

NMRT LC&S Committee Progress Report

NOTE: ** = Required Field

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

****Date:** April 8, 2013

****Committee Name:** Liaison Coordination & Support Committee (LC&S)

****Supervising Board Member:** Bohyun Kim, kimb@fiu.edu

****Chair, Co-Chairs, Assistant Chairs:**

Charlene Hsu Gross charlene.hsu.gross@gmail.com, Chair

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****Committee members:**

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****Activity in Current Reporting Period**

a **Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):**

- Set up “teams of liaisons” with each committee member serving as *team leader* for a group of liaisons
- Team leaders contacted liaisons at least once/quarter to remind them about postings to NMRT and their respective units and will provide prompt responses to any questions/concerns
- Team leaders provided liaisons with pertinent information for **MidWinter Conference-NMRT** meetings and events and ask that they communicate the same with their liaison units
- Supported several individuals, other NMRT committees, or other groups by supplying the list of current liaisons or forwarding calls to the liaisons (e.g., Awards committee, Footnotes, Mentoring committee, President’s Program, Travel awards committee, NMRT Emerging Leaders group)

b Projects in progress but not yet completed:

- Work with supervising board member (Bohyun) to determine a better system for assigning liaisons upon volunteering
- Team leaders will support and encourage liaisons with affirmation, tips, and suggestions, e.g., writing an entry for *Footnotes* in the Fall, Winter, or Spring
- Continue to evaluate and revise Best Practices document for liaisons
- Establish list of state ALA chapters that have bylaws indicating state's appointment of the ALA-NMRT liaison
- Compile data from liaisons about the quantity and kinds of communication they forwarded to NMRT and their liaison units to include in the final report
- Encourage existing liaisons to apply to serve on next year's LC&S committee
- Recruit existing liaisons to renew their appointment(s), as applicable
- Recruit NMRT members to volunteer as liaisons to fill needed spots
- Team leaders will provide liaisons with pertinent information for **ALA Annual Conference**--NMRT meetings and events and ask that they communicate the same with their liaison units
- Ask liaisons to specifically invite their units to attend NMRT Orientation (as a representative and/or be sure their unit brochures are available at that program) and possible other programs (to be determined)

****Action Items/Issues To Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?):**

At this point, none of the above bullet points have been deferred until next year, and many are ongoing action items that take place over the course of a committee year-long work. The action items that are new are those that I believe we can accomplish before the end of the year, and make the LC&S run a bit more smoothly in the 2013-2014 year.

Financial Report Section:

Your budget appropriation (see budget)	a. 0
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 0
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. 0
Difference between budgeted amount and total expenses from above (a-d)	e. 0

****Report submitted by:** Jessica Sender, chair

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