

**Training, Orientation, and Leadership Development Committee  
Report on the ALA Intern Guidelines**

**Annual Conference 2010**

Members Present: Anne Casey, Linda Crook, Alexia Hudson, Thura Mack, Deborah Raftus, Tena Wilson, and Teri Switzer-Chair.

ALA Staff: Lorelle Swader

Guests: Miranda Bennett, Jo Bessler, and M. J. Oboroceanu

The Training, Orientation, and Leadership Development Committee (TOLD) met on Friday, June 25, 2010, to review or discuss the following items:

- ALA Intern Guidelines
- ALA Committee Chair Orientation (held following the Committee meeting)
- E-Participation FAQs
- ALA Intern Orientation held on Friday afternoon of the Midwinter 2011 Meeting
- ALA Strategic Plan

In its report to Council at the 2010 Midwinter Meeting, COO presented the Training, Orientation, and Leadership Development Committee's revision of the ALA Intern Guidelines. Council referred the guidelines back to TOLD. In order to thoroughly address Council's concerns and comments and to insure that all sides affected by the guidelines were given the opportunity to comment on different issues of concern in the draft guidelines, the Committee sent a survey to current ALA committee chairs; an informal survey of current and past interns was conducted by various committee members; and input was sought from NMRT, and other pertinent ALA Committee chairs or former chairs who will remain nameless to protect their identity.

The Committee took all information into account, and because there is at least one area that falls into COO's charge and not that of TOLD, the TOLD Chair will present the revised guidelines to COO on Monday afternoon, with the request that COO address the draft guidelines by or at their Midwinter 2011 Meeting, and bring a recommendation to Council either at the Midwinter 2011 Meeting or the 2011 Annual Conference.

The Training, Orientation, and Leadership Development Committee thanks the hard work of our ALA staff liaison, Lorelle Swader; her office; and her student intern for making the Committee's vision of an ALA Committee Chair Orientation handbook a reality.

## ALA-Intern Fellows Program Guidelines - DRAFT

Revised Summer, 2010

The ~~internship~~ fellows program began its two-year trial period in 1988. This program, initiated by the ALA Membership Committee\*, was designed to provide an avenue for interested members to become more easily involved in ALA activities and to introduce new people and ideas to ALA committee discussions and decision-making. The hope is that the experience gained by the ~~interns~~ fellows will aid their official appointment on an association committee, and provide them with valuable association leadership experience.

These guidelines are designed to: (1) clarify the role of the ~~intern~~ fellows on the committee and the process by which an ~~intern~~ fellows is are appointed; and (2) suggest responsibilities for ~~intern~~ fellow appointments, such as duties on the committee, voting status, etc.

~~**Who can be appointed as an intern?** Individuals who have never held an appointment or elected office in the Association.~~

~~**Who appoints interns?** Interns will be appointed by the ALA President-Elect. Names of possible interns will be forwarded to the ALA President-Elect by individuals, committee chairs, and others.~~

~~**Which committees can have fellows?** All ALA committees may have interns. It is voluntary for a committee. The fellow position is an extra membership slot on the committee.~~

**What is the ALA Fellows Program?** The ALA Fellows Program provides an opportunity for newer library workers to become familiar with ALA structure, in particular its committees; to network with peers and library leaders from around the country; and to participate in a service learning activity. The ALA Fellows Program offers the possibility to connect, to learn, to succeed, to advance, and to lead.

**Who can be appointed as a fellow?** The Fellows Program is open to any ALA member who has never held an appointment or elected office within the American Library Association, or an elected office within any unit of the Association (including its Divisions, Round Tables, etc.) and has been an ALA member for fewer than 10 years.

**Who appoints ~~interns~~ fellows?** Fellows are will be appointed by the ALA President-Elect. The President – Elect solicits suggestions from throughout the association as part of the overall committee volunteer and appointment process. Names of possible ~~interns~~ fellows can also be submitted will be forwarded to the ALA President-Elect by individuals, committee chairs, and others.

**Which committees can have ~~interns~~ fellows?** All ALA committees may have interns. It is voluntary for a committee. ALA committees are assigned two fellows, each with alternating terms. The committee chair and the ALA staff liaison inform the ALA President-Elect whether or not they want fellows appointed to the committee. The ~~intern~~ fellows positions is are considered additional membership slots on the committee.

**Terms of appointment.** Each ~~intern~~ fellow will serves for a period of one or two years. After a two-year period, the ~~intern~~ should not be appointed to another ALA committee as an ~~intern~~. Successful fellows should be considered by the ALA President-Elect as candidates for appointment as members of an ALA committee. Service as a fellow is not counted in accumulating the four years of maximum consecutive served on a committee.

**Duties.** The committee chair will determine the most appropriate duties for the ~~intern~~ fellows on a specific committee, depending in large part on the nature of the work of a particular committee. The primary duty should be, however, to become as knowledgeable of ALA processes as possible, such as how to submit a resolution, how to make a report to ALA Council or other Board, as well as to learn about the inner workings of the Association, its Divisions, its Round Tables, and its Committees. Some suggestions for fellow duties include:

- Help with planning and presenting programs and events.
- Perform administrative duties to facilitate committee/association processes.
- Assist the ALA staff liaison and/or the committee chair in posting announcements to ALAConnect and general committee correspondence.
- Write the committee report, with input from committee chair.

All ~~interns~~ fellows are expected to participate in the work of the committee to which ~~she or he~~ they is are appointed.

**Voting.** ~~The committee will determine the voting status of the intern.~~ Interns Fellows are not considered to be regularly appointed members of the committee. ~~Instead, they serve as a special type of member with voting privileges.~~

**Travel.** If the committee meets outside of the Midwinter Meeting and the Annual Conference, the committee will determine if the ~~intern~~ fellows will attend the meeting.

**Attendance at Meetings.** ~~An intern~~ Fellows ~~is are~~ expected to attend both the Midwinter Meeting and the Annual Conference ~~committee meetings~~ to participate in all virtual and in-person committee meetings.

\* During the 2009 Midwinter Meeting, Council voted to transfer responsibility for the program from the Membership Committee to the Training, Orientation & Leadership Development (TOLD) Committee.