

NMRT Board Member Final Report

1. Office Name: Secretary

2. Office Term (Date: Ex. 2005-2006): 2016-2017

3. Discuss/summarize your involvement with your committees this year:

This past year I was the board member liaison for three committees: Archives, Handbook, and Web. I checked in monthly to see how I could best assist them so that they could accomplish their goals.

I also dedicated much of my time to the NMRT Notes blog and social media platforms that we work with to ensure that we were engaging with our members. I continued with the NMRT Member of the Week posts which were sporadic due to the interest. I reached out to other committees such as Student and Student Chapter Outreach Committee, Communications Committee, and the MPDR Committee to encourage members to apply to be a member of the week. I also worked with the Communications and MPDR committees to post the newest blog series, MPDR Spotlight.

Finally, I have documented all executive board meetings, in-person and virtual. These minutes are available on the NMRT's ALA Connect area.

4. Based on your year's experience in this office, what future directions do you see your office or NMRT needing to take this year or the following year?

I think it would be beneficial to increase the secretary's involvement with the Student and Student Chapter Outreach committee. Featuring more students as members of the week would be a nice addition and a good way to reach out and hopefully increase our membership numbers.

This past Annual Conference in Chicago, we partnered with ALA to stream a small portion of the Annual Conference Orientation session. I would love to see more of that type of collaboration in the future. I think it was a good way to promote what we do in NMRT as well as include those that might not be able to attend Midwinter or Annual Conferences.

5. What tips or hints do you have that might help your successor carry out the duties of this office?

I recommend that the incoming secretary create weekly reminders to set up blog posts and social media posts. I also recommend that the incoming secretary take a look at the yearly calendar and set up any reminders in their own calendar so that they can send those out to the committee chairs and board members. I also found it beneficial to check in with my committee chairs once a month to keep up with all that they have accomplished during that time.

6. Please address the role of the board member as coordinator. For example, projects between membership promotion, diversity & recruitment and student outreach would need to be coordinated. How might activities such as this be handled by board members efficiently and smoothly? Your thoughts here will be most helpful for future boards.

I recommend that you reach out to your committee chairs once a month. I also think it is beneficial to keep in contact with the directors to see if there is anything that their committees need in terms of marketing. I also found that sending out an email to the committee chairs at the beginning of the year and introducing yourself was beneficial to ensuring open communication for the year.

7. Date of report: 7/13/17

8. Submitted by: Nicole LaMoreaux, Nicole.lamoreaux@gmail.com