

COMMITTEE CHAIRS LEADERSHIP TRAINING  
AALL Annual Meeting, 2008  
Portland - Oregon Convention Center  
Saturday, July 12, 2008 1:30-4:00 p.m.

AGENDA

- |           |  |   |
|-----------|--|---|
| 1:30 p.m. | Welcome and Introductions  | James Duggan  |
| 1:35 p.m. | Special Committee on Committee Structure Report                  | Susan Lewis-Somers  |
| 1:40 p.m. | Working with Your Executive Board Liaison Roundtable Discussions | Facilitators:<br>Executive Board Members  |
| 2:00 p.m. | Planning the Work of Your Committee                              | Sally Holterhoff<br>Merle Slyhoff   |
| 2:30 p.m. | BREAK  |   |
| 2:45 p.m. | Working with Headquarters  | Headquarters Staff  |
| 3:15 p.m. | Working with Your Committee Roundtable Discussion                | Facilitators:<br>Sally Holterhoff<br>Cathy Lemann<br>Susan Lewis-Somers<br>Merle Slyhoff<br>Kathie Sullivan |
| 3:45 p.m. | Questions, Wrap-up   | James Duggan  |
| 4:00 p.m. | Adjourn  |   |

## COMMITTEE CHAIRS LEADERSHIP TRAINING 2008 NOTEBOOK

### Tab 1 Working With Your Executive Board Liaison

- Working With Your Board Liaison
- Executive Board Agenda Item Submission Form
- 2008-2009 Committee Chairs and Executive Board Liaisons

### Tab 2 Planning the Work of Your Committee

- AALLNET Committee Chair Resources
- Committee Action Plans
- Committee Planning Calendar
- The “Nitty Gritty”

### Tab 3 Working with Headquarters

- Headquarters Responsibilities to Committees
- Committee Budget and Expenses
- Budget Request Procedure and Form
- Reimbursement Form
- Meeting Scheduling Letter and Form

### Tab 4 Working With Your Committee Members

- Working with Your Committee Members
- Don't Forget/Working with Your Vice-Chair

### Tab 5 Additional Resources

- AALL Strategic Directions 2005-2010
- Who Speaks for AALL
- Preparing Annual Reports for Publication on AALLNET

**Note:** the full text of the *AALL Committee Manual* (re-drafted as part of the work of the AALL Special Committee on Committee Structure, October 1, 2007) can be found on AALLNET at: <http://www.aallnet.org/committee/manual/AALLCommitteeManual2007.pdf>

**Tab 1 Working With Your Executive Board Liaison**

- Working With Your Board Liaison
- Executive Board Agenda Item Submission Form
- 2008-2009 Committee Chairs and Executive Board Liaisons

## Working with Your Board Liaison

See [http://www.aallnet.org/committee/chair\\_responsibilities.asp](http://www.aallnet.org/committee/chair_responsibilities.asp) for more information

Each committee is assigned an Executive Board member liaison. (See [http://www.aallnet.org/about/policy\\_board\\_liaison.asp](http://www.aallnet.org/about/policy_board_liaison.asp)). Our liaison should attend your meeting, or be in touch with you if she/he has a conflict.

What your liaison can do for you - *Serve as your AALL "ombudsman"*. Your Board liaison can:

- Answer questions/advise you on how to get things done
  - When reports are due
  - How funding works
  - Who to contact at headquarters for what
- Help you clarify your committee charge and the year's activities as they relate to the AALL Strategic Directions
- Answer questions/advise you on AALL policy
- Let you know about resources available to help your committee do its work (information, human, monetary)
- Coordinate your work with that of other committees, SIS's etc
  - Help you avoid duplicating efforts or working at cross-purposes
  - Help you understand how your Committee's work fits into AALL's overall activities
  - Help you understand how your Committee's work supports AALL's Strategic Directions
- Help you bring issues to the Board
  - Help you figure out what needs to go to the Board
  - Help you write the Board agenda item and motion
  - Present your item at the Board meeting and answer questions
  - Report back the results to you
- Review and comment on reports or other projects
  - Help you prepare them so they meet the Board's requests.

Communicating with your Liaison- *Keep your liaison in the loop!*

- You can keep your Board liaison informed by:
  - Include your liaison on all listserv discussions
  - Include your liaison in meetings (in person and conference call)
  - Send copies of correspondence and reports
  - Don't hesitate to ask him/her questions!



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- WASHINGTON OFFICE
- CONTACT AALL STAFF
- COMMENTS

### AALL Executive Board Meeting Agenda Item Submission Form

Meeting Date: July 10-11 2008  
Agenda Item due date: May 30, 2008

- Contact Information
- Finance & Budget
- Governance
- Meeting Information
- Policies & Procedures
- Strategic Directions
- Other Key Information
- Board Administration

#### 1 Personal Info

\* = required field

Date Submitted: 6/4/2008

\* Your First Name:

\* Your Last Name:

\* Your Email Address:

\* On Behalf of the Following  
AALL Entity/Cmte:

Your Position:

Board Liaison:

Board Liaison  
Email Address:

#### 2 Agenda Info

\*  ACTION ITEM  CONSENT ITEM  INFORMATION ITEM

\* Topic or Issue:

\* Summary/Background: (150 words maximum)

Motion for Board Action: (150 words maximum)

Funds Required: \$

### 3 Supporting Documents

Please upload your supporting documents or attachments here. **Only Microsoft Word (.doc), Microsoft Excel (.xls), PDF (.pdf), Text (.txt), and Word Perfect (.wpd) documents will be accepted. The total size of all your files must not exceed 2MB.**

- 1.
- 2.
- 3.
- 4.

### 4 Submit Agenda Item

**Please click on the Submit button only once**

If you have any questions please contact Kim Rundle at [krundle@aall.org](mailto:krundle@aall.org)

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## AALL Committee Chairs, Board Liaisons and Staff Liaisons, 2008-2009

*As of 06/04/08; pg. 1*

<b>Committee</b>	<b>Committee Chair/Vice-Chair</b>	<b>Board Liaison</b>	<b>Staff Liaison</b>
AALL/LexisNexis Call for Papers	James Heller/James Donovan	Cathy Lemann	Hannah Phelps
AALLNET	Tory Trotta/Bess Reynolds	Carol Bredemeyer	Charles Reese Chris Siwa
Annual Meeting Local Advisory 2009	Judith Gaskell & Carla Evans (co-chairs)	James Duggan	Pam Reisinger
Annual Meeting Local Advisory 2010	Holly Pinto/Patricia Wellinger	Cathy Lemann	Pam Reisinger
Annual Meeting Program Committee 2009	Paul George/Steven Anderson	James Duggan	Heidi Letzmann
Annual Meeting Program Committee 2010	Steven Anderson/	Cathy Lemann	Heidi Letzmann
Appointments Committee 2008	James Duggan/Cathy Lemann	None	Kim Rundle
Appointments Committee 2009	Cathy Lemann/	None	Kim Rundle
Awards	Michelle Finerty/Camille Broussard	Carol Bredemeyer	Kim Rundle
Bylaws	Melissa Serfass/Marie Hamm	Ruth Hill	Kate Hagan
Conference of Newer Law Librarians	Beth Adelman/Donna Williams	Cornell Winston	Hannah Phelps
Continuing Professional Education	Julie Pabarja/April Schwartz	Ann Fessenden	Celeste Smith
Copyright	Keith Stiverson/Joan Shear	David Mao	Mary Alice Baish
Diversity	Raquel Gabriel/Ann Robbins	Janice Henderson	Paula Davidson
Economic Status of Law Librarians	Femi Cadmus/Deborah Norwood	Janice Henderson	Julia O'Donnell
Electronic Legal Information Access & Citation	Linda Defendeifer/Emily Janoski-Haehlen	Sally Wise	Mary Alice Baish

## AALL Committee Chairs, Board Liaisons and Staff Liaisons, 2008-2009

*As of 06/04/08; pg. 2*

Government Relations	Steven Mirsky/Camille Tubbs	James Duggan	Mary Alice Baish
Grants	Anne McDonald/Patricia Wellinger	Janice Henderson	Hannah Phelps
Index to Foreign Legal Periodicals	Jennifer Selby/Thomas French	Sally Wise	Paula Davidson
Indexing of Periodical Literature	Lucinda Harrison-Cox/Mary Hood	Chris Graesser	Julia O'Donnell
Law Library Journal and AALL Spectrum	John Edwards/Deborah Rusin	Carol Bredemeyer	Julia O'Donnell
Membership Development	Ellen Platt/Elizabeth Bradsher	Cornell Winston	Hannah Phelps
Nominations 2008	Mary Kay Jung/Sandy Marz	James Duggan	Kate Hagan
Nominations 2009	Sandy Marz/	Cathy Lemann	Kate Hagan
Placement	Linda Davis/Gloria Jean Glasbrenner	Ruth Hill	Hannah Phelps
Price Index for Legal Publications	Betty Roeske/Diana Jaque	Jean Wenger	Charles Reese
Public Relations	Amy Hale-Janeke/Cindy Spohr	Cathy Lemann	Julia O'Donnell
Recruitment of Law Librarianship	Sarah Mauldin/Anna Teller	Cornell Winston	Hannah Phelps
Relations with Information Vendors (CRIV)	Tracy Thompson/Amy Eaton	Chris Graesser	Kate Hagan
Research and Publications	Annemarie Zell/Pamela Melton	David Mao	Julia O'Donnell (Publications) Hannah Phelps (Research)
Scholarship	James Gernet/Nancy Strohmeier	Chris Graesser	Hannah Phelps

## AALL Committee Chairs, Board Liaisons and Staff Liaisons, 2008-2009

*As of 06/04/08; pg. 3*

<b>SPECIAL (CONTINUING)</b>	<b>Committee Chair/Vice-Chair</b>	<b>Board Liaison</b>	<b>Staff Liaison</b>
Consortium Review Task Force	To be Named	David Mao	Paula Davidson
Developing Law Librarians for the Future	Susan Lewis-Somers	Cornell Winston	Kate Hagan
Leadership Development	Judy Meadows	Ann Fessenden	Celeste Smith
Washington Affairs Office Review	Sally Holterhoff	Ann Fessenden	Kate Hagan
<b>SPECIAL (NEW)</b>	<b>Committee Chair/Vice-Chair</b>	<b>Board Liaison</b>	<b>Staff Liaison</b>
AALLNET Strategic Planning	Kathie Sullivan	James Duggan	Chris Siwa Charles Reese
Member Recognition	Gail Warren	James Duggan	Hannah Phelps
Vendor Colloquium	To be Named	Ann Fessenden	Pam Reisinger
<b>COUNCILS</b>	<b>Council Chair</b>	<b>Board Liaison</b>	<b>Staff Liaison</b>
Chapter Presidents	Jennifer Murray	Jean Wenger	Paula Davidson
Special Interest Section Chairs	Ron Wheeler	Sally Wise	Paula Davidson

**Tab 2 Planning the Work of Your Committee**

- AALLNET Committee Chair Resources
- Committee Action Plans
- Committee Planning Calendar
- The “Nitty Gritty”

## Planning the Work of Your Committee

As Chair it is your responsibility to keep the committee on track to accomplish its goals for the year. The guidelines below can help you with these responsibilities. You have a number of resources available to help you.

### ***Strategic Directions***

The Association's Strategic Directions (<http://www.aallnet.org/strategic/>) (make a hot link) lay the groundwork for all activities carried out by Committees. Become familiar with the Association's Strategic Directions to determine the path of action for your committee. The three tenets of the Directions are:

- Leadership
- Education
- Advocacy

Review your committee charge, action plan, and past work, then be creative. Use your committee to determine how you can best meet the goals of your committee and the Strategic Directions.

Check out the AALLNET pages on Representatives (<http://www.aallnet.org/representatives> - make hot link), SISs (<http://www.aallnet.org/sis/>) and Chapters (<http://www.aallnet.org/chapter/>) to see what other groups are doing and if there are collaborative activities. Your Board liaison can help you determine if other groups are doing activities that complement your committee's work.

### ***Action Plans and Other Reports***

- Where to find them on AALLNET
- Sample Plans
- Interim Reports to the Executive Board
- Final reports to the Board and Annual Reports to AALLNET

### ***Resources on AALLNET for Committee Leadership***

Below is a list of resources available to chairs and vice-chairs of committees. Please familiarize yourself with this information. Can't find what you need? Remember to ask your Board liaison.

- Budget requests  
[http://www.aallnet.org/board/budget\\_requests.asp](http://www.aallnet.org/board/budget_requests.asp)



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## Committees

### AALL Committees

AALL Committees are created by the Executive Board to address specific topics relating to AALL business and the field of law librarianship.

All committee members are appointed by the President-elect annually in January. To volunteer for a committee complete the [volunteer form](#) before December 1st.

For more information please contact [leadership@aall.org](mailto:leadership@aall.org).

### Committee Websites & Profiles

A [list of Committee websites](#) is available on AALLNET. You can also find information about a Committee even if they do not have an independent website. AALL maintains a [Committee Profile](#) for each committee, including leadership and contact information.

If your committee doesn't have a web site and you want one, AALL will be happy to host your site. Please contact [webmaster@aall.org](mailto:webmaster@aall.org) for more information. If you do not have a webmaster to administrate your committee site, we can even help find a volunteer to work with you.

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[Committee Websites & Profiles](#)

[Committee Listservs](#)

[Resources for Committee Leadership](#)

[Volunteer for a Committee](#)

[Annual Reports](#)

- Chair responsibilities  
[http://www.aallnet.org/board/budget\\_requests.asp](http://www.aallnet.org/board/budget_requests.asp)
- Committee Council  
<http://www.aallnet.org/committee/council.asp>
- Committee Listservs  
[http://www.aallnet.org/discuss/list\\_index\\_committee.asp](http://www.aallnet.org/discuss/list_index_committee.asp)
- Board liaison responsibilities  
[http://www.aallnet.org/about/policy\\_board\\_liaison.asp](http://www.aallnet.org/about/policy_board_liaison.asp)
- Committee member responsibilities  
[http://www.aallnet.org/committee/member\\_responsibilities.asp](http://www.aallnet.org/committee/member_responsibilities.asp)
- Committee size  
<http://www.aallnet.org/committee/size.asp>
- Conditions of appointment  
<http://www.aallnet.org/committee/appointments.asp>
- General statement  
[http://www.aallnet.org/committee/general\\_statement.asp](http://www.aallnet.org/committee/general_statement.asp)
- Headquarters responsibilities  
[http://www.aallnet.org/committee/head\\_responsibilities.asp](http://www.aallnet.org/committee/head_responsibilities.asp)
- Preparing reports for publication on AALLNET  
<http://www.aallnet.org/chapter/AnnualReports4LLJMemo.pdf>
- Speaking for AALL  
[http://www.aallnet.org/about/policy\\_board\\_whospeaks.asp](http://www.aallnet.org/about/policy_board_whospeaks.asp)

### ***Planning Calendar***

- Review Board Calendar (in order to submit agenda items in timely manner)
- Annual Meeting Scheduling of Committee Meetings
- AALL HQ e-mail reminders/communications



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## Committees

### Chair Responsibilities

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- [Working with Your Board Liaison](#)
- [Annual Meeting](#)
- [Calendar for Committee Chairs](#)
- [AALLNET Resources for Committee Chairs](#)

- [Committee Websites & Profiles](#)
- [Committee Listservs](#)
- [Resources for Committee Leadership](#)
- [Volunteer for a Committee](#)
- [Annual Reports](#)

### WORKING WITH YOUR COMMITTEE

#### Making things happen

- The chair is responsible for guiding the Committee through its work - If you don't act, neither does the committee!

#### Planning the committee's year

- Talk to the outgoing chair about the year's major events and ongoing work/issues.
- Consult with your Board liaison as you plan your work for the year.
- If you have a co-chair or vice-chair work closely with her/him in planning the committee's work.
- Review the committee's charge.
- Discuss with your members how your Committee's work can support the major tenets of the Association's [Strategic Directions](#): Leadership, Education, Advocacy.

Some committees have clear tasks, such as selecting scholarship or grant recipients or planning the annual meeting programs. Others have charges which are more general, such as assisting court and state agencies in advancing electronic access to public information or encouraging students to enter the field of law librarianship.

For those that have more nebulous charges, you'll need to work with your committee to identify more specific goals and strategies to meet them. Remember that your Board liaison is there to help you strategize and plan for the year.

Plan an agenda for your meeting and distribute it and a copy of the committee's charge, to your committee prior to the meeting, along with a list of the committee members' names and contact information. This will allow your members time to prepare for the meeting.

#### Involve your members!

- Your role as the chair is to organize the work and see that it gets done - not to do it all!
- Include all members in discussions about the year's activities. Ask your committee members to let you know if they'll be attending the meeting; if they're not attending,

- o Speak with them prior to the meeting to discuss possible assignments or interests
  - o Divide tasks and ask for volunteers
  - o Be sure everyone has an assignment.
- Committee members often complain that they were willing to work but were never asked to do anything.
- As soon as possible after each meeting, follow-up with your members and
  - o Summarize the decisions that were made
  - o List assignments and due dates!
- Communicate often with your members throughout the year to check on their progress. Use the committee's discussion list and encourage the members to post to the list.
- Set "target dates" to help get things done on time.
- Consider using a monthly update email or a web page status report to keep track of activities.
- Hold "meetings" by email, conference call, web etc. if they will facilitate the committee's work. If you'd like to schedule a conference call, contact Kimberly Rundle, Executive Assistant to the Executive Director, [krundle@aall.org](mailto:krundle@aall.org), 312-939-4764.
- Don't make decisions without your members! Send them draft reports for comment and solicit their opinions on major issues. Occasionally the chair may have to respond to something quickly and there's no time for comment – in that case inform your committee as soon as possible and explain the reasons for your actions.

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## Committees

**Chair Responsibilities**

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[AALLNET Resources for Committee Chairs](#)

**AALLNET RESOURCES FOR COMMITTEE CHAIRS**Resources for Committee Leadership

[Board Liaison Responsibilities](#)  
[Budget Requests](#)  
[Chair Responsibilities](#)  
[Committee Council](#)  
[Committee Member Responsibilities](#)  
[Committee Size](#)  
[Conditions of Appointment](#)  
[General Statement](#)  
[Headquarters Responsibilities](#)  
[Speaking for AALL](#)

Association Policies

[AALL Archive](#)  
[AALLNET](#)  
[AALLNET Copyright Policy](#)  
[Annual Meeting Site Selection](#)  
[Chapter Alliance and Tips for Chapter Visits](#)  
[Collaborative Activities and Joint Agreements](#)  
[Conduct of Election Policy](#)  
[Disclosure of Conflicts of Interest Policy](#)  
[Expense Reimbursement and Forms](#)  
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[Law Library Journal Copyright](#)  
[Non-Discrimination](#)  
[Professional Development](#)  
[Publications Policy](#)  
[Publications Statement of Purpose](#)  
[Spectrum Editorial and Copyright Policy](#)  
[Use of The American Association of Law Libraries Name](#)

AALL Public Policies

[Resolution on the USA PATRIOT Act](#)  
[AALL Resolution on Supreme Court Slip Opinions \(pdf\)](#)  
[Core Competencies for Law Librarianship](#)  
[County Public Law Library Standards](#)  
[Ethical Principles](#)  
[Government Relations Policy](#)  
[Job Security, Remuneration, and Employment Practices](#)  
[Library Bill of Rights](#)

[Committee Websites & Profiles](#)[Committee Listservs](#)[Resources for Committee Leadership](#)[Volunteer for a Committee](#)[Annual Reports](#)

Preservation Policy  
Telecommunications Policy  
Resolution on the Protection of Databases

AALL Recommended Guidelines

ALA-Accredited Graduate Library Schools  
Guide to Fair Business Practices for Legal Publishers  
Guidelines on the Fair Use of Copyrighted Works by Law  
Libraries  
Guidelines for Graduate Programs  
Model Law Firm Copyright Policy  
Principles for Licensing Electronic Resources

Fund Raising by Committees and SIS's

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### AALL Executive Board 2007 - 2008



[Click here for the current Executive Board Roster](#)

There shall be an executive board of 11, consisting of the officers named in article 7, section 1, the last retiring president, and six members whose term shall be three years, two of whom shall be elected annually by the association. The duties of the executive board shall be those usually assigned to such boards in similar associations.

All officers and members of the executive board shall serve until the adjournment of the annual meeting at which their successors are chosen, or if there is no annual meeting, until July 1 following the election of their successors.

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## **Committee Action Plans**

The action plan is a means both for you to organize your committee's work, and for you to communicate with the Board, via your liaison, about the committee's activities and plans.

AALL Strategic Directions 2005-2010, <http://www.aallnet.org/strategic/> are less specific than AALL's earlier strategic plan, and have more of an emphasis on encouraging committees and other groups to develop their own means of implementation.

Therefore, the action plans are a valuable way for the Board to know how AALL as whole is moving forward towards our strategic goals. Of course, some committees have charges which do not relate very directly to the strategic directions. That's ok - we are still interested in your activities too!

### Required Action Plan

All Committee Chairs are requested to prepare a short (maximum 2 pages) action plan for the Spring Board meeting. This is a brief description of what your committee has done, and recommendations for your successor about what needs to be continued and what suggestions you have for next year's committee. (What would you do if you had another year?) Specific instructions about due dates and how to file your plan will be provided early in 2009. The form and a sample of this type of action plan follows.

### Optional Action Plan

Some committee chairs find it valuable to also prepare an action plan at the beginning of their term. This is more of a committee "to do" list and assignment of responsibilities. These can be very helpful for organizing your committee's work and keeping on track. A sample of this type of plan is also attached. If you do prepare this action plan, please share it with your Executive Board liaison. Remember that your Executive Board Liaison is an excellent resource to help with your Action Plan.

### Questions?

Please contact your Executive Board liaison with any questions you may have about action plans.

\_\_\_\_\_ Committee

2008-09 Activities and Draft Action Plan for 2009-10

Committee charge: *[please copy/paste from your Committee's section on AALLNET, <http://www.aallnet.org/committee/committees.asp> ]*

Major activities for 2008-09:

*[Please list and very briefly describe activities your committee has completed or begun this year. Please make particular note of any that help advance the AALL Strategic Directions, <http://www.aallnet.org/strategic/> - p. 4]*

Proposed activities for 2009-10:

*[Please list and very briefly describe ongoing work that the next year's committee will need to continue, or your suggestions for new initiatives that would build on the work of this year's committee]*

---

Please send to your Executive Board liaison by June 13.

When attaching your plan to the Board agenda item form, please use the following format for the file name:

actionplan\_committeename using a short, distinctive form to identify your committee.

For example: actionplan\_awards  
actionplan\_recruitment

# Sample of Required Action Plan

## Mentoring Committee

2006-07 Activities and Draft Action Plan for 2007-08

### Committee charge:

The Mentoring Committee shall be responsible for providing information and networking opportunities by advising and mentoring newer Association members or those contemplating job changes or desiring career guidance. To accomplish this goal the committee will plan, promote and present the Annual Conference of Newer Law Librarians (CONELL) and pursue additional efforts to orient newer members to the benefits and opportunities of Association membership.

### Major activities for 2006-07:

The Mentoring Committee's principal activities include:

- the Mentor Project, which pairs newer law librarians with experienced law librarians for the purpose of establishing mentoring relationships;
- QuickMentor, which facilitates the obtaining of career-related advice on a short-term basis; and
- CONELL, the Conference for Newer Law Librarians, held in conjunction with the 2007 AALL Annual Meeting.

The above activities advance AALL Strategic Directions' *Goal I: Leadership* by encouraging and facilitating mentoring relationships among AALL members and introducing newer members to AALL and the law librarian profession. These activities directly advance two objectives of AALL Strategic Directions' *Goal I: Leadership*, viz.:

- Provide tools to increase members' abilities to position themselves as essential to the mission of their organizations.
- Expand mentoring programs and opportunities.

These activities indirectly advance AALL Strategic Directions' *Goal II: Education* by aiding mentored members in making decisions about education and training opportunities.

### Proposed activities for 2007-08:

The Mentoring Committee has refined its activities over many years, and it is not obvious to the current chair that there are ways to improve them significantly. However, two issues deserve consideration now and next year.

- Should Mentor Project registration be available year-round rather than January through May only (as is currently the case)?
- How can the Mentoring Committee effectively promote the Mentor Project and QuickMentor service beyond the current reliance on *AALL Spectrum* articles, listserv messages, and the Mentoring Committee web page?

Submitted by:

Gregory Ivy, Mentoring Committee chair

# Sample of Optional Action Plan

## Economic Status of Law Librarianship Action Plan 2006-07

GOAL: The Economic Status of Law Librarianship is an advocate for AALL members in the area of law librarian compensation.

ACTION	ASSIGNED	DATE TO BE COMPLETED	DRAFT/COMMENTS	COMPLETED
Submit Program Proposal for 2007 Annual Meeting	Slyhoff Schneider	Program proposal deadline	Sent to committee for review; comments incorporated	Submitted; program approved!
Create toolkit for members to use as advocacy tool	Bateson Norwood Schneider	February 2007	This will supplement the program but will also stand alone as a document available to AALL members	
Salary Survey – this survey would be an in-depth survey; included would be information to correlate salaries to experience and credentials, as well as questions targeted at stakeholders.	Committee	By deadline for F&B submissions	A budget request will be submitted to the AALL Finance & Budget Committee for consideration at their winter meeting.	
Request committee name change to Economic Status of Law Librarians to reflect nature of Committee's focus	Slyhoff	Deadline for Fall Board Meeting		Submitted 9/28/06
Identify related associations and determine salary information available	Cadmus Eggert Merkowitz	January 2007		

Web page -- redo web page; expand information	Mao (with input from committee members)	January 2007	
Create best practices page for web page working with library-type SISs to gather relevant information	Mao	March 2007	
Partner with library-type SISs; request that the SISs create Economic Status committee to work with us and to help collect relevant information	Slyhoff	October 2006	

Committee members 2006-07:

- Merle J. Slyhoff, Chair
- Ann Bateson
- Femi Cadmus
- Maureen A. Eggert
- David Mao
- Mary Jo Merkowitz
- Deborah Norwood
- LindaJean Schneider

## **CALENDAR FOR AALL COMMITTEE CHAIRS**

(See [http://www.aallnet.org/committee/chair\\_responsibilities.asp?shw=4](http://www.aallnet.org/committee/chair_responsibilities.asp?shw=4))

This calendar is intended to serve as a reminder of activities required by specific dates. The chair is responsible for seeing that the committee meets all deadlines. While the AALL Executive Staff and/or your Board liaison will provide a "tickler" service reminding the chair of important dates, the chair must remain aware of major dates which will have an impact on the work of the committee.

### **August**

Annual Meeting Program Proposals due to Annual Meeting Program Coordinator.

Executive Director sends request for Fall Board Meeting agenda items.

### **September**

Fall Board meeting Agenda items due to Executive Director.

Director of Meetings mails Preliminary Annual Meeting Scheduling Form to Committee Chairs.

### **November**

Deadline for the return of Annual Meeting Schedule form to AALL Program Coordinator.

### **December**

Executive Director sends program and budget request memo to committee Chairs.

### **January**

President-Elect and AALL Appointments Committee make committee appointments. Be prepared to provide recommendations/comments on succeeding Committee chair.

Executive Director mails requests for Spring Board Meeting agenda items.

Deadline for program and budget request.

Program Coordinator mails Activities Area information.

### **February**

Finance and Budget Committee meets to set budget priorities and guidelines for the next fiscal year.

Spring Board Meeting agenda items due to Executive Director.

AALL Executive Board Strategic Directions Committee Chair asks for Committee Action Plan.

### **March**

Identify potential "hot topics" for upcoming Annual Meeting Program Committee and communicate those to AMPC chair.

### **April**

Vice-President/President-Elect completes Board Liaison assignments.

Executive Assistant to the Executive Director compiles new committee rosters and sends them to all committee chairs.

Deadline for return of Activities Area form to Program Coordinator.

### **May**

Executive Director mails request for Annual Reports

Executive Director mails request for Summer Board Meeting agenda items.

### **June**

Agenda items for the Executive Board Meeting at the Annual Meeting due to Executive Director.

Executive Assistant to the Executive Director prepares Committee, Representative, SIS, Chapter and Executive Board rosters.

Annual Report due to Executive Director and AALLNET Annual Report Editor

### **July**

Executive Board approves budget for next fiscal year at the first meeting.

### **August**

Committee Chairs weed and transfer previous chair's files to archives.

## The Nitty-Gritty (2008)

### Planning for the Annual Meeting:

*Committee meetings.* Committee chairs will be notified of the time periods in which committee meetings should be scheduled and the date requests are due. The current chairs should schedule two meetings, one for the current committee, and one for the succeeding committee, or a combined meeting for both.

*Educational programs.* Ideas for educational programs and discussion groups may be generated by any individual or group, including committees, within the Association. The final content of the program and the scheduling of the program are the responsibility of the AALL Annual Meeting Program Chair. Association committees are expected to work with the program chair in preparing for the annual meeting.

All committee activities during the annual meeting of the Association which may have an impact on the convention program should be cleared with the AALL Annual Meeting Program Committee Chair.

### Conduct of committee meetings

AALL uses *Sturgis Standard Code of Parliamentary Procedure*, which gives the chair great power and latitude. It is not necessary to be formal in the application of rules and procedure in a committee meeting provided discussion is amicable and the group has a common, understood goal. When the discussion is not amicable, and the goal is not generally understood, it may be necessary to use parliamentary motions as the means to focus discussion on the appropriate agenda item.

Throughout the discussion, be sure that everyone has an opportunity to speak. Check in on the ones who have been quiet in the event that they feel intimidated by the more aggressive speakers.

Ask one of your Committee members to take minutes so that you will have an accurate record of your discussions. Don't try to do this exclusively yourself as it is very difficult to both conduct the meeting and take complete notes.

All AALL committee meetings must be open to all members who wish to attend, except those meetings where confidential deliberation must be maintained, such as discussions on nominations, scholarships, and awards.

### Chair attendance at other meetings

*Committee Chairs meeting.* In addition to the committee's meetings, incoming committee chairs and vice-chairs are expected to attend a training session with the Vice-President which typically takes place on Saturday afternoon of the Annual Meeting. Contact the Vice-President in advance if you are unable to attend.

*Executive Board:* The committee chair shall attend the Executive Board meeting when requested to do so by the liaison or the President, or when necessary to present an agenda item. If the chair is unable to attend the meeting, s/he shall designate a committee member who can speak for the committee as committee representative.

## Budget

*Routine Expenses:* The Association has a pool of funds available for routine committee expenses such as conference calls, postage, and photocopying. If the committee needs such funds, the chair shall contact the Executive Director. If a committee has a specific need for face-to-face meetings outside the Annual meeting, this funding must be approved in advance.

*Special Projects:* Funding for special projects which require more substantial expenditure of funds should be requested on the budget form, [http://www.aallnet.org/about/budget\\_request\\_form.asp](http://www.aallnet.org/about/budget_request_form.asp). Headquarters staff will notify chairs when budget requests are due, usually in January. This process provides funds for the following committee year. This means that typically the person who requests the funds will no longer be chair when the funding is received. It is therefore very important for the outgoing chair to communicate with the committee's Executive Board liaison in developing the budget request, and to notify the incoming chair about any special projects for which funding has been requested.

*Emerging Opportunity:* If you become aware of a funding need that cannot wait on the usual budgeting process, contact the President to see if it would be appropriate for funding from the "President's Discretionary Fund" or the Executive Board's "Emerging Opportunities" fund.

*Policy:* Association funds shall not be used for food and beverages for committees at the Annual Meeting. (AALL Financial Policies VII 1. Committees).

## Expenses and Reimbursements

*Records and reports:* The chair shall maintain records of all committee expenses.

*Reimbursement policy:* Generally speaking, only postage, photocopying charges, long distance telephone calls and expenses approved in the committee's budget for special projects or for travel, lodging and food for committee meetings will be reimbursed without pre-approval from the Executive Director. Expenses for committee meetings that are not approved in the committee's budget must be pre-approved by the President and Treasurer. Wages for secretarial services will not be reimbursed.

*Reimbursement procedures:* Reimbursement requests should be submitted on the form available at [http://www.aallnet.org/about/expense\\_forms.asp](http://www.aallnet.org/about/expense_forms.asp)

Committee members shall file reimbursement requests with the chair. The chair shall promptly forward reimbursement requests with the Executive Director. If reimbursement requests exceed the committee's budget, the chair shall file a fully documented report showing that allowable expenses and reimbursement requests have exceeded the committee's budget. Reimbursements greater than the approved budget must be approved by the President and Treasurer.

## Committee News

AALLNET features regular committee news items at <http://www.aallnet.org/news/>. It is one of the most important responsibilities of the chair to keep the general membership informed of the committee's activities. The chair is responsible for working with the current editor (Therese Clark) and meeting the committee news submission guidelines and deadlines.

Not all committee news submissions need to be written by the chair. Some committees divide this responsibility among various committee members.

### Reports:

*Annual report:* An annual report is required of each chairperson. Headquarters will notify each chair of the report due date, which is typically in late June. Reports are published on AALLNET and must conform with AALLNET stylistic requirements. Reports are limited to about 300-500 words.

Given the space limitations, it is difficult to cover everything that occurred during the past year, but authors may wish to consider including information about one or more of the following, as appropriate: initiation of major new initiatives of the committee, whether or not completed; completion of major initiatives begun in earlier years; outstanding educational programs offered by the committee; sponsorship or support of important legislative efforts; awards presented to members (e.g., lifetime service award); unresolved issues confronting the committee that will carry over to next year; and members who served the committee during the year as well as those chosen to serve in the coming year.

In addition to the formal report, the chair should be ready in early spring to give to the incoming President an account of the members of the committee and their performance of their responsibilities to the committee. This evaluation will aid the incoming President in appointments for the coming year.

*Action Plan:* The action plan is a means both for you to organize your committee's work, and for you to communicate with the Board, via your liaison, about the committee's activities and plans.

AALL Strategic Directions 2005-2010, <http://www.aallnet.org/strategic/> are less specific than AALL's earlier strategic plan, and have more of an emphasis on encouraging committees and other groups to develop their own means of implementation. Therefore, the action plans are a valuable way for the Board to know how AALL as whole is moving forward towards our strategic goals.

All Committee Chairs are requested to prepare a short (maximum 2 pages) action plan for the Spring Executive Board meeting. This is a brief description of what your committee has done, and recommendations for your successor about what needs to be continued and what suggestions you have for next year's committee. (What would you do if you had another year?) Look for deadlines and other information about the committee action plan from Jean Wenger, Chair of the Board's Strategic Directions Committee.

*Special reports and requests for Board action:* The chair shall file any special reports requested by the Executive Board or the President, or that are appropriate as a result of the committee's assignments or routine work. The chair shall also prepare and file any requests for Board action that are required to implement or authorize the work of the committee. All such reports and Board agenda items should first be sent the committee's Executive Board liaison.

*Distribution of reports:* Generally, reports will be filed with headquarters in accordance with the instructions of the Executive Director or the Association Secretary. Committee members should receive copies of draft and final reports, including financial reports. Draft reports must be shared with those affected, with requests for comments before submitting to the Board.

The Board liaison should receive copies of all reports in draft and final form. Final report of a committee may be amended by the Board prior to publication, with changes indicated.

Archives:

The chair is responsible for transferring the appropriate committee files and documents to the Association's archives. The archives can also be a valuable source of information for the chair and the committee. See the AALL Archives policy at

[http://www.aallnet.org/about/policy\\_archives.asp](http://www.aallnet.org/about/policy_archives.asp)

### **Tab 3 Working with Headquarters**

- Headquarters Responsibilities to Committees
- Committee Budget and Expenses
- Budget Request Procedure and Form
- Reimbursement Form
- Meeting Scheduling Letter and Form

## Headquarters Staff - Responsibilities to Committees

[http://www.aallnet.org/committee/head\\_responsibilities.asp](http://www.aallnet.org/committee/head_responsibilities.asp)

The following are general responsibilities applicable to all committees. In addition, each committee has been assigned a staff liaison.

1. **Availability of Resources for Committee Chairs:** Headquarters staff will notify each new committee chair, at the time of acceptance of appointment to a committee, of the committee chair resources ([http://www.aallnet.org/committee/chair\\_responsibilities.asp](http://www.aallnet.org/committee/chair_responsibilities.asp)) available on AALLNET.
2. **Staff support:** Headquarters staff may be available to provide clerical support for special committee projects, such as mailings to members of AALL and mass mailings in support of Association activities being conducted by committees. The chair should consult in advance with the Executive Director about support that may be needed for specific projects.
3. **Agenda items and committee reports:** All agenda items are sent to the Executive Director using the Online Agenda Item Submission form. Headquarters will collect and assemble committee materials for distribution to the Executive Board for agenda consideration by the Board.
4. **Annual meeting support:** Headquarters staff support the work of committees at the Annual Meeting by the advance scheduling of meeting space for them, by listing meetings in the online Meetings & Events schedule on AALLNET and in the Final Program, and by arranging for signage (on request, at committee expense). The Headquarters Staff Office at the Annual Meeting can also provide duplicating services and other remote office functions on request.
5. **Committee News:** Committee News (which was previously published in *AALL Spectrum*) is now available on AALLNET at <http://www.aallnet.org/news/>. Member volunteers serve as columnists. Columnists edit submissions from entities and members. The current Committee News columnist is listed at <http://www.aallnet.org/news/contact.asp>. The Committee News columnist receives or solicits news submissions from committees. One of your committee members should be assigned to submit news items about your committee.
6. **"Tickler" service:** Headquarters staff will continue to provide a "tickler" service to committee chairs, reminding them of deadlines for filing reports, reserving meeting space, etc. The following reminders are generally sent to committee chairs each year (rearranged into rough chronological order):
  - Annual Meeting Mailings (to schedule meetings, etc.)
  - Solicit agenda items for Board Meeting (3 times/year)
  - Solicit budget requests
  - Request for Annual Reports
7. **Maintenance of Committee Information:** Headquarters staff maintain the information on the AALLNET Committees (<http://www.aallnet.org/committee/index.asp>)page. Committees themselves are responsible for their own committee webpages and should keep them updated. Each committee should designate one member as the committee webmaster.

## COMMITTEE BUDGET AND EXPENSES

1. **Routine Expenses:** The Association has a pool of funds available for routine committee expenses such as conference calls, postage, and photocopying. If the committee needs such funds, the chair should contact the Executive Director by phone 312-205-8016 or email. If a committee has a specific need for face-to-face meetings outside the Annual meeting, this funding must be approved in advance and should be coordinated with your Board liaison.

2. **Action Plans:** All Committee chairs are expected to submit an Action Plan outlining the activities for the year, including any financial implications. The Action Plan should identify, when appropriate, the particular goal of the AALL Strategic Plan that is being addressed by the activity. Consult with your Board liaison as you develop your Action Plan.

3. **Special Projects:** Funding for special projects which require more substantial expenditure of funds should be requested on the budget form. Headquarters staff will notify chairs when budget requests are due, usually in January. This process provides funds for the following committee year. This usually means that the person who requests the funds will no longer be chair when the funding is received. It is therefore imperative for the outgoing chair to communicate with the Vice-Chair and the committee's Executive Board liaison in developing the budget request, and to notify the Vice Chair about any special projects for which funding has been requested. In addition, detailed plans should be discussed with the Vice-Chair about the funds and their anticipated use, since the expenditure will have to be explained to the Board by the new chair.

4. **Emerging Opportunities:** If you become aware of a funding need that cannot wait until the next budget cycle, contact the President to see if it would be appropriate for funding from the "President's Discretionary Fund" or the Executive Board's "Emerging Opportunities" fund.

## REIMBURSEMENTS

A. **Records and reports:** The chair shall maintain records of all committee expenses.

B. **Reimbursement policy:**

The following types of expenses are generally reimbursed:

- Routine operating costs like postage, photocopying charges, long distance telephone calls (if your Employer will not reimburse)
- Costs for special projects approved in advance by the

#### Finance and Budget Committee

- Travel expenses for pre-approved committee meetings outside the Annual Meeting

Note: Conference calls arranged by Headquarters staff are paid for from the pooled Committee budget line. This is the preferred method of setting up a conference call. Do not use your own conference call service unless you (or your employer) intend to pay for the call. Contact Vanessa Castillo to arrange for an AALL conference call.

Generally **not** reimbursed:

- Food and beverages for committee meetings at Annual Meeting
- Secretarial services
- Conference calls arranged on your own

**C. Reimbursement procedures:** Reimbursement requests should be submitted on the reimbursement form. Committee members should file reimbursement requests with the chair. The chair should promptly forward reimbursement requests to the Executive Director. If it is anticipated that reimbursement requests will exceed the committee's budget, the chair should immediately file a fully documented report with the President and Treasurer showing that allowable expenses and reimbursement requests will incur such overage. Reimbursements for amounts exceeding the approved budget must be approved by the President and Treasurer.



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## Executive Board

### Budget Requests for Fiscal Year 2008-2009 Deadline: January 15, 2008

The AALL Executive Board's Finance & Budget Committee will meet on February 15-16, 2008 in Chicago. At that meeting the Committee will set programmatic and financial guidelines for the next fiscal year that begins on October 1, 2008. These guidelines will be submitted to the Executive Board for approval at their Spring meeting.

As is customary at this time, the Finance & Budget Committee is inviting budget requests from AALL's Leadership.

You may submit a proposal or request for financial or other support to carry out your plans for the next fiscal year. I know this seems early, but the Association's planning and budgeting process must accommodate the Board's quarterly meeting schedule.

If you have budget items that you would like to be considered for the current year, please complete the budget request form also. Indicate the date the funds would be needed in the "approximate commencement of program/task" fields.

In addition, the Executive Board has established the Emerging Opportunities Fund. This fund gives the Board the opportunity to support initiatives that are entrepreneurial in nature and that support the association's three major strategic directions: leadership, education and advocacy. The Board will be able to provide this modest support for requests approved during the current fiscal year.

You may submit your request by filling out the **Budget Request Form** on AALLNET. Please provide the Finance & Budget Committee with as much information as possible, including an accurate and complete budget. Please submit your request no later than January 15, 2008.

If you would like to discuss your request prior to submitting it, please feel free to contact David Mao, Treasurer, at (202) 707-4839 or [dmao@crs.loc.gov](mailto:dmao@crs.loc.gov).

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[Finance & Budget](#)

[Governance](#)

[Meeting Information](#)

[Policies & Procedures](#)

[Strategic Directions](#)

[Other Key Information](#)

[Board Administration](#)

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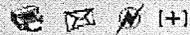
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About AALL

**AALL Budget Request Form**  
 Request for Funding in the 2008-2009 Fiscal Year  
 October 1, 2008 to September 30, 2009

\*Fields in "Bold" are required

**Requesting Entity:** (AALL Committee or Representative Group name)

**Name of the Author of this Request:**

**Author's email:**

**Description of Program/Task:**

**Description of Previous/Similar Efforts:** (if any)

**Description of How this Program/Task Supports the AALL Strategic Direction:**

**Description of Expenses to be Funded:**

**Estimated Funding Request Amount:** \$

**Will this Program/Task be completed in the 2008-2009 Fiscal Year?:**

Yes  No

If not, please indicate the dates below:

Approximate Commencement of Program/Task:

Approximate Completion of Program/Task:

SUBMIT THE BUDGET REQUEST FORM

- Association
- Awards
- Governance
- History
- Leadership
- Legal Research Links
- AALL Washington Office
- Vendor Relations

American Association of Law Libraries  
 53 West Jackson Blvd., Ste. 940, Chicago, IL 60604  
 312-939-4764 Fax 312-431-1097

# AALL EXPENSE REPORT

Name: \_\_\_\_\_  
 Date: \_\_\_\_\_ Name of Committee/Special Interest Section: \_\_\_\_\_

DAILY EXPENSES:	Please attach all receipts Receipts for expenses over \$25.00 must be submitted							TOTAL
	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	
<b>DATE OF TRAVEL</b>								
<b>MEALS</b> <i>Max: \$50 per meal \$75 per day</i>								
Breakfast:								\$
Lunch:								\$
Dinner:								\$
Total Meals								\$
<b>LODGING</b>								
Hotel:								\$
<b>TRAVEL</b>								
Taxi/bus/shuttle								\$
Airfare (coach)								\$
Parking & Tolls								\$
<b>Total Mileage</b> (@ \$.505 each)**								\$
From:								
To:								
Car Rental (with prior approval)								\$
Total Travel								\$
<b>MISCELLANEOUS</b>								
Telephone/Fax								\$
Tips								\$
<b>OTHER</b> (Please explain on next page)								\$
<b>TOTAL</b>								
<b>MINUS ADVANCE</b>								
<b>TOTAL DUE</b>								\$

Signature (Individual Requesting Reimbursement) \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

AALL Approval \_\_\_\_\_

\*\* Per 2008 IRS guidelines, calculate at 0.505 per mile driven

**Per Expense reimbursement policy:**

All Car rentals must have prior approval of the Exec Dir. or will not be reimbursed.

All Expense Report should be submitted within 10 working days

For Headquarters Use:	Check # _____	Date: _____	Vender # _____
Charge Account #:	_____	\$	_____
Charge Account #:	_____	\$	_____
Charge Account #:	_____	\$	_____
Charge Account #:	_____	\$	_____
Charge Account #:	_____	\$	_____





## American Association of Law Libraries

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**DATE:** September 17, 2007

**TO:** Chapter Presidents  
Special Interest Section, Committee, Council and Caucus Chairs

**FROM:** Pam Reisinger, CMP  
Director of Meetings

**RE:** 2008 Annual Meeting & Conference Planning

Enclosed is information related to the planning of the 2008 Annual Meeting & Conference on July 12-15 in Portland, OR. Please read through the information carefully, complete the Preliminary Scheduling Form, note all deadlines, and submit all scheduling forms to me by the **November 1 deadline**.

### MANAGEMENT OF EVENT SCHEDULING AND PLANNING

#### Meeting Management

Association Staff will manage preliminary planning for the 2008 Annual Meeting & Conference. The information included in this mailing relates to the scheduling of events other than AALL Educational Programs and Workshops selected by the Annual Meeting Program Committee (AMPC). Educational Program and Workshop Coordinators will be sent information under separate cover.

### THE SCHEDULING PROCESS

#### AALL Groups (Committees, SISs, Chapters, and Caucuses)

Scheduling information for Committee, SIS, Chapter and Caucus meetings and functions is attached. Also included as an attachment is a scheduling form printed with the title of your meeting as it appeared in the Final Program at the 2007 Annual Meeting & Conference. **You may update and submit both sides of this form (be sure to correct changes in the title, including years and cross out sponsorship information until confirmed), or use the blank form to request your meeting.** Photocopy the blank form (front and back) if you need additional copies. Please submit a **separate** form for each meeting (even if it is the same information on multiple days). Use the 2008 Annual Meeting & Conference Schedule as your guide to request appropriate time slots for your meeting/function. Please provide an alternate meeting time on the scheduling form should your first request not be available. **NOTE:** The agenda for this year's meeting continues to reflect the elimination of Wednesday in the schedule. Please review carefully.

The Preliminary Scheduling Form must be received by **November 1, 2007** to ensure listing your meeting in the Preliminary Program. Forms received after this date will be processed on a space-available basis, and without guarantee that you will receive your preferred request for meeting date/time. If you wish to eliminate a meeting or event, please check the box on the form indicating that you do not wish to hold that function at the 2008 Annual Meeting and return the form to me.

**Committee Chairs** (current for 2007/08) are responsible for arranging all Committee meetings at the Annual Meeting & Conference.

**SIS Chairs** should arrange the scheduling of all meetings/functions for the SIS (returning a separate form for each meeting or function) as well as coordinate with other SISs as appropriate. Please refer to the Annual Meeting and Conference Schedule and the SIS Scheduling Matrix, under the supervision of the SIS Council Chair, to coordinate meeting schedules with other SIS groups. **Reminder:** SIS groups (only) will be allowed to schedule against AALL (AMPC selected) programs in addition to the designated meeting time slots set aside for SIS, Committee, Chapter and Caucus meetings (this includes SIS committees, roundtables, working groups, etc.). The SIS Council Chair will make SIS Scheduling Matrix, including the date, times and titles of AALL selected programs, available to you some time around the beginning of October (once the AMPC selection process is complete).

**Meetings/functions** will be scheduled at the Oregon Convention Center in Portland and the Hilton Portland & Executive Towers (headquarters hotel). Although the light rail system connects the downtown hotels directly to the convention center, most meetings and lunches will be scheduled at the convention center for convenience. Breakfasts and receptions will be scheduled at both the headquarters hotel and the convention center. In an effort to minimize scheduling conflicts, groups may want to consider combining some meetings into one (ingoing/outgoing committees) and holding only meetings onsite that are necessary. Some meetings may be held just as effectively through listserv discussion or teleconferences.

### **PHOTOCOPYING**

#### **AALL Committees and SISs**

The Association will again offer you the opportunity to send materials to be photocopied for your meeting(s) to Headquarters in advance of the Meeting. Taking advantage of this service will result in a significant price break over the on-site cost. Materials may be picked up at the AALL Staff Office on-site beginning Friday, July 11th.

Arrangements will be made for copy services in Portland. Terms will be cash or charge unless an AALL Authorization Form accompanies the print order. Each Committee and SIS Chair must plan on using the forms during the Meeting unless she/he wishes to pay upon completion of the job. During the Meeting, forms will be available in the AALL Staff Office. Chairs must sign off on Print Authorization Forms and are responsible for dropping off print orders and picking them up.

#### **Chapters**

May utilize the copy center and are *responsible for payment upon pickup*.

### **SIGNS**

You will be provided with an opportunity to order signs in the spring. Signs for SIS meetings will be charged to SIS accounts. Chapters will be billed directly for their sign orders. Funding is not budgeted for committee signs and any requests should be directed to Paula Davidson, Director of Finance.

### **MENUS**

Menus and order forms will be sent to those scheduling food functions indicated on the scheduling form (be sure to mark the appropriate boxes). **SIS Chairs wishing to have attendees sign up for a meal function (i.e., breakfast, luncheon) on the Registration Form in the Preliminary Program must contact me no later than November 1 to receive appropriate menus.** *Registrant fees* for meals must be submitted for the Preliminary Program by **December 1** and any *registration attendance caps* must be established at this time. All other food functions must have menu orders returned by May 15. On-site registration for food and beverage functions is not possible.

### **AUDIO/VISUAL EQUIPMENT**

You may select to receive an A/V Equipment Order Form on the Preliminary Scheduling form. Please be specific when ordering. Equipment fees can be prohibitive if you have a limited budget. You may request that an Equipment Request Form be sent to you by selecting the appropriate box on the attached Preliminary Scheduling Form. Equipment Request Forms will be mailed out in February with a breakdown of equipment costs. A microphone can be ordered on this form.

## **BILLING**

The Association will guarantee payment of charges for Committees and SISs. Billing will be managed as follows:

**Special Interest Sections** - will be billed to the Association's Master Account and charges deducted from individual SIS accounts. This includes food and beverage charges, printing and photocopying, signs and audio-visual charges for meetings.

**Committees** – funding for A/V requests should be directed to the AALL Director of Finance. *Association funds may not be used to purchase food and beverage for Committee Meetings.* Special funding for committee sponsored events requires prior Executive Board approval (go to [http://www.aallnet.org/board/budget\\_requests.asp](http://www.aallnet.org/board/budget_requests.asp)).

**Chapters** - arrangements will be made for Chapters to be billed directly whenever possible. A credit application, advance deposit or credit card number may be requested. The usual terms of payment are 30 days.

**Caucuses** - there are no Association funds to support these informal groups; the contact person will be billed directly. A credit application, advance deposit or credit card number may be requested. Terms of payment are 30 days.

## **IMPORTANT REMINDER**

Planning for the AALL Annual Meeting & Conference is a complex process and every effort will be made to accommodate each group. However, the realities of meeting room availability, the types of set-ups requested, audio-visual requirements and numerous other factors may demand a high degree of flexibility and collaboration of everyone involved.

**New! A draft version of scheduled meetings**  
(for all groups that have submitted forms by November 1)  
**can be viewed online during the week of November 26<sup>th</sup> at**  
[http://www.aallnet.org/database/meeting\\_annual\\_events.asp](http://www.aallnet.org/database/meeting_annual_events.asp)

Please review this schedule for any conflicts with your scheduled meeting and contact Vanessa Castillo ([vcastillo@aall.org](mailto:vcastillo@aall.org)) or me with any requested changes by December 1. Room assignments will not be finalized or available online until mid-June.

NOTE: The initial advance planning for the AALL Annual Meeting & Conference operates on a short time frame so ***Urge your cooperation in meeting deadlines*** in order that the most accurate information possible is presented to the members when they receive the Preliminary Program. If you have questions, please call me at 312/939-4764 ext. 223 or send me email at [preisinger@aall.org](mailto:preisinger@aall.org)

Get up-to-the-minute status of your meeting/event and other helpful information for the 2008 Annual Meeting & Conference online at: <http://www.aallnet.org/events>

Items Enclosed: Preliminary Scheduling Forms for Meetings and Functions  
Room Configuration Diagram  
2008 Annual Meeting & Conference Schedule

Cc: Ann Fessenden      Tami Gierloff      Mary Lu Lianne  
    Kate Hagan        Cathy Lemann      Paula Davidson  
    Diana Jaque

[www.aallnet.org](http://www.aallnet.org)  
312.939.4764/ Phone  
312.431.1097/ Fax  
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53 West Jackson Boulevard, Suite 940  
Chicago, Illinois 60604

**PRELIMINARY SCHEDULING FORM FOR MEETINGS AND FUNCTIONS**

American Association of Law Libraries  
2008 Annual Meeting & Conference / Portland, OR July 12-15

Please Type or Print and return by **November 1, 2007**

Name of Group/Event: \_\_\_\_\_

Event Sponsor (if applicable): \_\_\_\_\_

Name of Person Responding: \_\_\_\_\_

We  **WILL** /  **WILL NOT** be holding a function at the 2008 Annual Meeting & Conference

**SELECT:**  Business Meeting Only  Business Meeting with Food/Beverage Service  Food & Beverage Function Only

Function to be listed in Preliminary and Final Program as: \_\_\_\_\_  
(specify "Do Not List" or "By Invitation" behind title, if applicable)

Requested date and time for meeting/event: \_\_\_\_\_ at \_\_\_\_\_ to \_\_\_\_\_  
(day and date) (start time) (end time)

\*Alternative Day, Date, and Time: \_\_\_\_\_

**FOOD SERVICE:** I want to plan the following (check):  **List as a ticketed event on the Preliminary Program Registration form (SIS only)**

Breakfast  Coffee/Beverage Service  Break  Luncheon  Dinner  Reception  None

(Appropriate Menus will be sent in February if a food function is planned; menu selections due May 15<sup>th</sup>)

*NOTE: Association funds may not be used to purchase Food & Beverage for Committees.*

**ROOM SET-UP:** (See enclosed sheet for diagrams of each style)

Anticipated Number in attendance: \_\_\_\_\_ Head table required:  NO  YES For how many \_\_\_\_\_

**Set-up Style:** (indicate 1<sup>st</sup> and 2<sup>nd</sup> choice)

\_\_\_\_\_ Conference Style \_\_\_\_\_ Theater Style  
\_\_\_\_\_ Class Room Style \_\_\_\_\_ Hollow Square  
\_\_\_\_\_ Reception Style \_\_\_\_\_ Rounds/ Banquet Style  
\_\_\_\_\_ Other (draw diagram & attach)

\* **Microphone (mic) Requirements:**

NONE  Lecturn Only, no microphone  
 Mic on stand # \_\_\_\_\_  
 Table Mic(s) # \_\_\_\_\_  
 Mic on freestanding lecturn  
 Lavalier Mic(s) # \_\_\_\_\_

**Other audiovisual and/or computer equipment required:**  
 NO  YES, please send an Equipment Request Form

*\*multiple microphones will require an additional charge for mixer equipment. All mics are wired unless wireless is indicated (additional cost for wireless)*

**Additional requirements:** \_\_\_\_\_  
\*See enclosed sheet for summary of master schedule of the meeting. All changes, cancellations, or new functions, must be cleared with Pam Reisinger, Director of Meetings (at 312/939-4764 x223 or mail preisinger@aall.org). Please note that Committee meetings are scheduled in order that Executive Board Members may fulfill assigned liaison responsibilities and as a result, the ability to make changes may be limited.

**Complete the Information on the Reverse Side for Contact and Billing Information**



## 2008 AALL Annual Meeting & Conference Schedule

SATURDAY – JULY 12	
<p>Morning and afternoon events</p> <p>6:00 p.m. – 8:15 p.m. 8:30 p.m. – 10:30 p.m.</p>	<p>CONNELL, Leadership Training, Workshops, Diversity Symposium &amp; Reception, SIS and Chapter Presidents Councils, AALL Committee meetings and SIS Sub-Group Meetings</p> <p>Dine-around and reception opportunities (including AALL VIP reception) Opening Event</p>
SUNDAY – JULY 13	
<b>9:00 a.m. – 5:00 p.m. Exhibit Hall Open</b>	
<p>7:00 a.m. – 8:45 a.m. 9:00 a.m. – 10:00 a.m. 10:15 a.m. – 11:45 a.m. 12:00 p.m. – 1:15 p.m. 1:30 p.m. – 2:45 p.m. 3:00 p.m. – 4:00 p.m. 4:15 p.m. – 5:15 p.m. 5:30 p.m. – 6:30 p.m. 6:30 p.m. – 10:00 p.m.</p>	<p>Type of Library SIS (ALL, PLL, SCCLL) Breakfasts/Business Meetings</p> <p>Exhibit Hall Ribbon Cutting and Break – <b>No Conflict</b></p> <p>Opening General Session/Keynote Speaker – <b>No Conflict</b></p> <p>Committee, SIS, Chapter &amp; Caucus Meetings (open scheduling)</p> <p>Annual Meeting Programs (A) <i>(SIS open scheduling)</i> 6*</p> <p>Annual Meeting Programs (B) <i>(SIS open scheduling)</i> 6</p> <p>Annual Meeting Programs (C) <i>(SIS open scheduling)</i> 6</p> <p>Committee, SIS, Chapter and Caucus Meetings (open scheduling)</p> <p>Open Scheduling (reception opportunities)</p>
MONDAY – JULY 14	
<b>9:00 a.m. – 5:00 p.m. Exhibit Hall Open</b>	
<p>7:00 a.m. – 8:30 a.m. 8:45 a.m. – 9:30 a.m. 9:45 a.m. – 10:30 a.m. 10:45 a.m. – 11:45 a.m. 12:00 p.m. – 1:15 p.m. 1:15 p.m. – 2:15 p.m. 2:15 p.m. – 3:45 p.m. 4:00 p.m. – 5:15 p.m. 5:30 p.m. – 6:30 p.m. 6:30 p.m. – 10:00 p.m.</p>	<p>Committee, SIS, Chapter and Caucus Meetings (open scheduling)</p> <p>Annual Meeting Programs (D) <i>(SIS open scheduling)</i> 6</p> <p>Annual Meeting Programs (E) <i>(SIS open scheduling)</i> 6</p> <p>Annual Meeting Programs (F) <i>(SIS open scheduling)</i> 6</p> <p>Committee, SIS, Chapter and Caucus Meetings (open scheduling)</p> <p>Exhibit Hall Break – <b>No Conflict</b></p> <p>AALL Business Meeting / Members Open Forum – <b>No Conflict</b></p> <p>Annual Meeting Programs (G) <i>(SIS open scheduling)</i> 6</p> <p>Committee, SIS, Chapter and Caucus Meetings; receptions (open scheduling)</p> <p>Open Scheduling (reception opportunities)</p>
TUESDAY – JULY 15	
<b>9:00 a.m. – 3:00 p.m. Exhibit Hall Open</b>	
<p>7:00 a.m. – 8:45 a.m. 9:00 a.m. – 10:30 a.m. 10:45 a.m. – 11:45 a.m. 12:00 p.m. – 1:30 p.m.</p> <p>1:30 p.m. – 2:30 p.m. 2:45 p.m. – 3:15 p.m. 3:30 p.m. – 4:00 p.m. 4:15 p.m. – 5:15 p.m. 6:00 p.m. – midnight</p>	<p>Committee, SIS, Chapter and Caucus Meetings (open scheduling)</p> <p>Annual Meeting Programs (H) <i>(SIS open scheduling)</i> 6</p> <p>Annual Meeting Programs (I) <i>(SIS open scheduling)</i> 6</p> <p>Committee, SIS, Chapter &amp; Caucus Meetings (open scheduling) <i>(AALL Recognition Luncheon)</i></p> <p>Exhibit Hall Break – <b>No Conflict</b></p> <p>Annual Meeting Programs (J) <i>(SIS open scheduling)</i> 6</p> <p>Annual Meeting Programs (K) <i>(SIS open scheduling)</i> 6</p> <p>Committee, SIS, Chapter and Caucus Meetings (open scheduling)</p> <p>Closing Reception, Banquet and Dance</p>
*indicates number of concurrent sessions offered at that time	
<p><b>Committee, Chapter and Caucus Meetings and SIS Business Meetings will not be scheduled during the Opening General Session, Educational Programs, AALL Business Meeting, or Exhibit Hall No-Conflict Times</b></p> <p><b>All Annual Meeting Programs are scheduled by the Annual Meeting Program Committee</b></p>	

**Tab 4 Working With Your Committee Members**

- Working with Your Committee Members
- Don't Forget/Working with Your Vice-Chair

## **Working with your committee members**

### Making things happen

The chair is responsible for guiding the Committee through its work -  
If you don't act, neither does the committee!

### Planning the committee's year

Talk to the outgoing chair about the year's major events and ongoing work/issues  
Review the committee's charge, and ask your Board liaison for clarification if it isn't clear  
If you have a co-chair or vice-chair work closely with her/him in planning the committee's work

The AALL Committees are divided into three types:

Process Committees perform a continuing function and remain in existence until abolished.

Policy Committees are those whose work involves complex issues of an advisory or policy nature. Policy Committees remain in existence until abolished.

Special Committees are those appointed for specific tasks performed over a specific period of time. These may also be called Task Forces or Working Groups.

Some committees have clear tasks, such as selecting scholarship or grant recipients or planning the annual meeting programs. Others have charges which are more general, such as assisting court and state agencies in advancing electronic access to public information or encouraging students to enter the field of law librarianship. For those that have more nebulous charges, you'll need to work with your committee to identify more specific goals and strategies to meet them.

Plan an agenda for your meeting and distribute it and a copy of the committee's charge to your committee.

### Involve your members!

Your role as the chair is to organize the work and see that it gets done - not to do it all!

Divide tasks and ask for volunteers. Be sure everyone has an assignment.

Committee members often complain that they were willing to work but were never asked to do anything  
- If a member is a bit shy in volunteering, ask them!

Be sure not to forget those who have to miss a meeting;

If you know they cannot participate, try to talk to them before the meeting and see what they'd like to work on; otherwise contact them soon after the meeting.

As soon as possible after each meeting, follow-up with your members

Summarize the decisions that were made and list assignments and due dates!

Throughout the year, communicate often with your members to check on their progress.

Set "target dates" to help procrastinators get things done and give gentle reminders if their assignments are not done.

Consider using a monthly update email or a web page status report to keep track of activities.

Hold "meetings" by email, conference call, web etc. if they will facilitate the committee's work.

Don't make decisions without your members!

Send them draft reports for comment; Solicit their opinions on major issues.

Occasionally the chair may have to respond to something quickly and there's no time for comment - in that case inform your committee as soon as possible and explain the reasons for your actions.

## AALL Committee Chair/Vice-Chair Training 2008

### Don't Forget:

- Discussion Forum for Committee Chairs: [c-comc@aallnet.org](mailto:c-comc@aallnet.org) (For use by committee chairs to discuss issues and questions; also used by AALL HQ for announcements).
- Please use your AALL committee listserv forum for communication (rather than creating a mailing list: this will ensure that committee e-mails are archived).
- Understand the ramifications of your committee's charge (especially if a new charge under the new committee structure); also be aware of relationships with other committees under the charge.
- Committee conference calls can help accomplish the work of the committee (contact Vanessa Castillo at AALL HQ to arrange).
- Assign a committee member to be responsible for your committee website (or create one if needed). Contact Chris Siwa at AALL HQ to set-up access.
- When scheduling your committee meeting at the Annual Meeting, consider setting one (rather than two) meetings (there may be less time under the streamlined Annual Meeting schedule for multiple meetings).
- Be aware of the AALL Sponsorship Policy as it affects committees (see [http://www.aallnet.org/about/policy\\_sponsorship.asp](http://www.aallnet.org/about/policy_sponsorship.asp)).
- At the end of the year, the chair should pass along all documents and other committee materials (the "institutional memory") to the vice-chair; all items no longer needed should be sent to the AALL Archives (see [http://www.aallnet.org/about/policy\\_archives.asp](http://www.aallnet.org/about/policy_archives.asp)).
- Members of some committees (i.e., Government Relations Committee, Copyright) will be asked to sign a disclosure of conflicts form at the beginning of their committee terms.

### Working with your Vice-Chair

- Each chair should include the vice-chair in planning the committee workload, assignments and meeting schedules. This will allow for a smooth transfer of leadership at the end of the year.
- The chair should include the vice-chair in all correspondence with the Board liaison, AALL HQ staff, and in reports to the Executive Board.
- Although the chair is in charge of the committee, the vice-chair should take the opportunity to learn as much about the committee operation as possible during the year.

**Tab 5 Additional Resources**

- AALL Strategic Directions 2005-2010
- Who Speaks for AALL
- Preparing Annual Reports for Publication on AALLNET

# **AALL 2005-2010 Strategic Directions**

In July 2005, the AALL Executive Board adopted a new strategic plan (called "strategic directions") for the years 2005- 2010 at the Annual Meeting in San Antonio. These strategies for the future will strengthen our core purpose and values, and will give us the direction and flexibility needed to grow as an organization, while placing primary focus on our members.

## **Core Purpose of AALL**

AALL strengthens the profession of law librarianship and supports the individual efforts of our members.

## **Core Values of AALL**

AALL values:

- Lifelong learning and intellectual growth
- The role of the law librarian in a democratic society
- Equitable and permanent access to legal information
- Continuous improvement in the quality of justice
- Community

## **GOALS AND OBJECTIVES**

### **GOAL I: LEADERSHIP**

Law librarians will be recognized and valued as the foremost leaders and experts in legal information, research, and technology.

Objectives:

- Provide tools to increase members' abilities to position themselves as essential to the mission of their organizations
- Provide leadership training opportunities
- Expand mentoring programs and opportunities
- Increase AALL participation in organizations within the legal and library communities

### **GOAL II: EDUCATION**

Law librarians will have the education and training they need to meet and leverage the challenges of the changing information environment.

Objectives:

- Expand the scope of educational offerings to meet the ever-changing needs of members
- Develop partnerships to increase the range of educational offerings
- Use a wide range of delivery means and opportunities to provide education beyond the Annual Meeting
- Increase the number of library school programs for law librarianship and increase awareness of law librarianship as a profession
- Increase the number and amount of grants and scholarships

### **GOAL III: ADVOCACY**

Law librarians will influence the outcome of legal information, technology policy, and librarianship issues of concern to AALL members.

Objectives:

- Increase resources available for advocacy efforts
- Continue to expand international role
- Improve grassroots participation in advocacy efforts

## **AALL Vision**

As the national professional organization for all law librarians and those who support the field of law librarianship, the American Association of Law Libraries (AALL) serves as the voice of permanent public access to legal information and the leaders of the profession. AALL's envisioned future is to be an essential part of the professional life of every member. In the future:

Members will be recognized as valued leaders in the legal community. AALL will provide leadership training and opportunities to position our members to become essential to the mission of their organizations.

Members will have the skills needed to meet the ever changing needs of our environment. AALL will provide the educational opportunities to position our members to navigate those changes.

Members will work to protect continuous and permanent access to legal information, which is at the heart of law librarianship. AALL will provide the national voice, the reputation, and the stature to be a strong advocate for law librarians and their constituencies.

As an activist library organization, our agenda for the future is ambitious, encompassing a broad scope of activities. AALL, through our initiatives in leadership, education, and advocacy, will empower our members to meet the professional challenges that lie ahead.

# Framework for Strategic Directions

## Introduction:

The profession of law librarianship is changing. As access to information grows, the organizations served by law libraries evolve and technology changes the delivery of information. These changes provide both challenges and opportunities for librarians. While the number of issues that need to be addressed seems endless, a strategic framework needs to focus on what is most important over the next three to five years. This plan addresses these issues through leadership, advocacy, and education. It introduces the three concepts and attaches them to the ideas presented in the opening.

## Leadership:

Law librarians see a need to reinvent themselves in response to their changing environment, the proliferation of information, and the rapid changes in technology. This provides an opportunity to position the librarian and the library to a more central place in the parent organization. Stronger leadership skills are needed to make that happen. Developing these skills can be accomplished through the enhancement of existing AALL leadership training, the creation of new leadership training opportunities, and the development of resources (e.g., toolkits).

The average age of law librarians is approximately 50 years old. New librarians must be attracted to the profession through education and recruitment programs developed in cooperation with both library and law schools. Law librarians also need opportunities to learn from each other through mentorship and partnering programs. Within AALL, leadership training and opportunities are needed to prepare the next generation of law librarians to continue the goals and ideals of the Association.

Perceptions and stereotypes continue to hamper the profession. While librarians often depend on the written word to change those perceptions, actions are stronger. Participation by AALL members in organizations outside of the library community and in joint projects with other library associations (e.g., advocacy work) educates nonlibrarians to the value and expertise of law librarians.

## Education:

Libraries, the information librarians manage, and the technologies they use continue to change at a rapid pace. Education programs are needed to ensure that librarians are able to stay ahead of those changes. While AALL has been successful in delivering education through its Annual Meeting, additional education opportunities are needed, and AALL cannot do it alone.

As the Association develops its new education component, AALL needs to closely examine content, delivery of the programs (format), and partnerships with other organizations. The manner in which education programs are delivered will not remain a constant but will change as needs and technology evolve.

To train the next generation of law librarians, more law librarian-focused and legal bibliography classes must be incorporated into library school curriculums. To attract new librarians to the profession and to ensure that all librarians receive the continuing education they need, an increased number of grants and scholarships must be available.

## Advocacy:

Political and commercial policies affect law libraries and librarians in almost every facet of operation. While some law libraries deal with thorny questions in the realms of technology, copyright, and intellectual freedom, others are concerned with costs of materials, funding, and the continuation of their very existence. The issues law librarians face are no longer limited to local and national topics; they have moved into the international arena. When information policy inhibiting access to and use of information is adopted at the international level, it is often too late for AALL or its members to take effective action.

AALL must increase its role, in all political arenas, as the unified voice of law librarians in order to help influence and shape policies that will promote continued access to and use of information. This will require more resources and a commitment from AALL members.

### **Who Speaks for AALL**

The current policy on "Speaking for AALL" was adopted by the Executive Board February 27, 1998 and revised on July 10, 1998. It replaces an earlier policy dated April 12/13, 1991 and revised on July 25, 1991. It reads as follows:

"Two Bodies are empowered to set policies for AALL: 1) the Executive Board, in its policy-making role, and 2) the membership, expressed through votes at Annual Meetings, or, when appropriate, by ballot. The official and customary spokespersons for these policies are the President and the Executive Director. Any questions from the press or other such parties received by Executive Board members, officers of Special Interest Sections, or other members should be directed either to the President or to the Executive Director. On occasion the President may delegate authority to speak on behalf of the Association to a person with particular expertise in the area of inquiry or interest.

AALL committees and representatives (including the Washington Affairs Representative) whose charges so state, are encouraged to convey information, prepare testimony, or express opinions based on their professional expertise and in accordance with AALL policy. No such person may bind AALL on a matter that is not covered by policy without specific authorization to do so by the President. Whenever individuals represent the Association, they will keep the President and the Executive Director informed of all such contacts." [Minutes, February 27, 1998, page 2479; Executive Board Book, Tab 9, 9A; revised July 10, 1998, minutes, p. 2538; Executive Board Book, Tab 12 ]

## Preparing Annual Reports for Publication on AALLNET

Updated by Raquel M. Ortiz, AALLNET Coordinator  
May 2008

### 1. WHAT ARE ANNUAL REPORTS AND HOW ARE THEY USED?

- a. Annual reports on AALLNET are a *public* record of the activities of each AALL entity over the past year. As such, they offer a source for members to learn about the current work of AALL's committees, special interest sections, representatives, and chapters, as well as contribute to an existing and easily accessible historical record of the entities and the Association. The reports are published in the Annual Reports section of AALLNET. Prior to 2007, these reports were published in the fall issue of *Law Library Journal*.
- b. The reports also are distributed to members of the Executive Board to help them monitor the progress being made toward the Association's strategic directions.

### 2. WHAT IS THE PROCESS BY WHICH REPORTS ARE SUBMITTED?

- a. **Responsibility** - The current head of each AALL working entity (i.e., chapter presidents, committee and SIS chairs, representatives) is nominally responsible for preparing the annual report (i.e., the reports covering 2007-08 that will be published in fall 2008 will typically have been prepared by the individual who served as a chapter president or SIS/committee chair in 2007-08, although the entity may choose to have someone else prepare the report if it wishes)
- b. **Timing** - Current leaders of AALL's working entities typically receive a memorandum from Headquarters in May reminding them of their responsibility to submit an annual report to the AALLNET Coordinator (Raquel Ortiz) by a date in June (**for 2008, the date is June 20**), with a copy to the executive assistant to the executive director (Kim Rundle). The June deadline is necessary to provide time for the editorial work required to prepare the reports for publication on AALLNET in the fall.
- c. **Method** - The preferred method of submission is by providing an electronic version of the report via e-mail attachment ([rmortiz@bu.edu](mailto:rmortiz@bu.edu)), using WordPerfect or Word. Including the message in the body of an e-mail also is acceptable. If e-mail is not possible, the report may be submitted on disk.

### 3. WHAT SHOULD THE ANNUAL REPORT CONTAIN?

- a. **In General** - Due to editorial work involved in publishing these reports, the annual reports published in the Annual Reports section of AALLNET necessarily may differ from more complete reports that are prepared for members of the entity (i.e., those posted to the Web site of the chapter or SIS or published in its newsletter). The length limitation

(described below) for reports may prevent leaders from listing all the activities of the entity or acknowledging each individual who participated in them. Generally speaking, the reports should be a description of the year's *highlights*, not a comprehensive record of the "year in review."

- b. **Nature and Length** - Reports should be narratives (i.e., *not* bulleted lists or outlines) that *concisely* describe the entity's activities during the past year. While there is no hard and fast rule as to length, the editorial work required for the reports suggests that except in extraordinary circumstances, the report should fall in the range of 300 to 500 words. Authors are forewarned that reports may be edited for clarity, length, and format.
- c. **Do Include** - While the following list should not be viewed as mandatory or all inclusive, do consider including descriptions of:
  - i. Major new initiatives of the entity, whether or not completed
  - ii. Completion of major initiatives begun in earlier years
  - iii. Particularly outstanding or unique educational programs offered by the entity (note that listing *every* single program is usually counterproductive in terms of keeping to the recommended length - it's also pretty boring for readers)
  - iv. Sponsorship or support of important legislative efforts
  - v. Awards presented to members (e.g., lifetime service award)
  - vi. Unresolved issues confronting the entity that will carry over to next year
  - vii. Officers who served the entity during the year; those elected to serve in the coming year
- d. **Don't Include** - While the following list should not be viewed as mandatory or all inclusive, do consider excluding the following (if length is an issue, these are the kinds of items that will be deleted in the editing process):
  - i. Institutional affiliation of members mentioned in the report (these are almost always edited out there simply isn't enough room for this type of information)
  - ii. Locations of monthly or regular educational programs, although locations of annual or semiannual programs such as major institutes or workshops is acceptable
  - iii. The topic and presenter(s) of each and every educational program offered by the entity; there usually is not enough space for this, so the report should highlight the most important programs
  - iv. The activities (and members) of each and every committee and subcommittee. While they all may be acknowledged and thanked in a longer report shared with the entity's members in a different way (i.e., Web site or newsletter), the focus in the report for LLJ should be on major accomplishments, not on providing a comprehensive list.
  - v. Items not worth "saving for posterity" (e.g., "At the time of this writing, the brochure has not yet been printed, but this will occur in time for the Annual Meeting in St. Louis.")

## 1. STYLISTIC CONVENTIONS

a. Listing of Officers

- i. To indicate officers who served in the current year or will serve in the coming year, list the name of the individual, followed by the office held. Separate these elements with a comma; separate individuals by a semi-colon.
- ii. Hyphenation: Vice President (or Vice Chair) does not use a hyphen; President-Elect (or Chair-Elect) does.
- iii. EXAMPLES:
  - (1) The officers of the Government Documents Special Interest Section during 2001-02 were A. Hays Butler, Chair; Katrina Stierholz, Vice Chair; Colleen Manning, Secretary-Treasurer; and Sue Kelleher, *JURISDOCS* Editor.
  - (2) CoAll officers for 2002-03 are Holly Kulikowski, President; Martha Campbell, Vice President/President-Elect; Mariann Storck, Secretary; Dan Cordova, Treasurer; and Karen Selden and Mark Estes, Members-at-Large.

b. Educational Programs

- i. The title of a program should be enclosed by quotation marks. It should *not* be italicized or underlined.
- ii. EXAMPLE: The FCIL-SIS was pleased to co-sponsor a program entitled "Creating Commercial Connections: Trade Laws of Latin America" in March 2002.

c. Pronouns for Entities

- i. Keep in mind that the appropriate personal pronoun for an entity such as a chapter, SIS, or committee is *it*, not *we* or *they*. That is, if you are referring to the chapter doing something, the proper usage would be *it*; if you are referring to the members doing something, use *we*.
- ii. EXAMPLES:
  - (1) *It* [instead of "The committee"] was charged with revising the bylaws of the chapter.
  - (2) *They* [instead of "the members of the committee"] completed many projects during the year.