

NMRT Board Member Final Report

1. Office Name: Secretary

2. Office Term (Date: Ex. 2005-2006): 2008-2009

3. Discuss/summarize your involvement with your committees this year:

I was the supervising Board member for the Archives and Handbook committees. I remained in contact with both committees via email regularly to check in and/or answer questions or make suggestions when my advice was solicited.

4. Based on your year's experience in this office, what future directions do you see your office or NMRT needing to take this year or the following year?

After discussing some ideas with the Handbook committee, I would recommend that future NMRT secretaries send communication to any new NMRT committee chairs to make them aware that they will be expected to update their handbook entries. This "official" communication from the Board will help committee chairs know what's expected of them in terms of their handbook entries. This change will be a good way to improve the handbook and thus communication between committees, committee chairs and the Board. The change will be reflected in the Secretary handbook entry, in the timeline section.

Also, projects like the new online version of the Scholarship and research for new librarians, the Handbook wiki and ALA Connect will help NMRT serve and support those members that cannot attend conferences. They might also help non-NMRT ALA members understand what NMRT is all about – developing leaders.

5. What tips or hints do you have that might help your successor carry out the duties of this office?

If you have questions, don't hesitate to ask me (as former secretary) or another current Board member. Keep your Secretary timeline easily accessible and look at it often!! Deadlines have a way of sneaking up on you.

6. Please address the role of the board member as coordinator. For example, projects between membership promotion, diversity & recruitment and student outreach would need to be coordinated. How might activities such as this be handled by board members efficiently and smoothly? Your thoughts here will be most helpful for future boards.

Since communication is so important in coordinating projects between committees, perhaps tools like ALA Connect will help develop better communication avenues in the future. Emails can often be confusing and easily misunderstood.

7. Date of report: June 29, 2009

8. Submitted by: Maureen Barry