:

"Gather resources and create documents helpful to new writers for library research; facilitate discussion and manage subscription of NMRTWRITER list."

### **B. Background:**

The committee was established to revitalize the NMRTWRITER listserv and to explore whether if there would be a niche NMRT could fill in supporting new researchers who are interested in publishing. Ideally this committee will ultimately become a permanent part of NMRT, either as a standing committee or preferably -- by being integrated into the work of a current NMRT committee, yet to be determined.

### **C. Rationale:**

The committee has accomplished quite a bit this year, effectively revitalizing the listserv and beginning to compile and gather resources for new writers, but more work needs to be done to create a web presence for the committee, continue gathering and refining resources for new writers, forging relationships with other ALA committees, and further encouraging NMRTWRITER listserv discussion.

### **D. Impact on: 1.Organization:**

We notice more and more programs on helping new writers, yet there has not been a clearing house or a place for people to gather in one place various information, or to interact with reviewers, editors, and experienced and new researchers/writers on an on-going basis. This may be a niche NMRT can fill, while at the same time expanding networking opportunities for our members through collaboration with other ALA units.

2.Committee (issuing proposal):

Before this year, the NMRTWRITER list had not been active for approximately two years. Granting this additional year will enable the committee to complete the rest of the project, such as establishing an online resource for new writers, working with other ALA units to form meaningful relationships for NMRT, and further enriching the online discussion held periodically throughout the year.

3.Other committees:

No other NMRT committees are focusing on this area.

4.Finances (Please indicate amounts here with only brief descriptions. Detailed descriptions of costs should be supplied in "E. Supplemental information" below.) a.Itemized expenses:

N/A

b.Amount not covered by current allocations:

N/A

E. Supplemental information (e.g. complete text of the report or policy; and for any proposal that requires additional funding, provide a description and justification for each item):

N/A

**3) Liaison Coordination and Support Ad Hoc Committee Recommendation/Proposal (item "e" above)**

**Proposal Form for NMRT**

**From** (name and office/committee): **Shannon Tennant, Networking Director; Sigrid Kelsey and Marilyn Ochoa, Co-Chairs of the Liaison Coordination and Support Ad Hoc Committee**

**Date:** June 17, 2003

\*\*\*\*\*

**A. Board action requested:**

To approve the creation of a standing Liaison Coordination and Support Committee. The committee will be charged and structured as described in the attached Handbook entry.

### Liaison Coordination and Support Committee Charge

To provide a method of outreach from New Members Round Table (NMRT) to other American Library Association (ALA) Units in order to promote attendance and participation in programs, discussion forums, events and committees.

#### **B. Background:**

The Ad Hoc Committee had been charged to: "develop and propose a plan to establish the NMRT Liaison Program that will best serve NMRT members, by the 2003 ALA Annual Conference. The Committee may also consider a plan for the NMRT Affiliates Program."

#### Major Responsibilities:

1. Establish the criteria for selecting Liaisons to serve NMRT and ALA units.
2. Determine the status of and other guidelines for Liaisons within NMRT. Determine Liaison Leadership. Prepare a recruiting plan for NMRT Liaisons.
3. Develop the lists of tasks for Liaisons to complete.
4. Develop a possible list of ALA Units for NMRT Liaison contact.

However, an Executive Board decision during Midwinter 2003 determined that the charge to investigate the Affiliates Council, where NMRT groups of state ALA chapters sent representatives to NMRT, should be reevaluated by a separate Ad Hoc Committee.

#### **C. Rationale:**

Since the Ad Hoc foresees that the Liaison Program will require substantial and particular administrative duties, it is recommended that the responsibility be transferred from the Networking Director to the Liaison Coordination and Support Committee.

The Liaison Coordination and Support Ad Hoc Committee met its responsibility to recharge the Liaison Program for NMRT; the documentation developed by the Ad Hoc can be used to effectively administer and provide guidance for NMRT Liaisons. With the acceptance of the attached Liaison Program documentation and the formation of the Liaison Coordination and Support Committee, the NMRT Liaison Program can best alert members to opportunities for participation and leadership.

The liaison must gather information from other ALA units that are relevant to NMRT members and disseminate information that reflects the goals and objectives of NMRT as indicated in the Handbook for NMRT. Before this current year, the Liaison Program activities were spotty at best but guidance from the Ad Hoc Chairs encouraged the appointment of and dissemination of information by NMRT liaisons. To streamline and ensure that the round table and ALA Units benefit from the Liaison Program, a committee should exist to oversee the recruitment of volunteers and their appointment and to disseminate important administrative information to liaisons.

#### **D. Impact on ...**

##### **5. Organization:**

- An additional Chair position will need to be filled each year.

- Networking Director will be responsible for an additional committee, and transfer specific responsibilities regarding Liaisons to the Liaison Coordination and Support Committee.

**6. Committee (issuing proposal): n/a**

**7. Other committees:**

- Since the committee volunteer form should be altered to allow members to specify three ALA Unit preferences, the Committee will update the Volunteer Interest Form and Liaison Report Form with the assistance from other NMRT Committees including the Web Committee. The Liaison Committee will also create a website.
- Liaisons will have a working relationship with the Alumni Relations and Mentoring committees and/or members as necessary. These committees can assist the liaison to create mentorship relationships with alumni who can then advise on issues of a particular ALA Unit that are beneficial for NMRT.

**8. Finances (Please indicate amounts here with only brief descriptions. Detailed descriptions of costs should be supplied in “E. Supplemental information” below.)**

**a. Itemized expenses: None**

**b. Amount not covered by current allocations:**

**E. Supplemental information (e.g. complete text of the report or policy; and for any proposal that requires additional funding, provide a description and justification for each item):**

Procedures Used to Accomplish Major Responsibilities

1. Consult with Networking Director, predecessors and other officers, past and present to obtain information on the previous Liaison Program.
2. Compile a list of ALA units to be served by NMRT Liaisons.
3. Compile a list of potential liaisons for upcoming meetings.
4. Create a checklist of responsibilities and expectations for NMRT Liaisons to various ALA units.
5. Confirm interest of liaison volunteers. Seek other liaison volunteers.
6. Develop leadership and support structure for NMRT Liaison Program.
7. Determine reporting structure for Liaison reports and other documentation.
8. Develop criteria for Liaison Leadership to determine what information gathered by Liaisons is appropriate for distribution to NMRT members. Create a webpage for the final reports disseminated by Liaison Leadership.
9. Create documentation concerning the responsibilities and methods used by this committee to complete assigned tasks for Leadership.

**4) Liaison Handbook Entry**

## **Liaison Handbook**

### **Liaison Program Goal**

The Liaison Program will be used as a method of outreach from the New Members Round Table (NMRT) to other American Library Association (ALA) Units. It will promote attendance and participation in programs, discussion forums, events and committees.

Becoming a liaison will enable the NMRT member to take an active role in the activities of NMRT and other Units within ALA, and will provide the liaison an opportunity to provide others in NMRT and ALA Units with knowledge of activities that may be of interest to them. Further, in accordance with Article II of the NMRT Constitution and Bylaws, becoming a liaison will enable “leadership training and opportunities to help those approaching the end of their NMRT eligibility make the transition to future positions in the association and the profession.”

### **Definition**

A liaison from NMRT to another ALA Unit is appointed to communicate NMRT interests held in common with the other group and to advise NMRT regarding activities and issues of the other Unit that may have implications for NMRT. The working relationship between NMRT appointed liaisons and the Unit is defined by the interest NMRT has with the ALA Unit where:

1. the Unit addresses issues and concerns relevant to new members,
2. programs and other activities can be jointly administered or planned, and not duplicated,
3. policies and actions of either group can be served by the relationship, and
4. the relationship will improve attendance to programs and participation in either group.

Specifically, the resulting relationship will allow the two groups:

1. To provide two-way communication between NMRT and other ALA Units such as round tables, assemblies, committees, or sections. The liaison serves as a channel for communicating concerns and interests shared by the two Units. The liaison keeps NMRT members informed of the activities, programs and operations of the Unit to which he/she is liaison.
2. To give senior NMRT members the opportunity to keep members of another ALA Unit informed of the activities, programs, and operations of NMRT where appropriate, to make valuable contributions to that Unit, become oriented in another ALA Unit, and to make contacts outside NMRT.
3. To give NMRT members the chance to participate and gain experience in program planning outside NMRT by way of co-sponsorships of programs with other ALA Units. The communication between NMRT and the ALA Unit will help to avoid duplicate programming activities and will enable sharing, if appropriate, of programming and publication efforts in areas of mutual interest through co-sponsorship.

### **History of the Committee**

The Liaisons were a loosely organized group, reporting to and coordinated by the Networking Director. Also, in the past, the NMRT groups of state ALA chapters sent representatives to NMRT, called the Affiliates Council. To revitalize these groups, a Liaison Coordination and

Support Ad Hoc Committee was appointed in 2002-2003 to investigate the possibility of creating a standing committee for liaisons and to propose a plan to establish the NMRT Liaison Program. The Executive Board decided during Midwinter 2003 that a separate committee should reevaluate the Affiliates Program.

### **Liaison Types**

The Basic Categories for NMRT Liaisons include:

1. Regular Liaisons. Appointed at the request of NMRT or another ALA Unit to provide two-way communication between NMRT and that Unit. These positions are appointed every year; length of appointment is one year unless the Executive Board approves reappointment.
2. Ad Hoc Liaisons. Appointed at the request of NMRT or another ALA Unit to work on a specific program or project or for a specific purpose. These positions are appointed upon request; length of appointment is the completion of the program, project, etc. Not excluded is the possibility of a Regular Liaison working on a specific program or project or seeking co-sponsors for NMRT programs when appropriate.

### **Relationship to ALA Unit appointed Liaisons**

Another model of Liaisons is where an ALA Unit appoints a liaison to NMRT. That ALA Unit appointed liaison will serve as our NMRT liaison "mentor" or guide to the Unit; the Unit liaison will help the NMRT member get to know the Unit liaised and will help to identify appropriate issues, activities, information and ideas of mutual interest.

If NMRT does not already have an NMRT appointed liaison to the Unit, NMRT will vet members and appoint a liaison to work with the ALA appointed liaison. The NMRT Liaison will invite the Unit counterpart to appropriate activities of mutual interest, such as Orientation, President's Program, Alumni and Student receptions.

### Current ALA Units with Liaisons Appointed:

- Association of Specialized and Cooperative Library Agencies
- Intellectual Freedom Round Table
- Library Administration and Management Association

### **Relationship between Alumni Members and Liaisons**

Liaisons also might create an informal mentorship relationship with alumni who can advise the new liaison on issues of a particular ALA Unit that are beneficial for NMRT.

### **Selection and Appointment of Liaisons**

#### Criteria

Liaisons should be NMRT members in good standing. Liaisons will either be designated by NMRT to liaise with a group or will be requested by the ALA Unit to be included in NMRT activities. Liaisons therefore should have an established interest in the ALA Unit with which they will liaise. Because the main responsibility of the liaisons is to transmit information between NMRT and the ALA Unit, they should already be involved in the ALA Unit to be represented.

### Recruitment

NMRT members will be informed of the opportunity to serve as a liaison to an ALA Unit via the Committee Volunteer Interest form on the NMRT homepage, and via brochures and other advertisements distributed on listservs, websites, *Footnotes*, and other publications, and at Conferences. Examples are listed as Attachment A, Recruitment Devices. Separate emails sent to nmrt-l@ala.org is another method to recruit for volunteers.

The Committee Volunteer Interest form is available at <http://www.lib.lsu.edu/ALA/nmrt/roster.html>. The Committee will modify the form on the NMRT website to capture appointments automatically. Volunteers can select up to three ALA Unit preferences to serve as liaisons. The Liaisons Handbook that includes criteria and expectations information will be accessible from the Committee Volunteer Form so that NMRT members can determine their appropriateness to serve as a liaison.

### Appointment Process

The appointment process each year consists of:

1. Members complete the Committee Volunteer Interest form including preferences in committees.
2. Liaison Committee will email members to confirm interest to serve and will send the NMRT President a list of interested members.
3. NMRT President will appoint liaisons based on the recommendations of Liaison Coordination and Support Committee Chair at Annual Conference.
4. Liaison Coordination and Support Committee Chair will confirm appointments via email and will invite appointed liaisons to next conference meeting (e.g. Midwinter) to give briefing of responsibilities.
5. Members already serving as a liaison who wish to continue their service will contact the Liaison Coordination and Support Committee Chair to express their continued interest to serve as liaison for Unit.

When NMRT sends a liaison to another Unit, the Liaison Coordination and Support Committee Chair should announce the appointment in a written communication to that group which:

1. Asks the ALA Unit to accept the liaison,
2. States NMRT's purpose in establishing the liaison,
3. Requests the ALA Unit include the liaison in the distribution of agenda and minutes, and
4. Informs the ALA Unit that the liaison will observe and submit relevant information to NMRT.

### **Term and Number of Appointments**

Liaisons are not appointed as full Committee members within NMRT and are considered to be volunteers. Liaisons are appointed to one-year terms and can be reappointed for two consecutive terms with the recommendation of the Liaisons Coordination and Support Committee Chair.

Liaisons may be appointed to no more than two ALA Units at a time. Service as a liaison does not count against the three direct committee appointment rule governing ALA.

## **Major Responsibilities**

The liaisons take a key role in increasing awareness of information and ideas of mutual interest to NMRT and ALA Unit members. The responsibilities of the liaisons are to:

1. Meet at Midwinter and Annual NMRT meetings and events, and attend meetings of their respective ALA Units.
2. Join appropriate listservs, including [nmrt-l@ala.org](mailto:nmrt-l@ala.org). Monitor publications of the ALA Unit.
3. Submit committee meeting dates and program information for their ALA Unit. Request inclusion in the distribution of agenda and minutes for the Unit. Publicize information concerning the ALA Unit including relevant program invitations, announcements and other information.
4. Keep their ALA Units informed of NMRT activities that would be of interest, such as the programs sponsored by the Student and Student Chapter Outreach Committee, the Student Reception, Mentoring, etc.
5. Invite Unit representatives to attend functions like Orientation and the Student Reception.
6. Report on discussions, policies, and action of their ALA Units that are relevant to NMRT. Obtain minutes, if possible, and summarize relevant sections.
7. Report on discussions, policies, and action of NMRT that are relevant to their ALA Unit.
8. Identify and alert NMRT of Unit programs which NMRT may wish to co-sponsor, either from Unit breakout sessions, listservs or other means.
9. Submit a written report of meetings attended to the Executive Board at the Midwinter Meeting, at the Annual Conference, and at other times upon request if necessary. If necessary, provide an oral report to the Board, under the supervision of the Chair. Reports will be considered, and highlights will be provided to NMRT members via *Footnotes*, NMRT-L and other forums.
10. Find an alternate (e.g. ALA Unit counterpart) to attend and report on meetings of NMRT or ALA Unit if attendance to meetings is not possible. This alternate will submit the report to the liaison. If an alternate cannot be found, secure the minutes or other information from the meeting by making a request to the Secretary or another officer.

### Basic Checklist to Meet Roles/Responsibilities:

- Make contact with NMRT Liaison Coordination and Support Committee Chair, the assigned ALA Unit, ALA Unit counterpart, and past NMRT Liaison to the Unit.
- Join appropriate listservs.
- Check ALA Unit and NMRT websites for current and upcoming activities and opportunities and disseminate relevant information to members.
- Submit NMRT liaison report form on NMRT website.
- Maintain contact with NMRT officers and members and stay abreast of NMRT activities and discussions so that a proper picture of NMRT concerns can be made to the ALA Unit. To this end, liaisons are encouraged to attend NMRT Executive Board meetings.

## **Leadership and Support Structure**

The Liaison Coordination and Support Committee is responsible for the Liaison Program. The Committee ensures the proper administration of the overall program, including updating the necessary web forms, collection of liaison volunteers and advertisement of the program. The NMRT President appoints liaisons at the recommendation of the Liaison Coordination and Support Committee Chair.

### Liaison Coordination and Support Committee Charge

To provide a method of outreach from New Members Round Table (NMRT) to other American Library Association (ALA) members in order to promote attendance and participation in programs, discussion forums, events and committees.

### **Chair's Major Responsibilities**

1. Serve as a resource/contact for internal and external inquiries about the liaison program or about involving the liaisons in a committee project or other venue.
2. Recommend liaison appointments to President each year. Advise new liaisons. Oversee recruitment efforts by the Committee.
3. Establish new liaison positions with other ALA Units.
4. Organize and chair a liaison meeting at Midwinter and Annual conferences via email. Identify and suggest list of breakout or other meetings of interest for liaisons to attend.
5. Collect reports/checklists from liaisons after conference. Vet reports submitted by NMRT Liaisons by selecting the most relevant and timely items that might be of interest to the NMRT membership, including potential co-sponsorship opportunities. Report on liaison activities and items of importance to NMRT Executive Board and create webpage to disseminate that information.
6. Maintain the liaison roster.
7. Follow up with and thank liaisons for their service.
8. Maintain files on liaison activities and committees.
9. Help to establish relationships with other NMRT committees/groups including those associated with NMRT Alumni.

### **Contact People for Accomplishing Responsibilities**

- NMRT President
- NMRT Vice-President/President-Elect
- NMRT Liaisons Coordination and Support Committee Chair
- NMRT Staff Liaison
- Previous Liaison
- Other NMRT Liaisons involved
- *Footnotes* Editor
- NMRT Publicity Chair
- ALA non-NMRT Unit Contact Person (committee chair, round table president, etc.)
- Individuals connected with a particular program

## **Liaison Reporting Process**

### Dissemination of Information

Liaisons attend meetings at Conferences and monitor appropriate listservs in order to introduce NMRT members to other ALA Units and help NMRT members get involved. Therefore, liaisons transmit important information to NMRT before and after conferences which NMRT members might have otherwise missed.

To alert members to relevant activities at the conferences, liaisons should use the [nmrt-l@ala.org](mailto:nmrt-l@ala.org) listserv or the Liaison website. Liaisons should subscribe to NMRT-L, not only to keep abreast of NMRT activities but also to disseminate information. Liaisons also submit information to *Footnotes* and to the NMRT Publicity Committee Chair when applicable. Liaisons involved in planning conference programs work with the publicity chairs of the appropriate program-planning subcommittees when submitting publicity notices to *Footnotes*.

Standard information for particular activities includes date, time, Unit, liaison contact, and minutes/major goals or discussion.

### Documents to Create/Records Generation and Archiving

Liaisons will submit meeting minutes and other information of interest to NMRT. Formal reports will be submitted via the NMRT Liaison Report Form. This includes requests made for NMRT support for projects with the ALA Unit. Reports including Conference and other meeting minutes that are submitted to the Liaison Coordination and Support Committee should generally fall along the timeframe of the conferences.

The Liaison Chair will compile and filter the Liaison reports by selecting the most relevant and timely items that might be of interest to the NMRT membership. The final report will be sent to the NMRT Executive Board and then disseminated to NMRT via an email, the website, *Footnotes* and via other formats to ensure NMRT members are not inundated with email through NMRT-L.

Standard information included in the report includes the type of report, date submitted, ALA Unit, major goals and objectives of ALA Unit and or/meeting notes, action items/issues to be resolved. The NMRT Liaison's name and contact information are also submitted.

### Record Keeping

Liaisons maintain a file of correspondence, reports, and other information concerning their activities.

### Correspondence and Carbon Correspondence

- NMRT President
- NMRT Vice-President/President-Elect
- NMRT Liaison Coordination and Support Committee Chair
- NMRT Staff Liaison
- Appropriate officers, committee members, and representatives of the non-NMRT Unit

## **Units Served**

The Committee Volunteer Form will enable interested members to select up to three ALA Unit preferences. Below is the list of liaison positions.

- AASL Membership Committee
- ACRL Education and Behavioral Sciences Section
- ACRL Arts Section
- ACRL Instruction Section
- ACRL Women's Studies Section
- ACRL College Libraries Section
- ACRL University Libraries Section
- ALA Budget Analysis and Review Committee (BARC) (Filled by NMRT Treasurer)
- ALA Diversity Committee
- ALA Intellectual Freedom Committee
- ALA Library Education Assembly
- ALA Literacy Assembly
- ALA Membership Committee (Filled by Chair of NMRT Membership Promotion and Relations Committee)
- ALA Minority Concerns and Cultural Diversity Committee
- ALA Professional Ethics Committee
- ALA Recruitment Assembly (Filled by Chair of NMRT Minorities Recruitment Committee)
- ALCTS-CCS Cataloging Committee: Description and Access (CC:DA)
- ALCTS Membership Committee
- ALSC Membership Committee
- ASCLA Membership Committee
- Beta Phi Mu
- Exhibits Round Table (Filled by Chair of NMRT Exhibitor Contact & Relations)
- Freedom to Read Foundation
- Government Documents Round Table (GODORT)
- LAMA Membership
- LAMA PAS Supervisory Skills Committee
- LAMA PAS Staff Development Committee
- Library Instruction Round Table
- LITA
- PLA Membership Committee
- RASD Machine-Assisted Reference Section (MARS)
- Video Round Table
- YALSA Membership Committee

## **Establishing New Liaison Positions**

NMRT members may find that there is no established liaison position serving a particular ALA Unit in which they are interested. In this case, NMRT members are encouraged to contact the Liaison Coordination and Support Committee Chair, who will begin the process of establishing the new liaisonship.

## **General Timetable**

### **July/August**

Receive orientation materials, including contact information for the predecessor liaison, ALA Unit appointed liaison, etc. from Chair of Liaison Coordination and Support Committee. Receive files from predecessor if applicable. Contact the committee chair, round table chair or president, or other appropriate officer of the ALA Unit to introduce yourself and remind them of your appointment. Ask to be placed on the Unit's publications mailing list if possible. Prepare a Liaison Planning Report and send it to the NMRT Liaison Coordination and Support Committee Chair, copying the NMRT President and Vice-President/President/Elect.

### **September/November**

Join appropriate listservs and monitor the ALA Unit's publications and communications. Communicate with your contact person as you have ideas for furthering the purpose of your liaisonship. Communicate informally with the NMRT Liaison Coordination and Support Committee Chair to keep him/her informed of your activities.

### **December/January**

Attend meetings and activities of your ALA Unit. Ask your contact person to alert you to scheduled Midwinter meetings of the Unit you are liaison to. Prepare and present a report of your activities and ideas for activities at the NMRT Executive Board meeting. If you have a request for NMRT support for projects with the ALA Unit, include them in your report. Attend the NMRT Liaisons' Meeting. In addition to the NMRT Executive Board meeting at which you present your report, if appropriate, you are encouraged to attend other meetings of the Board as your schedule allows. This provides a fuller view of current NMRT activities, which may be useful to your work as a liaison.

### **February**

Inform your ALA counterpart of the outcome of any request for support you may have made to the NMRT Executive Board at Midwinter. Submit a Liaison Report for important information that should be distributed to NMRT members.

### **March-June**

Participate in project planning with your ALA Unit as requested. Continue to monitor publications and to communicate with your contact person and the NMRT Liaison Coordination and Support Committee Chair.

### **Annual**

Attend meetings and programs of your ALA Unit. Carry out your responsibilities to your ALA Unit. Prepare and present a report of your activities to the NMRT Executive Board. Attend the NMRT Liaisons' meeting. If you are continuing in your position, participate in planning activities for next year's projects.

**July**

If you are finishing your two-year appointment, weed your files and transfer them to the new liaison. Please include a letter of suggestions and advice to your successor if you believe your experience may benefit him/her. If you have suggestions for revisions or additions to the official description of your liaison position, please send them to the NMRT Liaison Coordination and Support Committee Chair, who will see that needed changes are made.

**Attachment A, Recruitment Devices.**

**NMRT Handout, ALA Annual Conference 2003 (Toronto)**

**NMRT** **Liaisons**

**Interested in becoming a more active  
NMRT member?**

**Volunteer to serve as a  
NMRT Liaison for 2003-2004!**

- o Keep members of NMRT and ALA groups informed of activities and points of mutual interest.
- o Take an active role in promoting participation and understanding of activities of NMRT and other units within ALA.
- o Gain leadership training in a fun, flexible and different way without being restricted by ALA's three direct committee appointment rule.

Contact Marilyn N. Ochoa (Liaison Ad Hoc Committee Co-Chair) at [mochoa@mail.uflib.ufl.edu](mailto:mochoa@mail.uflib.ufl.edu) with your name, title, institution, e-mail address, and preference of ALA groups to serve as liaison.

**Become a Liaison Footnotes Ad (published in NMRT Footnotes. 32.3 (April/May 2003): 4.)**

Are you interested in becoming a more active NMRT member, but don't know how? Do you think others in NMRT would be interested in the activities of the other ALA groups with which you participate? Consider volunteering to serve as a NMRT Liaison for Annual 2003 to Annual 2004!

The NMRT Liaison Program is being reestablished by the Liaison Coordination and Support Ad Hoc Committee. The Liaison Program's goal is to create networking and outreach opportunities for NMRT members. Through our liaisons, we can promote attendance and participation in programs, discussion forums, events and committees in NMRT and other ALA groups.

As a liaison, you will become an active member of NMRT and other Units within ALA, without being restricted by ALA's three direct committee appointment rule. You will provide others in NMRT and ALA groups with important information that they may not otherwise know. Plus, it's a great way to gain leadership training in a fun, flexible and different way.

So, if you are interested in taking on this opportunity to get to know (and perhaps later get appointed to) other ALA groups, please contact Marilyn N. Ochoa (Ad Hoc Committee Co-Chair) at [mochoa@mail.uflib.ufl.edu](mailto:mochoa@mail.uflib.ufl.edu) with your name, title, institution or library, and email address. Please also include your other ALA group interests (divisions, roundtables and committees in which you currently participate) and/or ALA group preference to serve as liaison.

## **Attachment B, Reminders and Helpful Hints**

Keep in mind that the Liaison positions are one of the key means that NMRT has of serving as a stepping stone to further ALA involvement for our members. During your service as a Liaison, keep your eyes and ears open for ways to involve other NMRT members in your liaison group.

Take the initiative and show off yourself and NMRT. Tell your liaison contacts about the benefits of involving our members in their activities.

Don't be shy! If you sit back and wait for people to contact you, you just might still be sitting there a year later. Many groups do not provide their committee leaders with the kind of detailed procedures, preparation, and skills training that NMRT tries to give its members. Your contacts may be brand-new in that group and may not yet know the ALA ropes. Don't be asked to get involved--OFFER!

Use the ALA Handbook of Organization early in the conference year to identify your contacts or ask the Liaison Coordination and Support Chair for help. Write to introduce yourself. Ask to be added to their carbon correspondence list so that you may follow their activities by mail or email. But don't be discouraged if there is little or no correspondence, especially from July through November. There is generally a mad flurry of activity just before Midwinter.

At conferences, try to attend the very first meeting of the coordinating body of your group. At this meeting you will be able to meet all of the sub-Unit chairs or contacts and get a sense of what is happening overall in this group and how NMRT may relate. Also, at this meeting you should introduce yourself and give a brief explanation of your role as a Liaison. Let them know the types of things that NMRT can do for them: for example, co-sponsorship of programs in both name and financial support. We can also help with publicity and provide additional people power as needed.

If your group has multiple committees or sub-Units, try to attend at least one of these group meetings. If this isn't possible, find a proxy or at least stay in touch with the chairpersons before, during, and after conference.

Stay in touch with the NMRT Executive Board and membership by giving reports, carbonizing correspondence, attending NMRT meetings and programs, and publicizing your group's activities through *Footnotes*, *Cognotes*, and *Newsnotes*. Remember that you need Board approval before committing NMRT to any project. Stuck? Have questions? Contact the NMRT Liaison Coordination and Support Committee Chair or ask the previous Liaison. They can give you some guidance.