

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** September 15, 2011

****Committee Name:** Liaison Coordination & Support Committee (LC&S)

****Supervising Board Member:** Cory Lampert <cory.lampert@unlv.edu>

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

Charlene Hsu Gross charlene.hsu.gross@gmail.com, Chair

Leo Lo leo.saiho.lo@gmail.com, Assistant Chair

****Committee members:** (currently only 9 members instead of 10)

"Alice Wasielewski" awasielewski@lexpublib.org

"Angela Pashia" angela.pashia@gmail.com

"Brian McManus" bmcmanus@wsu.edu

"Haiyun Cao" haiyunc@gmail.com

"Jim Staskowski" jstaskowski@myrcpl.com

"Kelly Meadow" kellylmeadow@gmail.com

"Kristin Jacobson" kmjacobson@uwalumni.com

"Lesley Shotts" lesley.shotts@drakestate.edu

****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 organizations 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):**

- Organize and launch liaison program fully by September
- Set up “teams of liaisons” with each committee member serving as *team leader* for a group of liaisons
- Team leaders will contact liaisons at least once/quarter to remind them about postings to NMRT and their respective units and will provide prompt responses to any questions/concerns
- Team leaders will provide liaisons with pertinent information for **MidWinter Conference**--NMRT meetings and events and ask that they communicate the same with their liaison units
- Team leaders will support and encourage liaisons with affirmation, tips, and suggestions, e.g., writing an entry for *Footnotes* in the Fall, Winter, or Spring
- Evaluate and 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
- Recruit NMRT members to volunteer as liaisons to fill needed spots
- Team leaders will provide liaisons with pertinent information for **ALA Annual Conference**--NMRT meetings and events 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):

LC&S will work with the web committee in August/September to update the web page and the form for submitting applications.

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 MidWinter or Annual Conference, although the Chair will try to gather any committee members informally with anyone 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 (list-servs, 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:** Charlene Hsu Gross

****Email address:** charlene.hsu.gross@gmail.com