

## **Section 2 – Section Level Leadership and Current Committees**

### **Section Executive Committees**

Each of the eight sections has an Executive Committee to direct its affairs. Under the LLAMA bylaws, each section determines the size of its own Executive Committee.

#### Composition

At a minimum, the committee must include a section chair, vice-chair, and immediate past chair. Some sections have only these three members; others have add a Secretary and/or Director(s)-at-Large. Rosters for each section Executive Committee can be found from links in the “Sections” section on the website:

<http://www.ala.org/llama/committees/sections>

#### Meetings

**At conferences:** Section Executive Committees are free to meet at any time (or not meet) at each conference. To schedule your meeting, contact Program Officer Fred Reuland at [freuland@ala.org](mailto:freuland@ala.org).

**Between conferences:** Committees may also choose to meet between conferences, either online or by conference call. ALA Connect provides a live chat option, though committees may choose a more widely used option, like Google Hangouts. For conference calls, LLAMA provides a free service for committee use. For access instructions, committee chairs should contact staff at [llama@ala.org](mailto:llama@ala.org).

#### Agenda and Meeting Documents

Agendas and any necessary documents are developed and/or shared by the section chair, often in consultation with the rest of the committee and section committee chairs.

**ALL agendas and working documents of the committee are posted to the committee page in ALA Connect, so they can be accessed by future committee members.**

### Reporting

**Before** each LLAMA Board and Executive Committee meeting, the Section Representative will ask section chairs for any updates, actions or concerns that the sections want to share with the Board/Executive Committee.

**After** each conference (Annual and Midwinter), section chairs are required to submit to the office the Section/Division Committee Reporting Form that summarizes section activity for the previous six months. The form also includes an optional budget request for new projects.

**In 2016**, the due dates for Section/Division Committee Reporting Form are February 10 and July 21. See Section 11 for a copy of the form.

### **Section Level Committees**

Section level committees are formed or disbanded with the approval of the section Executive Committee. These committees generally coordinate the education programs and award activities of the section.

### Composition

Section level committees generally range from 4-15 members, depending on the charge of the committee. Committee members are appointed by the Chair-elect during the spring and summer before he/she takes office at the ALA Annual Conference.

### Meetings

**At conferences:** LLAMA uses an all-committee meeting format in order to maximize efficiency, reduce our conference footprint, and minimize travel between hotels for committee members. There is a single all section/all-committee meeting at each conference:

- At the Midwinter Meeting: Saturday, 8:30-10:00 am
- At the Annual Conference: Saturday, 8:30-10:00 am

**Between conferences:** Committees may also choose to meet between conferences, either online or by conference call. ALA Connect provides a live chat option, though committees may choose a more widely used option, like Google Hangouts. For conference calls, LLAMA provides a free service for committee use. For access instructions, committee chairs should contact staff at [llama@ala.org](mailto:llama@ala.org).

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### **FY16-17 Section Level Committees**

Following are the current section level committees of LLAMA. Follow the link to see committee charges and members. For member contact information, login to the ALA website.

#### Assessment Section Committees

- Executive Committee - [Charge and Roster](#)
- Competencies and Methods - [Charge and Roster](#)
- Marketing and Communication - [Charge and Roster](#)
- Organizational Practices - [Charge and Roster](#)
- Resources - [Charge and Roster](#)
- Services - [Charge and Roster](#)

#### Buildings and Equipment Section Committees

- Executive Committee - [Roster](#)
- Architecture for Public Libraries - [Roster](#)
- Buildings for College and University Libraries - [Roster](#)
- Functional Space Requirements - [Roster](#)
- Interior Design Awards - [Roster](#)
- Library Buildings Awards - [Roster](#)
- Library Interiors, Furnishings & Equipment - [Roster](#)
- Nominating - [Roster](#)
- Safety and Security of Buildings - [Roster](#)
- ACRL/LLAMA Interdivisional Committee on Building Resources - [Roster](#)

#### Fund Raising and Financial Development Section Committees

- Executive Committee - [Roster](#)
- Continuing Education - [Roster](#)
- Fund Fare - [Roster](#)
- Nominating - [Roster](#)
- Trends, Marketing & Project Development - [Roster](#)

### Human Resources Section Committees

- Executive Committee - [Roster](#)
- Career Institute Planning - [Roster](#)
- Human Resources Management - [Roster](#)
- Leadership Skills - [Roster](#)
- Nominating - [Roster](#)
- Staff Development - [Roster](#)

### Library Organization and Management Section Committees

- Executive Committee - [Roster](#)
- Financial & Administrative Services - [Roster](#)
- Nominating - [Roster](#)
- Organizational Theory and Practice - [Roster](#)
- Planning & Evaluation of Library Services - [Roster](#)
- [PELS Committee Web Site](#)

### New Professionals Section Teams

- Leadership Team - [Roster](#)
- Buddy Program - [Roster](#)
- Connections - [Roster](#)
- Podcast - [Roster](#)
- Social Media - [Roster](#)
- Student Chapter Outreach - [Roster](#)
- Website - [Roster](#)

### Public Relations and Marketing Section Committees

- Executive Committee - [Roster](#)
- Education and Training - [Roster](#)
- John Cotton Dana Library Public Relations Award - [Roster](#)
- Nominating - [Roster](#)
- PR Xchange - [Roster](#)

### Systems and Services Section Committees

- Executive Committee - [Roster](#)
- Circulation/Access Services - [Roster](#)
- Conference Program - [Roster](#)
- Management Practices - [Roster](#)
- Nominating - [Roster](#)
- Technical Services Systems - [Roster](#)
- LLAMA/SASS RUSA/STARS Consortial Borrowing Joint Cmt - [Roster](#)