This Handbook contains timelines and / or procedures for GLL-SIS officers and committees. Each section has been authored and edited by the respective committee chair and members. Each committee is given discretion in determining the content and format of an individual section. Originally compiled in 2015, this Handbook provides continuity to our organization and allows future members to benefit from the experiences of those who served previously.

**Table of Contents**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy Committee</td>
<td>p. 2</td>
</tr>
<tr>
<td>Awards Committee</td>
<td>p. 2</td>
</tr>
<tr>
<td>Best A2J Practices Committee</td>
<td>p. 5</td>
</tr>
<tr>
<td>Bylaws Committee</td>
<td>p. 6</td>
</tr>
<tr>
<td>Education Committee</td>
<td>p. 7</td>
</tr>
<tr>
<td>Grants Committee</td>
<td>p. 9</td>
</tr>
<tr>
<td>Membership &amp; Mentoring Committee</td>
<td>p. 17</td>
</tr>
<tr>
<td>Newsletter Committee</td>
<td>p. 20</td>
</tr>
<tr>
<td>Nominations Committee</td>
<td>p. 22</td>
</tr>
<tr>
<td>Publicity &amp; Public Relations Committee</td>
<td>p. 25</td>
</tr>
<tr>
<td>Standards Committee</td>
<td>p. 29</td>
</tr>
<tr>
<td>Strategic Planning Committee</td>
<td>p. 30</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>p. 31</td>
</tr>
<tr>
<td>Vice Chair / Chair / Immediate Past Chair</td>
<td>p. 32</td>
</tr>
<tr>
<td>Secretary / Treasurer</td>
<td>p. 34</td>
</tr>
<tr>
<td>Members-at-Large</td>
<td>p. 40</td>
</tr>
</tbody>
</table>
Advocacy Committee

Typically includes a Chair and two to three members plus a GLL board liaison.

- Charge: Advocacy Committee Actions should be updated to reflect the current needs of the GLL SIS.
  1. Determine from the GLL Strategic Planning Committee’s direction:
     ▪ The annual strategic plan for GLL advocacy
     ▪ 3 top priorities for GLL advocacy
     ▪ Member survey initiatives; we would like to poll members regarding how they feel best suited for being involved in advocacy efforts and what priorities members have for GLL advocacy (a 3 year polling cycle would be useful).

- GLL/LISP/SR Roundtable on Services for Pro Se patrons and Prisoners
  1. Chair of the GLL Advocacy committee usually participates in programming this Roundtable with co-chairs from LISP and SR.
  2. Anna Russell has Roundtable working documents on file.

- AALL Advocacy activities coordinated with the AALL Government Relations Committee:
  - AALL Advocacy webinars
  - AALL Day on the Hill
  - AALL Advocacy Week usually in March or April.

- Annual committee report
  1. Submitted to the GLL board annually in June. Will contain efforts and activities the committee was involved in throughout the year.

- Fall/Spring committee conference calls
  1. Typically, November/May:
     ▪ The fall call is useful for introducing committee members, discussing advocacy priorities, and explaining the AALL annual meeting Roundtable.
     ▪ The spring call is useful to provide feedback from the better part of the year, to discuss and finalize any annual meeting Roundtable efforts and to share advocacy education news prior to the annual meeting.

Awards Committee

The Government Law Libraries Special Interest Section Awards program includes five awards. All awards accept nominations annually. More than one GLL-SIS member may receive an award in any of the categories.
The awards are:
- Bethany J. Ochal Award for Distinguished Service to the Profession
- Connie E. Bolden Publications Award
- Dr. Joel Fishman Professional Publication Award
- O. James Werner Award for Distinguished Service to Persons with Disabilities
- Law Library Advocate Award

All awards are presented at the GLL-SIS Business meeting during the annual AALL conference.

The Awards Committee page on AALLNET contains many of the documents needed during the year.

In addition, the Awards Committee is responsible for locating an appropriate VIP to provide a brief keynote address at the GLL Business meeting during the AALL Conference. Appropriate VIPs include notable members of the legal profession, especially those interested in Access to Justice, government law libraries, and so forth. The Chair can seek assistance in locating a VIP either from GLL Board members, Award Committee members or other GLL librarians in the city where the conference is held.

Following is a timeline of the Committee’s activities throughout the year.

September
Chair submits budget to GLL Board liaison to the Committee. This typically includes a request for Awards plaques.

September/October
Chair contacts committee and asks members to review all of the Awards Committee information on the GLL-SIS website. In particular, check the date for receipt of Awards nominations and change, as needed. Nominations are typically received on or close to March 1. The GLL webmaster is contacted to make any required updates.

Chair contacts appropriate law librarians to assist in locating a potential VIP speaker for the GLL Business meeting.

December
Chair sends out a brief email on the GLL-SIS listserv reminding members that the Awards nominations will be sought beginning in January.

January
Chair or a member of the committee posts a call for nominations to the GLL listserv and the AALL Members Open Forum list. Deadline for receipt of nominations is on or close to March 1. Committee members may also send Award nominations emails to Chapter listservs.

Potential VIP speakers can be approached to see if willing and available to provide keynote address.
February
Depending on number of nominations received, send a reminder message to the GLL list and AALL Members Open Forum list.

March
Nominations close on or close to March 1. As soon as practical after March 1, chair forwards nomination materials to committee members.

Members review nominations, discuss via email, and decide on recipients by March 30. Note: Ochal award has been given to up to five recipients in one year.

Chair notifies GLL Board of the Committee’s recommendations for award recipients. The Board reviews the nominations and approves (or not). Chair or a committee member notifies award recipients after approval by the Board. When notifying recipients ask for the exact spelling and format of the recipient’s name to be used on the award plaque (i.e., include middle name or initial, etc.).

April
Upon request of AALL Headquarters, chair provides information for plaque to be given to each recipient. Language is available on committee’s page. Chair provides information to Headquarters to be included in AALL’s Awards Brochure distributed at the Annual Meeting. When submitting the names on a form available for this purpose on AALLNET, be aware that there is space for entering recipients’ supervisors’ information to notify them of the award. Ask the recipient for that information when notifying them about the award. Typically, the recipient can only notify (by this channel) three supervisors.

Also, ask if the recipient will be attending the AALL Conference to receive the award in person. If not, determine whether someone else will receive the Award for them at the GLL Business meeting. If someone other than the recipient is receiving the award, please advise that they will need to arrange to send the award to the recipient.

Chair or committee member should be in closer contact with the VIP speaker by this time. Review past articles in the GLL Newsletters about the VIP speaker to determine how to interview the VIP. The Chair will submit an article interviewing the VIP both to inform membership about the speaker as well as to generate interest in their keynote address.

Chair works with AALL Headquarters to register the VIP for the conference. The VIP attends as the GLL VIP, which includes free registration for the whole conference. Also confer with the Awards GLL Board liaison to ensure that the VIP is included in the count for the GLL breakfast (but they are not charged for the breakfast). GLL will pay for some limited travel and dining expenses for the VIP – mainly mileage and parking, plus possibly lunch on the day that VIP provides the keynote address. Provide VIP with information about AALL and the conference.

May
Chair submits interview article about VIP, including a photo, to the GLL newsletter. Make sure that the VIP reviews and approves of the article.
June
Committee submits information on awards and recipients to GLL newsletter.
Chair submits annual report on activities to GLL Board.

July
Committee collects plaques from AALL office at Annual Meeting and brings to GLL breakfast and business meeting. Chair presents the Awards to the recipients. A committee member may be drafted to assist in handing out the awards.

Chair arranges to meet the VIP to escort to the GLL Business meeting and sits with them at the breakfast. GLL Board Chair introduces the VIP for the keynote address. Keynote typically lasts 20 minutes and starts close to 8 am.

Chair either spends some time with the VIP at the conference or arranges for others to do so, if the VIP is interested. If interested, Chair and/or Board members may take the VIP to lunch on the day of the VIP’s keynote address.

After the conference, collect any mileage or parking information from the VIP and process this for reimbursement via GLL. After the conference, send the VIP a thank you note, plus a copy of the GLL Newsletter with the VIP article.

Committee sends any photos to the GLL Newsletter of Award recipients and/or the VIP speaker for inclusion in the next Newsletter.

**Best A2J Practices Committee**

**Charge:**

The Best A2J Practices Committee (Committee) is charged with exploring ways of encouraging our member GLL libraries to develop, establish, and enhance A2J best practices for services to self-represented litigants; spotlighting initiatives that demonstrate important examples of A2J best practices; collaborating with the Self-Represented Litigant Network (SRLN), especially the Law Librarian Working Group; engaging with programs presented at the ABA/NLADA Equal Justice Conference and encouraging attendance and support among GLL members; assessing ways to restore the functions previously designated for the AALL representative to SRLN; and creating a timeline and procedures for the Committee.

The primary focus for the Committee is awareness of issues that commonly arise and provide barriers to the public’s ability to access the justice system. Topics of concern are the digital divide, the justice gap, best practices for changing times, and outreach, including the building of community partnerships and necessary training for those community partners.
Timeline:

August-October

- Make initial contact with Committee members.
- Solicit ideas from Committee members for project(s) or resource guide to collaborate on in the coming year.
- Schedule a Committee meeting.
  - Identify Committee goals.
  - Discuss status of any pending projects.
  - Identify topics for project/resource guide based upon submissions made by Committee members. Past topics included: hiring a state or county law librarian, the value of a public law library, management essentials in the public law library, self-represented litigants, and best practices for public law libraries.
  - Create and update a list of community partners, such as SRLN, ABA, LSC, and other organizations devoted to providing equal access to justice.
  - Gather suggestions for possible topics for presentations at the AALL Annual Meeting or for webinars throughout the year.

November-January

- Schedule a Committee meeting.
  - Finalize project/resource guide ideas and develop plan to move forward with the chosen project.
- Send reminder to GLL about Equal Justice Conference typically held in May of each year and encourage members to attend.

February-April

- Schedule a meeting with Committee members for an update on the status of the chosen project.
- Identify tasks still to be completed on the project.

May-July

- Finalize chosen Committee project.
- Prepare and present Committee report at the GLL Business Meeting held during the AALL Annual Meeting
- Submit Committee Annual Report to GLL by deadline.

Bylaws Committee

August        Send budget request to Executive Committee
September     Send out links to appropriate documents to Bylaws Committee
• Charge to Bylaws Committee
• Current Bylaws
• AALL Model SIS Bylaws https://www.aallnet.org/community/special-interest-sections/sis-leadership-toolkit/model-sis-bylaws/
• AALL Tips for Revising Bylaws https://www.aallnet.org/community/chapters/chapter-leadership-toolkit/chapter-bylaws-guidelines/ (While this is directed toward Chapters, there is explanatory language that is relevant to SISs as well.)
• AALL Bylaws https://www.aallnet.org/about-us/what-we-do/bylaws/

October/November  Review Bylaws, propose changes, begin drafting
December  Submit changes to the Executive Committee
January  Submit Executive Committee approved changes to the AALL Bylaws and Resolutions Committee
February  After review by AALL Bylaws and Resolutions Committee, submit proposed changes to members (requires 30 day notice to members before voting)
March  Include with officer election materials
June  Prepare committee annual report

**Education Committee**

**Charge**

• Develop program proposals and submit to Annual Meeting Program Committee
• Investigate options for presenting educational webinars
• Prepare a list of GLL-sponsored and GLL-member-featured AALL Annual Meeting programs for distribution at the GLL board displayed at the Annual Meeting exhibit hall, Conference of Newer Law Librarians (CONELL) Marketplace, and the GLL-SIS Business Meeting
• Consider offering other educational options, e.g., coordinated online discussions
• Review and modify as needed the committee's procedures

**Main tasks**

1. Develop program proposals and submit to Annual Meeting Program Committee
   a. Subtasks
      i. In August/September, solicit program proposals from GLL members
      ii. In August/September, brainstorm ideas for proposals by the committee
      iii. Provide feedback on all proposal submissions
      iv. Select two proposals to submit as GLL-sponsored programs
b. Resources
i. Annual Meeting Program Committee Rubric for Proposal Review: https://www.aallnet.org/conference/resources/proposing-a-program/proposal-evaluation-criteria/
ii. Program Design: https://www.aallnet.org/conference/resources/proposing-a-program/program-design/
iii. Developing a Great Proposal: https://www.aallnet.org/conference/resources/proposing-a-program/developing-a-great-proposal/

2. Develop a spring educational webinar on a topic relevant to GLL members
   a. Subtasks
      i. In November, brainstorm webinar topics
      ii. In December-February, finalize topic, speakers, and audience
      iii. In January-March, write webinar proposal draft and submit to AALL
          1. Approval process takes place on a monthly basis
   b. Resources
      i. AALL guidelines for webinar proposals: https://www.aallnet.org/education-training/elearning/upcoming-webinars/request-webinar-proposals/
   c. Previous webinars

3. Prepare a list of GLL-sponsored and GLL-member-featured AALL Annual Meeting programs for distribution at the CONELL Marketplace and the GLL-SIS Business Meeting
   a. Create list of programs
   b. Review list with the Publicity and Public Relations Committee
   c. Submit list to the edition of the GLL newsletter that leads up to the Annual Meeting
   d. Print out copies for distribution at the CONELL Marketplace and the GLL-SIS Business Meeting (the Publicity and Public Relations Committee may do this on behalf of the Education Committee)

4. Review and modify the committee's timeline or procedures, as needed

Optional/additional tasks

- Develop a coordinated online discussion in collaboration with another Special Interest Group (SIS)
  o Subtasks
In October and November, the committee will brainstorm discussion themes/topics

The Committee Chair will reach out to possible SIS partners to gauge interest and develop timelines

- Possible/past partners
  - Legal Information Services to the Public SIS (LISP)
  - Research Instruction and Patron Services SIS (RIPS)
  - Social Responsibilities SIS (SR)

- Previous discussions
  - *Service Limits to Patrons*, co-sponsored by LISP, RIPS, and SR SISs

- Develop additional educational webinars on topics relevant to GLL members

- Highlight specific GLL-sponsored and GLL-member-featured AALL Annual Meeting programs in articles to be included in the edition of the GLL newsletter that leads up to the Annual Meeting (e.g. interviews with speakers)

**Grants Committee**

The Government Law Libraries (GLL) Special Interest Section (SIS) of the American Association of Law Libraries (AALL) allocates funds for educational grants for its members on an annual basis. The Committee’s charge for 2020/2021 is:

- Recommend to the Executive Board how many grants should be offered this year (which conferences, number of grants, and monetary amount of each grant).

- Solicit member applications for approved travel/conference grants. Utilize Newsletter, website and listserv to communicate information. Recognize all awardees.

- Solicit member contributions to the GLL-SIS Grant Fund. Utilize Newsletter, website and listserv to communicate information. Recognize all donors.

- Conduct Annual Meeting Silent Auction, both online and at the GLL-SIS Breakfast and Business Meeting, to raise funds for travel/conference grants.

- Maintain a manual of procedures and/or timeline for the committee.

- Update and revise the grant application.

**Getting Started:**

In late August/early September, the committee should look at AALL’s and other professional association’s educational offerings for the year and decide the educational programs for which to offer grants. The Committee Chair will notify the Board Liaison of the number and amounts of
each grant that it ideally would like to award. The Board Liaison will inform the Committee Chair regarding the Board’s decision.

Once the Board has approved the grants for the upcoming year, the Chair with the assistance of the Committee should revise the grant application for the upcoming year and then work with the GLL web manager to have it posted on the website. The Committee Chair should also submit an article to the GLL News announcing the available grants for the upcoming year.

In the year 2019/2020, the Board appropriated the following:

- Leadership Academy – 1, $1,500 grant. One grant in the amount of $395 was awarded to attend the re-envisioned virtual Leadership Academy.
- Self Represented Litigation Network Conference – 1, $1,500 grant.
- AALL Annual Meeting – 2, $1,500 grants. One grant designated for a librarian with less than five years of experience, and one grant designated for a librarian with more than five years of experience. No grants were awarded as the conference format changed due to the COVID-19 pandemic and there was insufficient time to solicit grant applications.

As a result of the COVID-19 pandemic, the entire funds for the Annual Meeting and a portion of the Leadership Academy grant will be rolled over to next year.

Also in late August/early September, the Committee should review the Rules for Awarding Grants and have them posted to the GLL-SIS webpage.

Rules for Awarding Grants

1. There is no guarantee that the Committee will make grants available every year.
2. Membership in the GLL-SIS is a prerequisite to applying for a GLL-SIS grant.
3. Grants should be awarded based on: financial need, proven potential ability, promise of future contributions to the GLL-SIS, and permanence in the law library profession.
4. Grants may be withdrawn for sufficient cause by unanimous action of the Committee.
5. Should circumstances prevent use of the grant by the recipient, the funds allocated to the grant are to be handled at the discretion of the Committee.
6. Recipient is required to provide receipts of expenses. Receipts and a completed AALL Expense Report Form are to be sent to the Grants Committee Chair within one week of the conference's conclusion.
7. First time applicants will take priority over previous recipients. Individuals who have received a GLL-SIS grant in the current or previous two Association fiscal years will not be eligible. However, an award may be presented to a previous recipient if there are fewer qualified applicants than awards available.
8. All members of the GLL-SIS are eligible to apply for grants regardless of number years of membership. However, the Committee reserves the right to designate certain grants to newer librarians (less than 5 years in the profession) or to experienced librarians (more than 5 years in the profession).
9. Applicants must submit a copy of their current resume with their application.
10. Applicants must submit 1 signed letter of recommendation from their employer, an immediate supervisor, or a person who has first-hand knowledge of the applicant's work responsibilities. The recommendation should include information about the applicant's potential contribution to the field of law librarianship and AALL and should also address the nature of the financial need.

11. Those receiving an AALL Grant will be required to attend the GLL-SIS business meeting/breakfast and attend at least 1 GLL-SIS sponsored program during the AALL Annual Meeting.

12. Anyone who receives a GLL-SIS grant will be required to write an article about the conference, academy, or institute that they attended for the GLL-SIS Newsletter.

13. Anyone who receives a GLL-SIS grant will be required to serve on a GLL-SIS Committee for one year.

14. Applications that are received after the designated date and time will be discarded.

15. The monetary amount of a grant may be split between grant applicants at the discretion of the Committee.

**Ongoing Tasks:**

One month before the deadline for submission of grant applications, the Chair will post information about the grant on the GLL-SIS listserv and on the GLL-SIS webpage. One week prior to the deadline for submission of the grant applications, the Chair will post a reminder on the listserv regarding the upcoming deadline. All postings should state the day, date, and time (list time zone) for the deadline. The Chair will notify those who send in late applications that the Committee is unable to accept them.

The applications should be emailed to the chair of the Committee. Upon receipt of an application, the Chair will reply to the applicant that the application was received. In this reply email, a timeframe for decision on the application should be included. Generally, the timeframe for decision on a grant application is 10-14 days after the grant deadline. Following is a sample email:

Dear __________,

Thank you for applying for a GLL grant to attend the AALL Management Institute. The Committee will evaluate applications early next week and we will let applicants know of our decision by Friday, October 30th.

Christine Morton, Committee Chair

Each grant application should be stored as a pdf file on the Chair’s computer. A hard copy of each application may also be printed. Once the grant application deadline occurs, an email is sent to each of the Grants Committee members with the grant applications attached to the email. The Committee is given approximately seven to ten days to review and rank each application. Each
Committee member is also responsible for providing an explanation for their first choice to receive the grant.

A matrix for ranking the applicants has been created. The matrix lists the candidate’s names and rankings, with 1 being the highest ranking, from each Committee members. The person with the lowest ranking number receives the grant. After all of Committee members rankings have been tabulated, the Chair will share the matrix with the Committee members. Following is a sample matrix where Applicant B was ranked highest and was awarded the grant:

<table>
<thead>
<tr>
<th>SCCLL Applicants for AALL Management Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Com. Mbr. A</td>
</tr>
<tr>
<td>Com. Mbr. B</td>
</tr>
<tr>
<td>Com. Mbr. C</td>
</tr>
<tr>
<td>Com. Mbr. D</td>
</tr>
<tr>
<td>Com. Mbr. E</td>
</tr>
<tr>
<td>Com. Mbr. F</td>
</tr>
<tr>
<td>19</td>
</tr>
</tbody>
</table>

The grant awardee is then notified via email that he/she has been selected to receive the grant. The email will state the amount of the grant, that the grant recipient is expected to file expense forms within the week after the conference, and remind the recipient that he/she has an obligation to write an article for the GLL Newsletter and serve on a GLL Committee.

Once the grant awardee has accepted the grant, the Chair will notify those who applied but were not awarded a grant. Following is a sample email:

Hi __________,

Thank you for applying for a grant to attend the AALL Management Institute. We received 5 applications from GLL members and wish we could have awarded a grant to each one. Unfortunately, we were unable to do so and the grant was awarded to another applicant.

Do not give up as there are still 3 grant opportunities remaining for the year: 1 to the Equal Justice Conference, and 2 for the AALL Annual meeting.

My best regards,
Christine Morton, GLL Chair, Grants Committee

The Chair will draft a short article for the GLL Newsletter announcing the grant recipient and submit it to the GLL Newsletter Editor.
Once the Chair receives receipts from a grant recipient, the Chair reviews the expense form and receipts and forwards it via email to the GLL Treasurer. The GLL Treasurer then works with AALL for the reimbursement.

To ensure that there is future funding for the grants, the Chair organizes a Fundraising Campaign in which GLL members are asked to consider making a monetary donation. The Fundraising Campaign is first advertised in June via listserv posting and an article in the GLL News. The Fundraising Campaign runs through the Annual Meeting and is held in conjunction with the Silent Auction. The Grant Chair works with the Silent Auction Chair regarding contributions as some GLL members include extra funds when purchasing Auction items. GLL members that donate to the Fundraising Campaign and/or the Silent Auction are acknowledged in the Fall issue of the Newsletter by listing their names as donors.

For 2020, the Fundraising Campaign and Silent Auction were changed to accommodate the Annual Meeting’s virtual format. The Silent Auction Chair created the “Grants Challenge!” The Challenge included a bid to GLL-SIS members to donate to the grant fund. A group of "sustaining" GLL members also stepped up and offered to match the contributions raised, up to a total of $3,000. 37 GLL-SIS members enthusiastically accepted the challenge, and a total of $5,455 was raised for the GLL-SIS grant fund.

List of Past Grantees

2019/2020
- Self Represented Litigation Network Conference, $1,500 – Sue Ludington
- AALL Leadership Academy, $1,500 – Marcelo Rodriguez (Only $395 was used due to change in Leadership Academy format)

2018/2019
- AALL Management Institute, $1,500 – Emily Bergfeld
- Equal Justice Conference, $1,500 – Amanda Haddin
- AALL Annual Meeting, 2 grants, $1,500 each – Marissa Mason, Malinda Muller

2017/2018
- Equal Justice Conference, $1,500 – no grant awarded
- AALL Leadership Academy, $1,500 – no grant awarded
- AALL Annual Meeting, 3 grants, $1,500 each (funds were shifted due to other grants not being awarded) – Leslie Greenwood, Stephen Parks, Francis Norton

2016/2017
- Equal Justice Conference, $2,000 – Marrette Pearsall
- AALL Annual Meeting, 2 grants, $2,000 each – Marcia Hannon, Dolly Knight

2015/2016
- AALL Leadership Academy, $1,500 – Lee Van Duzer (only $500 was awarded as recipient received partial funding from another source.)
• Equal Justice Conference, 3 grants, $1,500 each – Joan Bellistri, Mark Estes, Sara Pic
• AALL Annual Meeting, 3 grants, $1,500 each - Paula Doty, Mary Jenkins, Cornell Winston

2014/2015
• AALL Management Institute, $1,500 – Joseph Lawson
• Equal Justice Conference $1,500 – Janine Liebert
• AALL Registration Grant – Suzanne Corriell (Sponsored by Thomson Reuters)
• AALL Annual Meeting Grant $1,500 each– Emily Bergfeld & Alice Davidson (Since there were no additional applicants, the Committee decided to just award 2 of the 3 approved grants.

2013/2014
• Equal Justice Grant – Maryruth Storer & Lisa Mecklenberg-Jackson
• AALL Annual Meeting Grant – Amy Hale-Janek & Joy Shoemaker (Amy was unable to use the grant and it was then awarded to Amy Levine)

2012/2013
• AALL Management Institute Grant $1,000 – Lisa Winkler
• Equal Justice Conference – No one applied for a grant to this event
• AALL Annual Meeting – Jenny Fujinaka, Julie Jones, Nicole Dyszlewski (Nicole subsequently received other funding and she did not need the grant)

2011/2012
• Equal Justice Conference – Joan Bellistri
• AALL Annual Meeting – Konya Lafferty & Jennifer Laws (One applicant received funding from another source that partially reduced her spending needs. The Committee received approval from the SCCLL Board to give the remainder of that grant to the applicant who ranked 3rd and $480 was awarded to Amy Hale-Janek.)

2010/2011
• Equal Justice Conference $1,000 – Kathy Carlson
• AALL Leadership Academy $1,000 – Donyele Darrough
• AALL Annual Meeting $1,000 each – Jennifer Frazier & Christine Graesser

GLL Grants Committee
Silent Auction Subcommittee

One of the many responsibilities of the GLL-SIS Grants Committee is to conduct the annual GLL Silent Auction, both online and at the GLL-SIS Breakfast and Business Meeting, as a method of raising funds for travel/conference grants for GLL members. The annual auction features two components, a “virtual” auction running on a WordPress blog, which closes prior to the annual meeting, and the “live” auction which takes place at the GLL Breakfast and Business Meeting. Final bidding for any items designated as “online only”
concludes at the end of the online auction, while bidding for all other items continues at the “live auction” during the section’s business meeting.

The timing of some of the below activities may shift from year to year depending on the date of the AALL Annual Meeting.

March
Determine who will be serving as the auction blog master, confirm participation and finalize the upcoming auction timeline. [During the past four-five years, the auction coordinator has also served as the auction blog master, but this position was filled by a different individual in prior years.]

June
- Early June - send an email to the GLL listserv asking for donations and sharing instructions for making donations - see below “Instructions for Donation of Items”
- Early June - send a companion announcement to the GLL Newsletter Editor for publication in the next issue of the Newsletter
- As donation messages are received, forward them to the Silent Auction blog master
- Late June - open the online auction for bidding
- Send an announcement of the opening of the online auction to the GLL listserv
- Send weekly reminders about the auction to the GLL listserv until the virtual auction closes
- Solicit members to assist with the collection of monies at the “live auction”
- Begin preparing bid sheets for the “live” auction at the GLL Breakfast and Business Meeting

July
- Send last reminder of online auction and encourage GLL members to bring items to the annual meeting if they have not had a chance to provide an online auction item
- Online bidding closes
- Contact winning bidders of “online only” auction items, requesting payment be sent to the GLL Treasurer (cc: GLL Treasurer on each message)
- Track receipt of funds for “online only” items, notifying those who donated items that payment has been received and they can now ship to the winning bidder
- Ensure all bid sheets for use at the “live auction” have been prepared
- Prepare additional blank bid sheets for last minute donations
- Prepare Excel spreadsheet for entry of winning bids and receipt of funds
- Set up tables at GLL Breakfast and Business Meeting - see “Supplies List for Live Auction” below
- Monitor bidding during the Breakfast and Business Meeting – close bidding at least 30 minutes prior to the conclusion of the business meeting
- Collect bid sheets and payments from winning bidders at the conclusion of the business meeting – return any items not bid on to individual who donated (a rare occurrence)
• Complete bottom of each bid sheet as a receipt for monies received, and provide auction log and all funds received to GLL Treasurer. GLL Treasurer will provide separate receipts for all outright cash/check donations.

**August**
Continue to track funds received for “online only” auction items, if necessary
Prepare “thank you” messages for those who donated items
Final tally of auction monies received for GLL Treasurer
Report of Silent Auction proceeds to GLL listserv
Support any “challenge” bids that may be issued by GLL members

**November**
Confirm the GLL Chair or Vice-chair/Chair-elect will include extra tables for next year’s silent auction on their AALL Annual Meeting Preliminary Scheduling Form, generally due December 1st.

**Instructions for Donation of Items**

Send a *separate* email message for each item to the Silent Auction Coordinator.
Include the following in the email message:
1. a picture of the item
2. brief description
3. the value of the item
4. the minimum opening bid

If you are not attending the AALL Annual Meeting and would like to designate any items you are donating as “online only” for the virtual segment of the auction, please indicate this in the message. For “online only” items, the Silent Auction Coordinator will contact you once payment has been received for your donation, so shipment/delivery of the item to the winning bidder can be arranged.

If items are for the “live” auction to be conducted at the annual meeting location, please bring your items to the GLL Breakfast and Business Meeting, or arrange for a colleague to deliver them on your behalf.

**Supplies List for Live Auction**

Display tables – minimum of 5
Preprinted bid sheets for items from online auction (each bid sheet includes a receipt section at the bottom)
Blank bid sheets for last minute donations
Generous supply of ink pens
Multiple copies of Silent Auction Spreadsheet – for logging winning bids and monies received
2020/2021 GLL Grants Committee:
- Christine Morton, Chair
- Donna Bausch
- Sandra Marz
- Marcelo Rodriguez
- Gail Warren-Silent Auction Chair
- Board Liaison – Karen Westwood

Membership & Mentoring Committee

September
- Budget due to GLL SIS liaison
- Confirm due dates for board reports for the year with GLL liaison

February
- Update Lists of Membership Dates for Purposes of Determining When Members Will Receive Their Longevity Pins and Certificates.
- Request a current membership list from headquarters.
- Identify new (and returning) members of GLL SIS and send letter requesting information about the dates each joined AALL and GLL SIS.
- Identify members who did not renew GLL SIS membership but are still in government libraries and decide if an exit interview should be conducted.

March
- Identify AALL members who are in government libraries but are not members of our GLL SIS. Send email letter inviting them to join by outlining benefits of belonging.

April / May
- Determine who is to be awarded a twenty year pin and certificate at the AALL annual meeting. Prepare the Certificates. Order additional pins, if needed. Send short article to the Newsletter with names and congratulations.
- Send inquiry email to Skills Inventory mentors to confirm intention to continue as a participant in the Skills Inventory program.

June
- Chair submits committee’s annual report to the GLL SIS board.
July

- If attending the annual conference, volunteer to staff the GLL SIS section in the activities area and introduce the Skills Inventory.
- Award longevity pins and certificates at the AALL annual conference GLL business meeting.

Ongoing

Communicate to the membership information about the Skills Inventory and how the member might benefit from it.

Ask for additional volunteers to act as Skills Inventory mentors. This can be done by short articles or notices in the Newsletters or by email statements.

Periodically, throughout the year, promote the online Mentoring Skills Inventory and regularly seek additional mentors and update information accordingly.

Monitor AALL SIS, educational, conference, and event activities for opportunities to create awareness of and encourage use of and participation in GLL and/or the Skills Inventory.

Contribute articles that support the Membership in the GLL newsletter as published, generally, three times per year.

- Examples of outreach include highlights of AALL2Go educational programs and composing and publishing book reviews which support personal and professional well-being and leadership.

Chair of GLL-SIS monitors due dates and submits board reports as determined by the board, noting activities, projects, outreach and membership statistics.

Chair coordinates with the headquarters Membership department to obtain monthly lists of new and prospective members and then sends either a welcome or invitation to join email to each.

Chair arranges and conducts a fall as well as semi-regular conference call committee planning meetings, when new initiatives are discussed and existing projects are updated.

Methodology for Creating Date Lists to Determine when a Longevity Pin Should be Awarded and Identifying AALL members who operate in GLL Libraries and are not Currently Members of GLL.

After the Membership List is received from Headquarters Create and Maintain a Clean Copy for a historical record. Always work from a copy.

Using a working copy of both the current year’s list and the immediate past year’s list, delete the names that appear on both lists. The result will be one list showing the members who did not renew (names left on the immediate past year’s list) and a list of new members (names left
on the current year’s list). The easiest way to do this is to put the document in landscape form and delete the unneeded columns from the Excel spreadsheet that Headquarters provided [only keep names, institution, and email columns—for this use that is the only information needed] and then convert the file to text because text is easier to manipulate.

Once you have identified the new members, send them an email letter requesting any date changes—you can cut the email column from your new members list and paste it into a new text document. Add a semicolons after each address. Then, select all, cut, and paste into the TO: address column for an email. There is a template letter which can be adjusted for dates and used as the letter text.

For the non-returning members, search the directory for each person on the list you have created to see if they are still a member of AALL or still in a GLL library. Historically, most of the non-returning members are no longer AALL members or have switched to a non-GLL library. It will be up to the SIS or Committee chair to decide if an exit interview is needed with anyone. Easiest here is to leave institution and email addresses in place if you find an entry in the directory. Where the person is not in the directory (assumed to longer be an AALL member)—delete both the institution and email addresses and replace the institution with the designation “Not in Directory.” It also helps to highlight those who can be identified as still working in a GLL type library.

To find folks working in GLL type libraries who are not members (and are not on the non-renewing list), use the online directory and search the organization types where folks may have identified themselves. Suggested are:

- Association and Nonprofit [Some county libraries as called library associations]
- Federal Court
- Other Federal Government
- Other State or Municipal Government
- Public Library [Some California Folks use this one]
- State or Municipal Court
- Other

Copy the Results—again after getting all the information, keep just the needed fields [names, institution, and email columns]. The list will need to be alphabetized—each search group will be alphabetized, but the list as a whole will not. Compare this list to the Current Membership List—delete names that are on the current member list. Those left are the non-members who are in GLL libraries.

There are also three other lists that need to be updated each year.

There is a master alphabetical date list. The names of the new members and their dates need to be added and the non-renewing need to be deleted. It is suggested that copies of prior lists be maintained for historical purposes. [Make a working copy before making the changes]. After sending the email letter, adjust to show any changes that members have provided.
There is a future pin date list. It is organized by year and shows when each member is scheduled to be recognized with the pin and certificate. Again, the names of the new members and their dates need to be added and the non-renewing need to be deleted. It is suggested that copies of prior lists be maintained for historical purposes. [Make a working copy before making the changes]. Adding new members is fairly easy. Most go in as a group in the next open year. After sending the new member letter, adjust this list as needed after calculating when each person who sent adjusted dates would qualify.

There is a received pin list. This is arranged by year and show who received their pins in each year. This is an easy one. After updating the future pin date list, cut and paste the current year.

There is a template for the certificates. The certificates themselves are available at office supply stores such as Office Depot or Office Max.

**Newsletter Committee**

**Committee charge:**

- Continue publication of content rich, electronic only, Newsletter three times a year.
- Through efforts of the Newsletter co-editors, solicit and write newsworthy articles, event news, stories, and photographs for each issue. Highlight new roles and innovative "best practices" among membership libraries.
- Editor will ask authors to submit headshots/individual pictures to be published with the article.
- Create and maintain a manual of procedures and/or timeline for the committee

**Timeline:**

Submission deadline and publication announcement messages are sent to the GLL list through AALL My Communities page.

Fall: submission deadline - third Friday in September, published mid-October
Winter/Spring: submission deadline – first Friday in February, published mid-March (note: always after March 15, the deadline for member-submitted GLL Board nominations)
Summer: submission deadline –first Friday in June, published early July (before the annual meeting)

**Issue Contents:**

Each issue contains the Chair’s column; a brief note from the Editors; Member News; and GLL Executive Board meeting minutes.
Each issue also includes AALL announcements, obtained from the Council of Newsletter Editors (CONE) committee and from emails directly from AALL. The Editor should join the CONE committee to keep abreast of what is being published in other AALL newsletters and to share each GLL newsletter with the group.

The last or back page of each Newsletter issue is the list of GLL-SIS Officers and Board Members (including contact information) and a list of all GLL-SIS Committees and respective members.

The Fall issue includes:
- Essays from the Annual Meeting grant recipients.
- Photos from the Annual Meeting.
- GLL Annual Silent Auction and Fundraising Campaign Results.
- Treasurer’s Fiscal Report.
- The Fall issue may also include information on professional and educational travel grants available for the upcoming year from the Grants Committee.

The Winter/Spring issue usually includes:
- The GLL election nominee bios and personal statements.
- If bylaws changes are proposed, the proposed changes can also be published in the Winter/Spring issue provided that the issue is published 30 days before the ballots are distributed.
- Information on travel grants for the AALL Annual Meeting and other professional conferences.

The Summer issue usually includes:
- Important information for the Annual Meeting, including information on the Silent Auction, Fundraising Campaign, and other GLL events at the meeting.
- An article or interview with the person providing the keynote address at the GLL Business Meeting and Breakfast.
- The GLL Election Results.
- The Equal Justice Conference, AALL Management Institute, or AALL Leadership Academy grant recipients’ essays.
- Information on members who have retired during the year and longevity award recipients.

A draft Newsletter should be sent to the Newsletter Committee members to be reviewed for edits and revisions. The Newsletter Committee is usually provided approximately 7-12 days for review and comment.

When an issue is ready for publication, the pdf file is sent to the GLL webmaster along with the announcement text for the GLL website. The webmaster forwards the pdf edition of the Newsletter and links to the AALL Director of Information Technology for posting on the GLL webpage. The GLL webmaster sends the Editor the dedicated link for the issue, and then the Editor sends a publication message to GLL members using the My Communities page.
Nominations Committee

The Committee will produce a slate of candidates for the GLL Board per the Committee charge and GLL Bylaws ARTICLE VII: ELECTIONS:

SECTION 2.
The Committee shall nominate at least one (1) candidate for the position of Vice-Chair/Chair-Elect, Member-at-Large and Secretary/Treasurer (for the years that position is on the ballot.) All candidates shall be members in good standing of the Section.

SECTION 3.
Names of candidates, together with their written acceptances, shall be presented by the Nominating Committee to the Chair in sufficient time to enable the Chair to inform the members of the nominations, by mail, in the newsletter, or broadcast email as the Chair decides.

SECTION 4.
Further nominations may be made upon written petition of ten voting members in good standing. Such petitions, accompanied by written acceptance of the nominees, must be filed with the Secretary/Treasurer no later than March 15. The Secretary/Treasurer shall prepare an official ballot, including nominations by petition.

September or before
Email Committee and make introductions

October
Meet with Committee to discuss charge and process. Determine deadline for nominations coordinating with the Newsletter editor.

Mid-November
Call for nominations – chair will email membership via MyCommunities

A sample notice is included in the template section.

Early December
Committee members will make suggestions for possible candidates to contact if nominations have not been submitted by the membership. Committee will make a plan to contact suggested candidates and will contact suggested contacts.

Mid-December
Email reminder to MyCommunities about nominations to membership. Include deadline for nominations.

A sample notice is included in the template section.
Early January
Deadline for submission of nominations

Note that the bylaws allow for at least one candidate for each position.

Mid-January
Once nominations confirmed, obtain acceptance letters from each candidate and forward to the chair.

Send notice to MyCommunities announcing slate and procedure for further nominations.

A sample notice is included in the template section.

Late January/Early February
Obtain candidate biographies/personal statements and photos and send to editor for publication in the GLL Newsletter.

Mid-March
Elections - ballot distributed by the Secretary/Treasurer by April 1

Ongoing
Review and update procedures for manual/handbook as needed

TEMPLATES

NOTICE 1: GLL Nominations Committee is seeking nominations

The GLL nominations committee is seeking nominations for the positions of ----------------------. Serving on the executive board of our SIS is a wonderful opportunity to enhance your leadership skills and guide the direction of our organization. Please consider running for office or nominating a deserving colleague!

Vice-Chair/Chair-Elect serves for one year and becomes Chair the following year. The Chair automatically becomes the Past Chair for one year. The Secretary/Treasurer serves for three years. The Member-at-Large serves for a 3-year staggered term.

To volunteer for office or to nominate a colleague, please contact me or any of the committee members: name and email of each member

Thanks in advance for helping us find a great slate of candidates!
NOTICE 2: GLL Nominations Committee is seeking nominations

It is not too late to nominate someone for the position of ----------------------. Please consider running for office or nominating a deserving colleague by ------the deadline------!

Vice-Chair/Chair-Elect serves for one year and becomes Chair the following year. The Chair automatically becomes the Past Chair for one year. The Secretary/Treasurer serves for three years. The Member-at-Large serves for a 3-year staggered term.

To volunteer for office or to nominate a colleague, please contact me or any of the committee members: name and email of each member

Thanks in advance for helping us find a great slate of candidates!

Slate Notice: Nominations Committee Update

The Nominations Committee is pleased to announce the slate of Candidates for the upcoming GLL election. A special thanks to all who agreed to run and the Nominations Committee for all of their work this year.

Candidate list here.

Candidates biographies will be published in the next issue of the GLL Newsletter.

Per the GLL Bylaws (Article VII: Elections, Section 4) further nominations may be made upon written petition of ten voting members in good standing. Such petitions, accompanied by written acceptance of the nominees, must be filed with the Secretary/Treasurer no later than March 15. The Secretary/Treasurer shall prepare an official ballot, including nominations by petition.
Publicity & Public Relations Committee

Committee Charge
- Facilitate continued production of new and updated GLL Resource Guides, pursuant to the grant received for that purpose.
- Review GLL promotional flyer and work with AALL HQ to update and print.
- Prepare GLL promotional table for CONELL and GLL poster board display in the Exhibit Hall Membership Activity Area for AALL’s Annual Meeting; coordinate handouts, giveaways, and arrange staffing.
- Explore options for promoting GLL members, their libraries, and their successful marketing endeavors to the AALL membership; investigate non-AALL publications (print and online) as potential recipients of the same information.

Annual Timeline of Activities

<table>
<thead>
<tr>
<th>DATE RANGE</th>
<th>EVENT/TASK</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>July – August</td>
<td>Receive listing of committee members as provided by GLL Chair. Members may be new or returning. A roster of approximately 4-8 individuals is optimal. Solicitation for new members by committee Chair may be necessary.</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>Review committee charge as provided by GLL Chair. Rarely, but if deemed relevant, discuss and propose additions/deletions to charge in consultation with Board Liaison and GLL Executive Committee.</td>
<td>Chair + Board Liaison</td>
</tr>
<tr>
<td></td>
<td>Reach out to members, introduce self, provide charge and previous year’s annual report; set the year’s work agenda; resume or establish subcommittees including but not limited to (1) Annual Meeting, (2) Marketing Mavens, and (3) Resource Guides.</td>
<td>Chair</td>
</tr>
<tr>
<td>September</td>
<td>Review current projects, brainstorm potential new projects, and assign initial roles to subcommittees.</td>
<td>Chair + committee</td>
</tr>
<tr>
<td></td>
<td>Confirm budget for GLL promotional materials, and any other budgets for special projects such as Resource Guides.</td>
<td>Chair + Board Liaison</td>
</tr>
<tr>
<td></td>
<td>Begin solicitation or review previous MM submissions, select Fall Marketing Maven profile.</td>
<td>Chair + MM subcommittee</td>
</tr>
<tr>
<td>October – December</td>
<td>Conduct comprehensive review of all existing GLL brochures, flyers, and other materials for content, to ascertain variety and quantity; begin research to identify needed updates, as well as methods for publishing materials (e.g. print vs. electronic)</td>
<td>Chair + committee</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>Begin coordinated discussion of GLL promotional materials specifically intended for Annual Meeting, and craft strategy to edit for additions or changes.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td></td>
<td>Pursue and formalize collaboration with other GLL committee(s) (e.g. Best A2J Practices, Advocacy) to revise or create one new Resource Guide. Establish theme and article topics; recruit authors.</td>
<td>Chair + RG subcommittee</td>
</tr>
<tr>
<td></td>
<td>Publish Fall Marketing Maven profile by November/December.</td>
<td>Chair + MM subcommittee</td>
</tr>
<tr>
<td>January – February</td>
<td>Select and begin negotiations with professional editor/graphic designer for Resource Guide; begin drafting contract.</td>
<td>Chair + Board Liaison</td>
</tr>
<tr>
<td></td>
<td>Begin discussion and exploration of focus, theme, and/or design layout of GLL promotional table/poster board display at Annual Meeting.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td></td>
<td>Create electronic file of all handouts to be provided at GLL promotional table/poster board display. Continue on-going review, update, and edits.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td></td>
<td>Review first draft of Resource Guide articles; edit with author collaboration.</td>
<td>Chair + RG subcommittee</td>
</tr>
<tr>
<td></td>
<td>Begin solicitation or review previous MM submissions, select Spring Marketing Maven profile.</td>
<td>Chair + MM subcommittee</td>
</tr>
<tr>
<td>March</td>
<td>Investigate promotional item/giveaway for Annual Meeting; confirm quantity of giveaway items leftover from prior year(s) and decide whether or not to purchase new items. Request samples from vendors.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td></td>
<td>Review GLL promotional/informational flyer produced by AALL HQ; communicate with HQ to affirm current publications policies (e.g. how often they’ll re-design and pay for printing costs) and permissions, as necessary.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td></td>
<td>Continue edits with Resource Guide authors. Maintain correspondence with graphic designer as demanded.</td>
<td>Chair + RG subcommittee</td>
</tr>
<tr>
<td></td>
<td>Publish Spring Marketing Maven profile by March/April.</td>
<td>Chair + MM subcommittee</td>
</tr>
<tr>
<td>April</td>
<td>Confirm existing quantities of Annual Meeting promotional table/poster board display print materials and estimate print jobs for new and additional copies.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td>Month</td>
<td>Task</td>
<td>Responsible Party</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>May</td>
<td>Notify Board Liaison of impending expenditures, notably those that may require funds above and beyond GLL’s annual budget allocation for this committee.</td>
<td>Chair + Board Liaison</td>
</tr>
<tr>
<td></td>
<td>Develop and design final draft layout of Resource Guide.</td>
<td>Chair + RG subcommittee</td>
</tr>
<tr>
<td></td>
<td>Watch for invitation regarding CONELL Marketplace, confirm GLL’s participation.</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>Watch for invitation regarding Annual Meeting Activities Area Display Board Reservation Form, confirm GLL’s participation; deadline to apply generally first week of June.</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>Identify commercial printer in city of upcoming Annual Meeting.</td>
<td>Chair + AALL HQ</td>
</tr>
<tr>
<td></td>
<td>Work with AALL HQ to facilitate printing of updated or revised GLL promotional/information flyer. Confirm that HQ will arrange delivery of printed flyers to Annual Meeting warehouse as needed.</td>
<td>Chair + AALL HQ</td>
</tr>
<tr>
<td></td>
<td>Identify committee member(s) to staff CONELL Marketplace table; determine if call for additional GLL volunteer(s) is necessary.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td></td>
<td>Initiate and coordinate creation of Annual Meeting ‘GLL-related educational programs’ handout with Education Committee Chair.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td></td>
<td>Complete new or revised Resource Guide. Determine best course of action for printing, promoting, and delivering finished guides to interested parties.</td>
<td>Chair + RG subcommittee</td>
</tr>
<tr>
<td></td>
<td>Begin solicitation or review previous MM submissions, select Summer Marketing Maven profile.</td>
<td>Chair + MM subcommittee</td>
</tr>
<tr>
<td>June</td>
<td>Watch for message regarding shipping items to Annual Meeting warehouse. Make careful note of approved shipment delivery period and mailing instructions, as well as contacts’ emails and phone numbers.</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>Identify and work together with GLL member in city of next year’s Annual Meeting to act as recipient of promotional table/poster board display supplies and leftover materials at conclusion of this year’s Annual Meeting.</td>
<td>Chair + Board Liaison</td>
</tr>
<tr>
<td></td>
<td>Select giveaway for GLL promotional table/poster board display in Annual Meeting Activities Area and purchase. If prudent, coordinate purchase and delivery of item to coincide with Annual Meeting warehouse delivery shipment period.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td></td>
<td>Send out first announcement to GLL membership regarding call for volunteers to fill shifts at GLL promotional table/poster board display.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td>July</td>
<td>Continue solicitation and schedule volunteers for GLL promotional table/poster board display.</td>
<td>Chair + AM subcommittee</td>
</tr>
<tr>
<td></td>
<td>Confirm coordination and verify delivery of all promotional materials to Annual Meeting convention site or warehouse as appropriate.</td>
<td>Chair + AALL HQ</td>
</tr>
</tbody>
</table>
Prepare committee’s Annual Report and submit to GLL Executive Committee. Arrange for publication on P&PR website.  
Chair

Publish Summer Marketing Maven profile by July/August.  
Chair + MM subcommittee

### Additional Notes and History

- **Annual Meeting**
  - Funds beyond the annual budget allocation to be spent on printing/shipping, poster display materials, or promotional giveaway items must be approved by GLL Executive Committee.
  - On the day before CONELL Marketplace, Chair facilitates transfer of materials from where they’ve been stored at GLL member’s library to convention site.
  - At the conclusion of Annual Meeting, Chair must ensure promotional table/poster display supplies and leftover materials are shipped to the library of the GLL member who’s agreed to receive it.

- **Marketing Mavens**
  - Launched in Spring 2017, Marketing Mavens highlights unique and successful library promotion efforts by GLL members.
  - Presented in interview format, each article feature background and implementation information, and tips for success.
  - Goal is to feature a minimum of 3 profiles each year.
  - Ideally, brochures/flyers or other marketing tools are included.

- **Resource Guides**
  - In 2001, GLL applied for and was awarded a $25,000 grant from Lexis with the goal of creating a series of “Resource Guides” on topics of relevance to public law libraries.
  - Since 2002, there have been 5 “*Law Library Insights*” guides written and published by GLL:
    - “How to Hire a State or County Law Librarian” (2003)
    - “Management Essentials in the Public Law Library” (2005)
  - Guides primarily made available at GLL promotional table/poster board display in Annual Meeting Activities Area; also available to members upon request.
Standards Committee

August/September
- Committee membership selected by GLL Chair with input from Committee Chair

October
- Committee charge sent to committee members
- Comments solicited from GLL members regarding current standards

November
- Committee members study current standards and comments
- Conference calls to discuss potential changes

December
- Draft of proposed changes discussed via email

January
- Final draft of proposed changes sent to GLL Board for consideration and submission to GLL members for comment

February
- Final draft amended (if needed) by GLL Board, approved by GLL Board or returned to Standards Committee with further direction
- If approved, final draft is sent to AALL Executive Board for consideration and adoption
**Strategic Planning Committee**

The Strategic Planning Committee is responsible for developing Strategic Directions for the Section which are then approved by the Board, and for assisting the Board by monitoring the Section's progress on reaching its goals and making recommendations for specific actions the Section might take to reach them.

**Work of the Committee**

The work of the Committee will vary significantly depending on whether or not new Strategic Directions are needed. Beginning with the 2015-2018 Strategic Directions, the Board plans to update existing Strategic Directions or adopt new ones every three years. The Strategic Directions therefore were scheduled to be reviewed and re-written or updated in 2017-18. There was no action taken until the 2019-20 Committee, who requested that the GLL Board extend the 2015-18 Strategic Directions through the end of 2020. Committee activity in 2020-21 will focus on developing the 2021-23 Strategic Directions and 2021-22 is expected to focus primarily on assisting the Board with implementation.

**Year 1: Developing new strategic directions [2020-21]**

The following timeline is recommended to ensure that new Strategic Directions can be considered by the Board and adopted well in advance of the AALL Annual Meeting:

- **July**: Committee chair reports to membership at AALL Annual Meeting about progress towards implementing the current Strategic Directions and plans for developing new Strategic Directions. Also, consider holding a session to seek member input on ideas for new Strategic Directions.
- **August—September**: Review current plan and those of AALL and other SISs (at least the other "type of library" SISs), plan approach to member input.
- **October—December**: Solicit, review and analyze member input.
- **January—February**: Develop draft based on member input.
- **March**: Send draft to Board.
- **April—May**: Receive Board input, revise or seek additional member input as needed.
- **June**: Finalize and circulate new Strategic Directions to membership; prepare annual report for Board.

**Years 2 and 3: Assist Board with implementation [2021-22 and 2022-23]**

- **July**: Committee chair reports to membership at AALL Annual Meeting about progress towards implementing the current Strategic Directions and where we are in the timeline.
- **July—August**: Meet with Section Chair and Board liaison (at AALL Annual Meeting or by conference call) to discuss possible implementation activities and to develop a
communication plan to inform Committee Chairs and others who may have responsibility to implement parts of the Strategic Directions.

- **September—March**: Assist as needed with interpretation of Strategic Directions or other responsibilities as assigned by Board.
- **April—May**: Solicit information from Committee Chairs and others on their progress so far on implementation activities.
- **June**: Develop a report for the Board summarizing progress on each Strategic Direction and making recommendations for priorities for the year ahead.
- **July (Year 3 only)**: Consider holding a session at AALL Annual Meeting to get member input for development of new Strategic Directions.

Resume cycle with Year 1 [2023-24]

**Technology Committee**

**Timeline:**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preparation for Annual Meeting</strong></td>
<td>Upload committee reports as you receive them.</td>
</tr>
<tr>
<td>June</td>
<td>Create pages for/upload any program related material as requested by GLL program presenters. Update Annual Meeting page with links to GLL events.</td>
</tr>
<tr>
<td>June – July</td>
<td>Announce and link to Silent Auction.</td>
</tr>
<tr>
<td>July</td>
<td>If available, upload Business Meeting Agenda, prior year’s Minutes, and any other Business Meeting material.</td>
</tr>
<tr>
<td><strong>Follow up to Annual Meeting</strong></td>
<td>Change information on “Annual Meeting” page to reflect upcoming year’s meeting location.</td>
</tr>
<tr>
<td>July – August</td>
<td>Remove links to Silent Auction</td>
</tr>
<tr>
<td>July – August</td>
<td>Upload (or move) Business Meeting Agenda, prior year’s Minutes, and any other Business Meeting material. Link them from the Archives page.</td>
</tr>
<tr>
<td>August</td>
<td>Change Officers page to reflect new officers, webmaster, newsletter editor, etc.</td>
</tr>
<tr>
<td>August</td>
<td>Add prior year’s officers to the Listing of Officers and Committee Members from 1999 to present (Taken from GLL Newsletter) by adding officer and committee page of most recent newsletter</td>
</tr>
<tr>
<td>August - September</td>
<td>Update committee pages as members and any changes to Charges become known</td>
</tr>
<tr>
<td><strong>Ongoing tasks</strong></td>
<td>Annually evaluate web site design</td>
</tr>
</tbody>
</table>
Consider addition content for web site
Review and modify as needed the committee timeline and procedures
Update website and documents as needed

Updating the website

Amendments to the Government Law Library SIS website are sent the Chair of the Technology Committee. The chair will communicate any updates to the Director of Information Technology, Chris Siwa, who updates all SIS websites. Submit updates via email to csiwa@aall.org, include the URL of the page(s) to be updated and the complete and final set of changes. Simple changes can be included in the email. If there are many changes, copy content into a Word document and attach to the email.

GLL-SIS Branded Templates

Each SIS should use branded templates for documents such as reports, awards applications, minutes, etc. GLL-SIS branded assets can be found at https://aallhq.app.box.com/v/SISassets/folder/38963259153.

Vice Chair / Chair / Immediate Past Chair

*Article VI: Officers* of the GLL-SIS Bylaws describes the three-year commitment of an elected Chair. First, the individual serves one year as Vice Chair (Chair-Elect), which provides time to acclimate to GLL-SIS Executive Committee procedures and to become familiar with the annual cycle of events. The Vice Chair serves in a support capacity to the current Chair, assists with special projects, serves as a board liaison to one or more GLL-SIS committees, and usually plans the happy hour or reception at the AALL Annual Meeting & Conference.

After one year as Vice Chair, the individual assumes the position of Chair at the end of the AALL Annual Meeting & Conference in July. The Chair assumes primary responsibility for all of the events listed in the timeline below, though that person may delegate tasks as needed.

- Serves as the board liaison for the GLL Nominations Committee and the GLL Education Committee.
- Provides a column to the editor of the *GLL-SIS Newsletter* for each issue (usually three) that is published.
- Holds GLL-SIS Executive Committee meetings multiple times per year, usually providing a schedule in the fall to the Committee. These meetings generally are held every other month, either as a conference call or online meeting.
- Schedules and plans an annual meeting of the GLL-SIS Executive Committee, which usually occurs during the AALL Annual Meeting & Conference.
- Serves as the primary organizer, with assistance from the Executive Committee and GLL Committee Chairs, of the GLL-SIS Annual Business Meeting & Silent Auction.
- Keeps the GLL-SIS membership apprised of announcements through My Communities, and redistributes messages from the SIS Council Chair.

After one year as Chair, the individual serves an additional year on the GLL-SIS Executive Committee as Immediate Past Chair. The duties include coaching new officers as they execute their duties, and serving as a board liaison to one or more committees.

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>AALL Annual Meeting &amp; Conference, AALL Leadership Training, Council of SIS Chairs meeting, GLL-SIS Annual Business Meeting &amp; Silent Auction, GLL-SIS Executive Committee meeting. Outgoing Chair ships the GLL-SIS gavel (a Hawaiian poi pounder) to the new, incoming Chair.</td>
</tr>
<tr>
<td>August</td>
<td>AALL headquarters begins to solicit vendor sponsorships for events at the Annual Meeting of the next year. Chair will provide a list of suggested events to headquarters. Populate the GLL-SIS committees and select chairs. Appoint members of the GLL-SIS Executive Committee as liaisons to committees.</td>
</tr>
<tr>
<td>September</td>
<td>Announce GLL-SIS committee rosters (including chairs, members, and liaisons) on My Communities. Attend virtual trainings provided by AALL headquarters.</td>
</tr>
<tr>
<td>October</td>
<td>Planning begins for Joint Roundtable for Services to Pro Se Patrons and Prisoners, which is co-sponsored by LISP-SIS, SR-SIS, and GLL-SIS. Leadership for the event rotates among the three SISs. Establish time slot within Annual Meeting and determine program content.</td>
</tr>
<tr>
<td>November</td>
<td>Submit GLL-SIS events for SIS Matrix of Annual Meeting events to AALL headquarters.</td>
</tr>
<tr>
<td>December</td>
<td>Sponsor holiday fundraiser, as determined by GLL Executive Committee. Contact GLL Nominations Committee about posting a “call for candidates” for the upcoming GLL election.</td>
</tr>
<tr>
<td>January</td>
<td>Price for ticketed events at Annual Meeting due to AALL HQ (for GLL-SIS Annual Business Meeting &amp; Silent Auction). Price will include cost of breakfast. Request extra tables for Silent Auction.</td>
</tr>
<tr>
<td>February</td>
<td>Begin process of VIP selection with GLL Awards Committee.</td>
</tr>
<tr>
<td>March</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Confirm that Awards Committee will notify AALL headquarters of awards by deadline, and will send letters to employers of the award recipients. RSVP for CONELL Marketplace. Submit A-V Request Form to AALL headquarters for GLL programs at the upcoming AALL Annual Meeting. Contact any vendors who will provide GLL-SIS event sponsorship at the upcoming annual meeting, and invite a representative to attend breakfast meeting. When GLL-SIS election results are announced, thank all candidates for willingness to serve.</td>
</tr>
<tr>
<td>May</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Schedule GLL-SIS Executive Committee meeting during AALL Annual Meeting. Plan gifts for GLL-SIS committee chairs and board members. Prepare agenda for GLL-SIS Annual Business Meeting &amp; Silent Auction, and make arrangements for installment of new officers. Confirm conference hotel food order for breakfast meeting. Activities Area Space Reservation Form due to AALL headquarters.</td>
</tr>
</tbody>
</table>
### Secretary / Treasurer

#### SECERTARY TREASURER

**Awards**
- This position is board liaison for the Awards Committee.
- Note that all awards are not awarded each year. Some rotate. So you will want to review the website carefully to ensure the awards available for nomination are identified properly each year.
- See awards history on AALLNET at:
  - [https://www.aallnet.org/gllsis/about-us/committees/awards/](https://www.aallnet.org/gllsis/about-us/committees/awards/)

**Grants**
- This position is board liaison for the Grants Committee.
- Grant form is available on AALLNET at:
  - [https://www.aallnet.org/gllsis/awards-grants/scholarships-grants/](https://www.aallnet.org/gllsis/awards-grants/scholarships-grants/)
- Upon receipt of Grant reimbursements are requested from AALL headquarters using the SIS Reimbursement Form available on AALNET at:
  - [https://www.aallnet.org/community/special-interest-sections/sis-leadership-toolkit/finances/](https://www.aallnet.org/community/special-interest-sections/sis-leadership-toolkit/finances/)
- See grants history and current grants information on AALLNET at:
  - [https://www.aallnet.org/gllsis/awards-grants/scholarships-grants/](https://www.aallnet.org/gllsis/awards-grants/scholarships-grants/)

**Elections**
- The Secretary/Treasurer oversees distribution of ballots (see Article VI of bylaws; ELECTIONS)
- Instructions and information is available on AALLNET at:
  - [https://www.aallnet.org/community/special-interest-sections/sis-leadership-toolkit/online-elections/](https://www.aallnet.org/community/special-interest-sections/sis-leadership-toolkit/online-elections/)

**Financial Statements**
- Received quarterly from AALL; forward to Chair for further distribution

**Annual Meeting**
- Silent Auction
  - Provide receipt books for cash or check receipts onsite
  - Track all payments by individual name
  - Copy all checks at Headquarters Office in Convention Center
  - Leave originals of payments for AALL Finance Director at Headquarters Office in Convention Center
o If any payments are made after the Annual Meeting, the Secretary/Treasurer submits them to AALL using the SIS Deposit Form available online at:
o If the meeting is held virtually, work with the Silent Auction chair to collect checks via mail and then submit to AALL Headquarters, as above. Track all payments and report to Silent Auction Chair and SIS Chair.

- Treasurer’s Report
  - Complete a Treasurer’s Report for the Business Meeting (see Example A)
  - Bring copies for Business Meeting

- Business Meeting Minutes
  - Provide a copy of prior year’s Business Meeting Minutes for approval at this year’s Business Meeting to Chair in advance of Annual Meeting (see Example B)
  - Bring copies for Business Meeting
  - Take meeting minutes at Business Meeting

- Board Meeting Minutes
  - Provide a copy of prior year’s Board Meeting Minutes for approval at this year’s Board Meeting to Chair in advance of Annual Meeting (see Example C)
  - Bring copies for Board Meeting (NOT Business)

Example A

**Government Law Libraries – Special Interest Section**
American Association of Law Libraries


**Beginning Balance (January 1, 2019)**
- Restricted Funds (Resource Guides) $11,360.58
- Unrestricted Funds $23,498.00
- Total Fund Balance (@ 1/01/2019) $34,858.58

**Income (October 1, 2018 – May 31, 2019)**
- Contributions (donation to GLL Grants Committee) $100.00
- Dues $2,100.00

**Expected Income (May 2019 – September 2019)**
- Dues TBD
- GLL Business Meeting Registrations 2019 TBD
- GLL Online & Silent Auction 2019 (and related donations) TBD

**Expenditures (October 1, 2018 – May 31, 2019)**
- AALL Management Institute Grant $1,500.00

**Expected Expenses (May 2019 – September 2019)**
- AALL Annual Meeting – Three $1,500.00 Grants $4,500.00
- Awards Committee Expenses (estimate) $1,000.00
- Education Committee - Annual Conference Programs (estimate) $2,500.00
- GLL Breakfast Meeting 2019 (estimate) $6,000.00
- Publicity Expenses (estimate) $400.00
Survey Monkey Subscription $288.00
VIP Sponsorship for Annual Meeting (estimate) $100.00

**Balance (May 31, 2019)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Funds (Resource Guides)</td>
<td>$11,360.58</td>
</tr>
<tr>
<td>Unrestricted Funds</td>
<td>$24,608.00</td>
</tr>
<tr>
<td>Total Fund Balance (@ 5/31/2019)</td>
<td>$35,968.58</td>
</tr>
</tbody>
</table>

Respectfully submitted,
James G. Durham, Secretary/Treasurer

---

**Example B**

**Government Law Libraries – Special Interest Section (GLL-SIS)**

**American Association of Law Libraries**

*Business Meeting*

112th AALL Annual Conference & Meeting – Washington, D.C.
Marriott Marquis Ballroom Salons 1 & 2
Sunday, July 14, 2019, at 7:35 a.m.

Minutes recorded and submitted by James Durham, Secretary – Treasurer

Joan Bellistri (Chair) called the meeting to order at 7:35 a.m.

The agenda for the business meeting was approved unanimously, with a motion from Larry Meyer, seconded by Robert Mead.

The GLL business meeting minutes from 2018 were approved unanimously with a motion from Larry Meyer, seconded by Robert Mead. The approval included a date amendment within the text of the minutes, submitted by Larry Meyer.

Gail Warren encouraged members to participate in the silent auction or to submit donations to the GLL travel grants fund, which is administered by the GLL Grants Committee.

Jean Willis introduced the GLL VIP and keynote speaker, Martha Bergmark of Voices for Civil Justice, who provided an address to the membership about access to justice efforts.

James Durham presented the annual Treasurer’s Report. As of May 31, 2019, the total fund balance was $35,968.58. The Restricted Funds (Resource Guides) totaled $11,360.58. The Unrestricted Funds were $24,608.00. James thanked the GLL Grants Committee and Gail Warren for their fundraising efforts. The Treasurer’s Report was approved unanimously, with a motion from Larry Meyer, seconded by Robert Mead.
Joan Bellistri recognized the 2018 – 2019 committee chairs:

- Advocacy: Anna Russell
- Awards: Jean Willis
- Best A2J Practices: Miriam Childs
- Bylaws: Maryruth Storer
- Education: Julia Viets
- Grants: Susan Falk (Silent Auction: Gail Warren)
- Membership & Mentoring: Malinda Muller
- Newsletter: Sara Pic & Christine Morton (co-editors)
- Nominations: Coral Henning
- Publicity & Public Relations: Marcia Hannon
- Standards: Larry Meyer
- Strategic Planning: Dan Cordova
- Technology: Mary Jo Lazun


Jean Willis announced GLL awards, which were distributed by Chi Song.

- Bethany J. Ochal Award for Distinguished Service to the Profession: Coral Henning (in memoriam / accepted by Judge Rene Roman), Carol Ebbinghouse, Terry Long, and Mariann Sears.
- Dr. Joel Fishman Professional Publication Award: Harris County Law Library staff for *Pro Se Litigant Handbook* and *Manual para Litigantes Pro Se*.
- Annual meeting VIPs: Martha Bergmark (Executive Director of Voices for Justice) and Steven Schultze (attorney, Hogan Lovells).

Susan Falk announced GLL grant recipients.

- AALL Management Institute: Emily Bergfeld
- AALL Annual Meeting: Leslie Greenwood, Francis Norton, and Stephen Parks

Judge Rene Roman (CA) administered the oath of office to the 2019 – 2020 GLL-SIS Board:

- Jenny Silbiger, *Chair*
- James Durham, *Vice Chair / Chair-Elect*
- Joan Bellistri, *Immediate Past Chair*
- Karen Westwood, *Secretary / Treasurer*
- Robert Mead, *Board Member*
- Joseph Lawson, *Board Member*
Gail Warren announced the end of the silent auction.

Joan Bellistri distributed thank you gifts to committee chairs and board members.

Jenny Silbiger presented Joan Bellistri with a thank you gift for her service as GLL-SIS Chair.

Joan Bellistri adjourned the meeting at 8:45 a.m.

Example C

Government Law Libraries – Special Interest Section
Executive Board – Meeting Minutes

Date and Time: Sunday, July 14, 2019, 3:00 p.m. Eastern

<table>
<thead>
<tr>
<th>In Attendance</th>
<th>J. Silbiger</th>
<th>E. Reppe</th>
<th>K. Westwood</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Lawson</td>
<td>R. Mead</td>
<td>S. Pic</td>
<td>J. Durham</td>
</tr>
<tr>
<td>J. Bellistri</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Meeting leader: J. Silbiger

Scribe: K. Westwood

Date of Next Meeting: Sept. 25, 2019, @ 2:00 p.m. Eastern

Meeting Minutes and Agenda

Preliminary Items:

- Rob Mead moved to approve the agenda. Seconded by Liz Reppe. Approved unanimously.

- The meeting minutes from the previous GLL Board meeting on June 26, 2019, were approved unanimously, with a motion from Rob Mead, seconded by Joan Bellistri.
Other Business:

- James provided the Secretary / Treasurer’s Report. Between the silent auction and donations made during the GLL breakfast and at AALL so far, $4,067 has been received in support of GLL Grants. This amount represents approximately 2/3 of what GLL has been spending on grants, so is to be celebrated. A few more checks are expected to be sent to new treasurer, Karen Westwood, and will be reported at the next meeting.
- Jenny Silbiger reported that most committee chairs are interested in continuing in their roles. Steve Anderson will take over the committee formerly chaired by Coral Henning and Julie Tessmer Robinson has agreed to chair the Strategic Planning Committee.
- Joe Lawson moved to extend the strategic direction until 2020. This will give the Strategic Planning Committee time to recommend changes. Rob Mead seconded the motion and it passed unanimously.
- GLL Board Liaisons will continue with the committee assignments they currently have. New board member Liz Reppe will receive new appointments from Chair Silbiger.
- General discussion about whether the GLL Standards are still useful. Sense of the group was that they are still useful and the committee should remain intact.
- Several board members have investigated the most recent version of the SCCLL/GLL Handbook, which is thought to be 2016. Each board member and committee chair will receive the section of the handbook that applies to their role and will update it throughout the year. James Durham will facilitate this.
- Chair Silbiger will pursue vendor sponsorship of the GLL Breakfast, as had been done in the past. AALL is moving towards more coordinated requests for vendor sponsorships and asks that SIS’s work through headquarters to get sponsorships for events. While board members appreciated the sponsored happy hours of the past, the consensus was to focus on the breakfast and business meeting at this time.
- Chair Silbiger proposes meeting every other month as was done in the 2018-19 year. She will send out a proposed meeting schedule at a later date.
- The meeting was ended with a motion from Joe Lawson, seconded by Joan Bellistri, with unanimous approval from the Board.

<table>
<thead>
<tr>
<th>Action Items from This Meeting:</th>
<th>Assigned To:</th>
<th>Date Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee chairs &amp; board liaisons confirmed</td>
<td>Chair Silbiger</td>
<td>Next conference call</td>
</tr>
<tr>
<td>SCCLL/GLL Handbook Update</td>
<td>James Durham and all board</td>
<td>Throughout year</td>
</tr>
<tr>
<td>members and committee chairs</td>
<td>Explore sponsorship for GLL breakfast at AALL Annual Meeting 2020 in New Orleans</td>
<td>Chair Silbiger</td>
</tr>
</tbody>
</table>

**Upcoming GLL-SIS Board Conference Calls:**

- Wednesday, September 25, 2019, @ 8:00 a.m. HST (2:00 p.m. Eastern)

**Members-at-Large**

*Article VI: Officers* of the [GLL-SIS Bylaws](#) describes the three-year commitment of an elected Member-at-Large. At any one time, the GLL-SIS Executive Committee has three Members-at-Large, all of whom are serving three-year, staggered terms. Thus, during each GLL-SIS election, one Member-at-Large position is listed on the ballot.

Each Member-at-Large serves as a board liaison to one or more GLL-SIS committees. In that role, the Member-at-Large serves as an advisor to committee chairs and members, and delivers regular updates, suggestions, and formal motions to the GLL-SIS Chair and Executive Committee. Although Members-at-Large may contribute time and effort to committee projects, they remove themselves when the committee votes on formal actions.

Members-at-Large will participate in the regular meetings (usually every other month) of the GLL-SIS Executive Committee, which usually are convened by conference call or online meeting. The Members-at-Large also will participate in the annual meeting of the GLL-SIS Executive Committee, which occurs during the AALL Annual Meeting & Conference. Occasionally, the Executive Committee conducts business between meetings, such as e-mail votes on SIS expenditures or motions requiring immediate action.

Members-at-Large provide counsel and support to the Chair, Vice Chair, Immediate Past Chair, and Secretary / Treasurer. They provide feedback during discussions, and vote on formal motions. They frequently assist with the projects and activities described in the timetable listed in the section above for Vice Chair / Chair / Immediate Past Chair.