

## Committee Planning Report

NOTE: \*\* = Required Field

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

**\*\*Date:** September 11, 2011

**\*\*Committee Name:** NMRT Handbook Committee

**\*\*Supervising Board Member:** Rebecca Kate Miller

**\*\*Chair, Co-Chairs, Assistant Chairs:** Virginia Pierce

**\*\*Committee members:**

Bill McMillin	<a href="mailto:whmcmill@indiana.edu">whmcmill@indiana.edu</a>
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**\*\*Committee Charge:**

The purpose of the committee is to update the official online handbook to provide pertinent information on the goals, history, and major functions of NMRT for those associated with the Round Table.

**\*\*Project Description / Goals:**

September/October

- **Promote the Handbook wiki to NMRT members**

-make sure all NMRT members are aware of its existence as a resource

- **Design a social media blast to raise awareness, to NMRT members, of the Handbook as a resource**

-call it something like “Find it in the Handbook”

-ask for help from all committee members on looking through the Handbook and providing feedback on hi-lighting parts of the Handbook they think could be useful info to NMRT members.

-find out if there are any twitter hash tags associated with NMRT such as #NMRT so that we can send tweets out with info on the Handbook

-do we need to create any twitter hash tags like #NMRTHandbook ...?

-Write a brief mention in Footnotes about the Handbook as a resource

-Write an entry for the various social media venues associated with NMRT.

-Work with Rebecca, the social media contact for NMRT, to plan out which venues and when social media blast will occur

#### November/December

- **Survey committee chairs to gather info about how the Handbook Committee timeline (review and updates deadlines ) can be improved.**
- **Update the list of committee chairs' name and email addresses in the fall to make sure we have the correct info for the spring when we ask chairs for updates to their handbook committee pages in the handbook wiki**
- **Write a survey asking chairs for recommendations on how to improve the wiki**

#### January/February

- **Possibly revise review/changes deadlines with NMRT Committee chairs, working with ALA executive board to do this.**

-per suggestion by one of last year's committee members, send a message out on the NMRT-listserv alerting committee chairs that Handbook committee member will be contacting them asking for an update to their committee pages, in the spring

-record the suggestions for deadline changes made by committee chairs

-find out how we can work with the ALA executive board to accomplish this.

- **Review and Update all sections of the Handbook.**

-contact all committee chairs and ask for revisions to their committee page of the Handbook.

-delegate, to committee members, the various revisions and updates to sections

-Review & update Section 1 information: (2) Division of Responsibilities, (3)

Budget/Treasurer's information

-Update Past Officers list for 2010-2011 in Section 1

-Review & update Section 3 information: Board Members & Timetables (11 entries)

#### March/April/May

- **Review and Update all sections of the Handbook.**

-contact all committee chairs and ask for revisions to their committee page of the Handbook.

-delegate, to committee members, the various revisions and updates to sections

-Review & update Section 2 information: (1) Forms, (2) Policies & Guidelines, and (3) Reports from chairs and board members

-Review & update Section 4 information: Committees (28 entries)

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

- Promote the Handbook wiki to NMRT members
- Design a social media blast to raise awareness, to NMRT members, of the Handbook as a resource
- Survey committee chairs to gather info about how the Handbook Committee timeline (review and updates deadlines ) can be improved.
- Update the list of committee chairs' name and email addresses in the fall to make sure we have the correct info for the spring when we ask chairs for updates to their handbook committee pages in the handbook wiki

- Write a survey asking chairs for recommendations on how to improve the wiki
- Possibly revise review/changes deadlines with NMRT Committee chairs, working with ALA executive board to do this.
- Review and Update all sections of the Handbook

**Financial Report Section:**

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

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

**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):** I may need administrative access to the NMRT Handbook wiki or guidance on how to gaining access to the Handbook wiki. I thought that I might learn that when we were planning to have the Orientation session?

**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.):** The Handbook Committee would like to promote the Handbook wiki with a social media blast using twitter, facebook, the NMRT blog, etc. this fall.

**\*\*Report submitted by:** Virginia Pierce

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