

Committee Planning Report

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

****Date:** August 31, 2009

****Committee Name:** Liaison Coordination and Support Committee

****Supervising Board Member:** Erin Ellis, Outreach Services Director

****Chair, Co-Chairs, Assistant Chairs:** Amy Harris, chair, Linda Hofschire, assistant chair

****Committee members:**

Sara Holder
Amanda Guccione
Lauren Schucker
Stephanie Phillips
Fay Kalista
Ginny Boyer
Anne Slaughter
Muriel Burrell

****Committee Charge:**

The Liaison Coordination and Support (LC&S) Committee is responsible for the Liaison Program. Liaisons provide a method of outreach from New Members Round Table (NMRT) to other American Library Association (ALA) divisions, round tables, and units, as well as other library associated organizations to promote attendance and participation in programs, discussion forums, events and committees. The LC&S chair and assistant chair appoint liaisons every year.

****2009 - 2010 Project Description / Goals:**

- Assign liaisons to all organizations designated in the charge.
- Provide liaisons with a contact person from the committee
- Share best practices with liaisons
- Maintain regular contact with liaisons
- Update Liaison Best Practices document and distribute to liaisons

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

- Involve all committee members by delegating responsibilities accordingly
- Increase the number of liaisons writing about the activities of other divisions, round tables, and units for *Footnotes*.

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 |

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):

The chair and assistant chair will work with our liaison from the Web Committee to upload the current liaison information and add other relevant information to the Liaison Coordination and Support website- September 2009

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.):

After we determine which divisions, roundtables, units and other organizations need liaisons, we will post a call on NMRT-I and other appropriate listservs to fill these openings- early September 2009

****Report submitted by:** Amy Harris and Linda Hofschire

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