

Committee Planning Report

NOTE: ** = Required Field

****Type of report being submitted:** Committee Planning Report

****Date:** 9/9/2010

****Committee Name:** Handbook Committee

****Supervising Board Member:** Janel White

****Chair, Co-Chairs, Assistant Chairs:** Rebecca K. Miller

****Committee members:**

Sarah Haight

Rachel Jorgensen

Bill McMillin

Michelle Mehlhaff

Amy Neeser

Virginia Ann Pierce

Kari Weaver

****Committee Charge:**

The purpose of the committee is to update the official online handbook to provide pertinent information on the goals, history, and major functions of NMRT for those associated with the Round Table.

****Project Description / Goals:**

General: To compile information to keep the NMRT handbook up to date, identify new procedures used to accomplish major responsibilities, review existing material, devise a method for the revision of the Handbook, and contact executive board members and committee chairs to request that they review position descriptions and submit any changes.

A full description of the Handbook Committee's goals for 2010-2011 can be found in a document housed on ALA Connect: <http://connect.ala.org/node/108146>

****Specific Objectives (numbers, tangible end-products):**

Current action items include:

- Review & update Section 1 information: (1) History, (2) Division of Responsibilities, (3) Budget/Treasurer's information, *to be completed by October 1, 2010*
- Review & update Section 2 information: (1) Forms, (2) Policies & Guidelines, and (3) Reports from chairs and board members, *to be completed by November 1, 2010*
- Review & update Section 3 information: Board Members & Timetables (11 entries), *to be completed by October 1, 2010*
- Review & update Section 4 information: Committees (28 entries), *to be completed in February-March 2011*

- Confirm that Constitution & Bylaws (S. 1) and Executive Board Minutes & Reports (S. 5) are still current, *to be completed by November 1, 2010*

Other goals for the year include:

- Add a section in the wiki for ad hoc committees (on hold since March 2010)
- Assessment: At the end of the term, survey committee chairs and gather information on how the Handbook could be made more helpful (new for 2010/11 committee)
- Market the Handbook/make sure NMRT members know that it's available as a resource (new for 2010/11 committee)

Committee members are self-reporting the work they complete while on the Handbook Committee. This reporting takes place in a document housed on ALA Connect:
<http://connect.ala.org/node/109528>

Financial Report Section:

Your budget appropriation (see budget)	a. N/A
Amount which you have spent so far this year	b. N/A
Your estimated additional expenses this year	c. N/A
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.N/A
Difference between budgeted amount and total expenses from above (a-d)	e. N/A

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:

N/A

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

N/A

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

N/A

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):

Our committee has the technical skills to maintain and update the NRMT Handbook Wiki; however, we do need to make sure that our space is secure, and that we will continue to have access to “wikis.ala.org.” Ongoing.

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

N/A

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):

Although the Handbook Committee has never publicized its work in the past, this year we may take a look at marketing the handbook as a resource. Potential ideas include sending out the link over the listservs during committee volunteer and officer election time, and publishing a “history of NMRT” in Footnotes (or similar publication), sponsored by the Handbook Committee.

****Report submitted by:** Rebecca K. Miller, Handbook Committee Chair

****Email address:** rebeccakate.miller@gmail.com