

Committee Planning Report

NOTE: ** = Required Field

****Type of report being submitted:**

Committee Planning Report

****Date:**

September 20th, 2012

****Committee Name:**

Liaison Coordination and Support (LC&S)

****Supervising Board Member:**

Bohyun Kim

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

Jessica Sender, chair, jsender23@gmail.com

Lesley Shotts, co-chair, Lesley.Shotts@drakestate.edu

****Committee members:**

Alyse Ergood	alyseergood@gmail.com
Alyssa Briggs	alyssa.l.briggs@gmail.com
Amy Neeser	fraulein.amy@gmail.com
Cara Stone	cabstone@umail.iu.edu
Jessica Critten	jessicacritten@gmail.com
Jessica Sender, chair	jsender23@gmail.com
Laura Manley	lmanley9330@wowway.com
Lauren Cantwell	lpcantwell@gmail.com
Lesley Shotts, co-chair	lesleyshotts@comcast.net
Margaret A. Howard	mhoward710@gmail.com
Margaret Cusick	cusick.maggie@gmail.com
Michelle Dunaway	mdunawa@gmail.com
Nicole Tekulve	nicole.tekulve@gmail.com
Tasha Bales	tasha.keagan@gmail.com

****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):**

- Build on “team leader” for groups of liaison that was started and implemented last year, continue to develop committee as leaders for assigned groups.
- Team leaders will contact liaisons at least once/quarter (preferably more often) 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, specifically about NMRT meetings and events and ask that they communicate the same with their liaison units.
- Further develop and evaluate 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.
- Further develop outreach to state organizations.
- Identify and establish list of organizations that do not have NMRT liaison, and encourage outreach to these groups.
- 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, specifically for 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 anticipated.

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

No vendor support requested

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

No vendor support 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

No new web support anticipated, although an update to the committee listing will be needed soon.

The Committee has already been working with Web Support to troubleshoot problems with our online liaison volunteer form, and we will continue to work with them to streamline that process. We anticipate this to be needed by mid-Spring in time for volunteers to use the form.

b. On-site conference volunteers: (include estimated numbers needed and brief job description)

No on-site conference volunteers 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:**

Jessica Sender

****Email address:**

jsender23@gmail.com