TO: ALA Executive Board

RE: Report of the ALA Chapter Relations Office

ACTION REQUESTED/INFORMATION/REPORT: Chapter Relations Task Force Implementation Plan Report

CONTACT: Michael Dowling, Director, Chapter Relations Office
Cathleen Bourdon, Associate Exec. Director, Member and Customer Relations

MOTION: No request for action

DATE: October 17, 2011

Background

In summer 2010, President Roberta Stevens created the Chapter Relations Task Force. Its charge was to identify how ALA and the Chapters could help each other. The Task Force also looked at the structure and operation of the Chapter Relations Committee with the aim to increase the committee’s effectiveness for the benefit of the many state chapters and their ALA members.

Chapter Relations Committee Chair Annelle Huggins led the Task Force. The ‘Report of the Chapter Relations Task Force’ was presented to the Executive Board and Council at the ALA Annual Conference in New Orleans. The Task Force recommendations are attached.

Chapter Relations Task Force Implementation Plan Report

The Chapter Relations Office (CRO) and the Chair of the Chapter Relations Committee (CRC) have reviewed the list of recommendations and the following actions will be taken:

- CRO and the Governance Office will work with the president-elect to appoint active chapter members to the CRC, and a student chapter leader as an intern.

- WO and CRO will create a survey before Midwinter of current and past Federal Library Legislative and Advocacy Network (FLLAN) representatives to evaluate the FLLAN program.

- CRO, Membership Development, and ALTAFF will promote participation in the new ALA/ALTAFF/Chapter Joint Trustee Membership.
• CRO will establish quarterly communication with ALA offices, divisions, round tables on events and actions that could impact chapters or libraries in their states or regions.

• CRO will investigate opportunities for joint purchasing and group buys of services for chapters (e.g. membership software, electronic meetings, phone service).

• CRO will expand programming for chapter leaders including webinars and in-person sessions.

• CRO will work with the International Council of Library Association Executives (ICLAE) to begin a survey on the status and activities of all ALA chapters. The State of the Chapter report will be conducted annually.

• Chapter councilors will ensure that an ALA Update program is held at their conferences and will serve as an effective conduit between their Chapter and ALA.

• ALA will provide ALA leadership and staff as presenters at chapter conferences upon request.

• Chapter leadership will participate in ALA leadership training and educational programs created for them to strengthen skills and strengthen connections between ALA and chapters.
CHAPTER RELATIONS TASK FORCE RECOMMENDATIONS

(The term Chapter is used below to include State Associations; Regional Associations; and Student Chapters)

Addressed to ALA Council / Executive Board:
- Members on the ALA Chapter Relations Committee should be active members of a Chapter
- The Chair of the ALA Chapter Relations Committee should be a prior member of the Chapter Relations Committee and should be an active member of a Chapter
- Student Chapters should be accorded representation on the ALA Chapter Relations Committee
- Revise the ALA Chapter Relations Committee’s Statement of Purpose
- Call for the evaluation of the FLLAN program on an ongoing basis by the Chapter Relations Committee and the ALA Washington Office to insure the success of the program within all Chapters
- Investigate (and establish, if possible) additional joint membership options for ALA and Chapters
- Investigate (and establish, if feasible) joint purchasing opportunities for ALA and Chapters, i.e. membership software; website hosting; electronic meeting capabilities, etc.
- Insure that the ALA Chapter Relations Office is appropriately staffed to maintain the optimum relationship between ALA and the Chapters (State, Regional, and Student)
- Promote and monitor communication between the ALA national offices and administrative bodies and State, Regional, and Student Chapters to facilitate the reciprocal flow of ideas and information.
- Require all ALA Offices, Divisions, Round Tables to communicate on a regular basis with the Chapters, especially regarding events / actions that directly impact the Chapter and/or libraries in the Chapter’s state

Addressed to Chapter Relations Committee:
- Include open discussion time in all Committee meetings at Midwinter and Annual
- Develop and present a program on issues relevant to Chapters at least once each Committee year either at Midwinter and/or Annual
- In consultation with the ALA Chapter Relations Office, establish a sub-committee to develop and present a webinar on the ALA Chapter Relations website for training of Chapter Leadership. Offer a similar in-person program on-site at Midwinter and Annual
- In consultation with the ALA Chapter Relations Office, establish a sub-committee to develop and present a webinar on the ALA Chapter Relations website for the orientation of Chapter Councilors. Offer a similar in-person program on-site at Midwinter and Annual
- Review and report on the status of the CRC Strategic Plan/Objectives at Midwinter and Annual. Update as necessary to conform to ALA’s Strategic Plan
- In consultation with the ALA Chapter Relations Office, establish a State of the Chapter report and summarize successes / concerns at Annual, with posting of reports on ALA website and on Chapter Relations’ page on ALA Connect
- Promote the use of ALA Connect in the work of the CRC
- In consultation with the ALA Chapter Relations Office, develop / initiate a plan for ALA outreach to all Student Chapters
Addressed to Chapter Councilor:

- Attend the CRC sponsored Chapter Councilors’ Orientation in person at Midwinter or Annual. Electronic version of the orientation is available for review purposes
- Insure that you (the Chapter Councilor) are a conduit for communication between ALA and your Chapter and, where appropriate, Student Chapter(s)
- Sponsor a program on ALA activities at your Chapter Conference
- Work with the ALA Chapter Relations Office regarding problems / concerns within your Chapter to insure a mutually advantageous relationship between your Chapter and ALA
- Complete and submit State of the Chapter survey / report

Addressed to Chapter Leadership:

- Attend the CRC sponsored Chapter Leadership Training Program, either in person at Midwinter or Annual or via the webinar (when developed)
- Work with your Chapter Councilor to insure that communication between ALA and your Chapter is at the optimum
- Participate in FLLAN (Federal Library Legislative and Advocacy Network) to insure that communication between the ALA Washington Office and your Chapter is at the optimum
- Investigate / initiate methods to grow / improve relationships with other State and Regional Chapters and, especially as appropriate, Student Chapters
- Use ALA Chapter Relations web resources to the fullest extent

The Chapter Relations Task Force urges that these recommendations be accepted and acted upon by all parties. The Task Force believes that if these steps are taken, in conjunction with the excellent work already being accomplished by the ALA Chapter Relations Office, the relationships between ALA and its Chapters will be greatly improved and provide for even better support of our libraries and the people who devote their lives to providing information to our library users.