

# American Association of Law Libraries: *Handbook for Representatives*

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## **Background and General Information** **Purpose of the Program**

The AALL Representative program was started as a method of formalizing certain relationships between AALL and partner organizations, especially when professional goals and interests of our members indicate such a liaison will be beneficial. The current definition of these partner organizations includes our “stakeholders.” Members are appointed to representative positions based on their expertise in an area related to the partner organization; for instance, it would be highly likely a member of the TS-SIS would be appointed to MARBRI or ALA Cataloging groups. Indeed, there are significant linkages between some SISs and partner organizations. In fact, several SISs sponsor “informal” representatives to these groups, apart from the formal program.

One goal of the representative program is to facilitate the dissemination of AALL needs, goals, and thinking to groups whose activities and policies could well affect AALL member libraries. Another goal, perhaps less formalized, is to discover relevant information about the needs of “stakeholder organizations” and communicate them back to AALL members.

Considerations of such practical matters such as regular meetings occurring in a single location might result in efficiency and economy dictating the selection of a member who is near the meeting site, in order to make the representation most effective by full participation.

Ceremonial connections of AALL to other organizations should be handled by the President and Executive Director, or other designated officers or staff.

## **Representatives’ Charge**

AALL Official Representatives report to the Executive Board and SISs on decisions made by partner organizations, represent items of interest from AALL to partner organizations, keep AALL membership entities informed about business of interest through a variety of publications, and in general represent the mutual interests of AALL and its members to partner associations.

The tasks required and the process of carrying out a charge will be different for every representative. For some, taking part in frequent conference calls or working group meetings will be normal. For others, a single annual meeting and monitoring a partner’s publications and reporting back to AALL will be sufficient. Some representatives will write for partner publications while others may be invited to speak at programs. Regardless of the individual situation, representatives should seek opportunities to inform the AALL Executive Board, leadership and members of activities and issues facing the other organization.

All Representatives must submit a conflict of interest statement in accordance with the AALL Conflict of Interest Policy.

Representatives' charges and terms of office may need to be amended during the course of a representation and must be approved by the Executive Board.  
All representatives are expected to carry out the general charges noted throughout this document in addition to specific duties of their position.

## **Working with the Executive Board**

### **Executive Board Liaison**

One AALL Executive Board member will be appointed liaison to all official representatives. As a general matter, the Executive Board liaison should be the initial point of contact for any representative; the liaison is responsible for bringing to the attention of the President, Executive Board and/or the AALL's Staff, as appropriate, all problems, questions, and information communicated by the representative.

### **Placing Items on Executive Board Agenda**

The Executive Board Liaison will take responsibility for placing items from the representative on the Executive Board agenda, including but not limited to budget requests and reports of activities. On rare occasions a representative may be invited to attend a board meeting for a specific purpose; otherwise, the Executive Board Liaison brings matters to the full board. Several weeks before a Board meeting, the Executive Director mails a reminder and instructions on submitting agenda items to the Executive Board, committee chairs, SIS leaders, and representatives. A copy of the Agenda form can be found on AALLNET. [http://www.aallnet.org/board/agenda\\_form.asp](http://www.aallnet.org/board/agenda_form.asp) A copy of the agenda item should be sent to the liaison separately.

The Executive Board meeting schedule is posted at [http://www.aallnet.org/board/schedule/board\\_sch.pdf](http://www.aallnet.org/board/schedule/board_sch.pdf)

## **Annual Plan and Budgets**

### **Annual Plan**

An annual plan for the current year should be developed and submitted to the AALL Executive Director by September 30<sup>th</sup>. The plan should be developed in consultation with other appropriate AALL entities, such as an AALL Committee or SIS.

The annual plan should include the following information: the name of the person in the other organization who serves as the AALL representative's direct contact; the goals and objectives for the coming year (i.e. which AALL interests will be furthered by the representative and how this will be accomplished); and a description of how the representative will carry out the liaison function with other committees or special interest sections. A plan template can be found on AALLNET at (insert link)

### **Budgets**

Each representative should prepare an annual budget request for the next fiscal year to be submitted to the AALL Finance & Budget Committee by December 31<sup>st</sup>. Budget requests are made online and can be found on AALLNET at [http://www.aallnet.org/about/budget\\_request\\_form.asp](http://www.aallnet.org/about/budget_request_form.asp) AALL's fiscal year

begins October 1<sup>st</sup>, so the December deadline is for the budget year beginning the following October. The Finance & Budget Committee considers all budget requests in February and at their spring meeting the full Executive Board considers the budget for the following year. Information on how and when to submit budget requests will be sent by AALL staff to each representative in the fall.

### **Reimbursements:**

The AALL Expense Reimbursement Policy is available on AALLNET, [http://www.aallnet.org/about/policy\\_expense.asp](http://www.aallnet.org/about/policy_expense.asp). This policy, as amended from time to time, governs the reimbursement of expenditures incurred by AALL staff, officers and members acting in official capacities. All requests for reimbursement (hotel, travel, meals, and dues to partner organizations) should be sent to the Director of Finance and Administration at AALL. See *Travel Agent* information as well.

### **AALL Travel Agent:**

AALL's corporate travel agent is available for planning group or individual travel. Discounts may be available for some official travel. The annual budget and budget requests are based on estimates from our travel agent so it is important to book all official travel through our contact. For reservations or travel planning refer to the *Expense Reimbursement Policy*. For more information on using this service, contact AALL Director of Meetings.

## **Reporting**

### **Generally**

All representatives are expected to liaise with one or more SISs, as appropriate, and discuss with SIS leaders both before and after any attended conference or meeting any issues relating to the SIS and the represented organization. For example, if the AALL President attends IALL or BIALL, there should be some communication with the FCIL-SIS about issues of mutual interest. With those representatives who may already be active members of an SIS, this liaising could be somewhat more informal. Nevertheless, in all instances, some communication should be made, even if the representative is the President or Executive Director.

### **Annual and Interim Reports**

Each year in June, all representatives are required to submit to the Executive Board Liaison, to the AALLNET Coordinator, to appropriate SIS Chairs, and to the Executive Director, an annual report of activities. A report template can be found on AALLNET <http://www.aallnet.org/representatives/AnnualReportTemplate.pdf>. Each year the Executive Director will send information on how and when to submit the annual report. At any time, interim reports may be sent to the same parties; the Executive Board liaison will bring the information to the attention of the AALL President and Executive Board. Interim reports may be notifying the board of some immediate matter requiring their attention.

All interim and final reports will be posted on AALLNET.

At any time, representatives should feel free and are encouraged to submit updates and reports to *AALL Spectrum*, SIS newsletters, committee publications and any other member publications. As well,

representatives are encouraged to write for partner publications and articulate the AALL position on matters of importance. It is particularly important to communicate with members and stakeholders after attending meetings of partner associations, after the release of significant reports or studies, or when comments or information are needed from AALL members. For example, an AALL Representative may want to post an informational email message to a variety of electronic discussion lists to alert members to meetings, phone conferences, or deadlines for submitting comments. All such items should be sent to the Executive Board Liaison as well as the appropriate editors.

### **AALL Archives**

AALL has contracted with the University of Illinois to provide archival services for the Association. The AALL Archives Policy is located on AALLNET [http://www.aallnet.org/about/policy\\_archives.asp](http://www.aallnet.org/about/policy_archives.asp)

### **Annual Meeting and Workshop Planning**

Representatives are encouraged to develop programs or workshops on topics relating to the purpose of their representation for presentation at the AALL Annual Meeting. Information and forms for submitting program and workshop proposals will be sent to each representative by the Staff on behalf of the Annual Meeting Program Committee.

If a program session is established for purposes of updating members on the activities of representatives, similar to the update session by the Washington Affairs Office, all representatives should make an effort to participate.

### **Speaking for AALL**

The Executive Board updated and approved a policy on speaking for AALL which is available on AALLNET [http://www.aallnet.org/about/policy\\_board\\_whospeaks.asp](http://www.aallnet.org/about/policy_board_whospeaks.asp)

Please review this policy, as only the President, Executive Director and the Director of the Government Relations Office have the authority to speak on behalf of AALL.

### **Planning Calendar**

- **September:** *Submit annual plan for current year.*
- **October:** *Submit interim report for fall Board meeting – if applicable.*
- **December:** *Submit budget request for next fiscal year.*
- **March:** *Submit interim report for spring Board meeting – if applicable.*
- **June:** *Submit annual report to AALL Executive Director for distribution.*
- **August:** *Send materials to Archives.*

### **List of Current Representations**

A current list of representatives can be found at <http://www.aallnet.org/representatives/RepresentativesRoster.pdf> . From time to time some positions may not be filled depending on AALL and member needs; additionally, new positions are added for the same reasons.

The establishment of a new representative position, or the filling of a suspended position, is at the sole discretion of the Executive Board but that decision is likely to arise from an organic process involving SISs, committees, and developments in the profession.