

NMRT Board Member Planning Report

1. Office Name: Secretary

2. Office Term (Date: Ex. 2005-2006): 2011-2012

3. How do you plan to help committees address the four NMRT goals? (If it does not apply, put N/A.)

I'm planning to support the Archives & Handbook Committees by

- Answering questions that may come up in the course of their work; I will use email and ALA Connect to both watch for and answer these questions.
- Requesting planning, progress & finals reports that can be archived and used at later dates as necessary
- Reviewing the planning and progress reports so that I can offer suggestions and support in order to help the committees achieve success in their goals

Additionally, I plan on cooperating and acting as a liaison in any convenient capacity with any committees desiring my assistance.

4. How do you plan to create a positive committee experience? What type of support do you plan to provide to chairs and committee members, and how often do you plan to provide such support?

I plan to help the Archives and Handbook Committee members and chairs have a positive experience by providing support and guidance via email, ALA Connect, and any other technology that the committee may choose to use (e.g., Skype). I plan on checking in with my committee chairs, Damon and Virginia, once a month, and tracking their progress through ALA Connect. Furthermore, I plan on reviewing their planning reports and getting in touch with them about how I can help them meet the goals they've set forth for their committees.

Specifically, I know that the Handbook Committee is interested in publicizing the Handbook as a resource for all NMRT members, and I am working with them to help them make others aware of this as a resource. I also plan to follow up with the previous Archives Committee's goal to streamline and improve the entry of data in the NMRT Archives Database.

Additionally, I hope to be able to meet the committee chairs in person, either at Midwinter or Annual. Although I have worked closely with both Damon and Virginia for several years now, we've never met and I hope to make that happen this year.

5. What future directions do you see your office or NMRT needing to take this year or the following year? What kind of strategies do you envision for addressing projects that affect committees outside of your supervision?

As the officer in charge of social media efforts, I see this year as an opportunity to expand and enhance the community that previous Secretaries have begun via Facebook, Twitter, LinkedIn, and Wordpress. In addition to simply posting updates, I think that these social media venues could be used to create and support a thriving community of new members.

For committees that fall outside of my supervision, I plan to use ALA Connect and the nmrtbd listserv to (1) stay on top of the committees' work and (2) find out what activities, events, and updates need to be publicized and use the social media channels that I maintain to publicize them. Additionally, I think that touching base with the other executive board members (committee directors) will help me stay on top of what different committees are involved with and how I can support their work and the committee members themselves as new leaders within the library profession.

6. Date of report: September 15, 2011

7. Submitted by: Rebecca K. Miller, rebeccakate.miller@gmail.com