

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** 9/9/08

****Committee Name:** President's Planning/Membership Meeting Committee

****Supervising Board Member:** Laurel Bliss

****Chair, Co-Chairs, Assistant Chairs:** Amanda Ros, Chair

****Committee members:** Darryl Sauer, Elizabeth Downey, Kevin Clair, Lisa Sibert, Alain St. Pierre, Michael Baird

****Committee Charge:** The committee plans, coordinates and delivers the NMRT President's Program for the ALA Annual Meeting, as well as planning the NMRT membership meeting held during the Annual Conference

****Project Description / Goals:** Job-hunting is the topic Laurel discussed as something of interest to our members. We will possibly do a 3- person panel including speakers discussing job-posting websites, cover letters and resumes, and the interview process.

****Specific Objectives (numbers, tangible end-products):** Provide NMRT members useful information on finding or changing jobs.

Financial Report Section:

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

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here: None anticipated

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

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

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 will need to know who to contact about uploading information on the program and meeting to the NMRT pages.

b. On-site conference volunteers: (include estimated numbers needed and brief job description)
The committee members should be enough support.

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.): posting to other discussion lists, flyer for distribution at NMRT booth at annual

****Report submitted by:** Amanda Ros

****Email address:** aros@cableone.net