SIS Leadership Training  
Saturday, July 15, 2017  
8:00 a.m. – 2:30 p.m. - Hilton - Room 410

AGENDA

8:00 a.m. – 8:30 a.m.  Continental Breakfast

8:30 a.m. – 8:40 a.m.  Opening Remarks – Stacy Etheredge, SIS Council Chair

8:40 a.m. – 8:45 a.m.  Greetings from AALL Incoming President – Greg Lambert

8:45 a.m. – 9:30 a.m.  A Year in the Life of a SIS: Getting Started  
Stacy Etheredge and Nicole Dyszlewski  
• Tips and Advice from Previous Chairs  
• The Upcoming Year – Events and Deadlines  
• Getting Members to Volunteer and Serve  
• Tools for Membership Recruitment and Retention

9:30 a.m. – 9:45 a.m.  Break

9:45 a.m. – 10:45 a.m.  Now That We're Here, What Do We Do?  
Laura Ray, Heather Simmons, and Nicole Dyszlewski  
• Educational Programming and Events  
• Developing Publications, Toolkits, and Operations Manuals  
• Collaboration with Other SISs

10:45 a.m. – 10:50 a.m.  Getting it Done: Helpful AALL Resources

10:50 a.m. – 11:00 a.m.  Knowledge Center  
Megan Mall, AALL Content Strategy Director

11:00 a.m. – 11:20 a.m.  AALL Brand Book Guidelines  
Cara Schillinger, AALL Director of Membership, Marketing, and Communications

11:20 a.m. – 11:40 a.m.  Virtual Meeting Technology and SIS File Storage  
Chris Siwa, AALL Director of Information Technology

11:40 a.m. – 11:50 a.m.  For Your Reference  
• Meet Your AALL Staff, Executive Board, and Fellow Members (with SIS Membership Statistics)  
• Meet Your Fellow SISs  
• Finding SIS Information and Guidance

12:00 p.m. – 1:00 p.m.  Leadership Luncheon – Hilton - Governor’s Ballroom Salon E  
(SIS Chairs, Vice Chairs, Chapter Presidents, Vice Presidents, Committee/Jury Chairs and Vice Chairs)

1:15 p.m. – 2:30 p.m.  Legal Considerations for Association Leaders – Hilton - Governor’s Ballroom Salon D  
Facilitator: Barbara Dunn O’Neal, AALL Counsel, Partner, Barnes & Thornburg, LLP
A YEAR IN THE LIFE OF A SIS LEADER

TIPS AND ADVICE FROM PREVIOUS CHAIRS

KNOW YOUR AALL RESOURCES

- The AALL staff is very small and very friendly. Get to know them and who does what. They know everything and will always help.
- Understand the structure of the AALL Executive Board and how it works; look at past Board Books and Minutes. You’ll really get to know how AALL works.
- There is a section of the AALL website devoted entirely to SIS Resources. It’s all there; consult that first when you have questions about how to do things.

KNOW YOUR SIS’S RESOURCES

- Talk to previous chairs and veteran members for advice on how things have been done in the past. They are a great source of information and experience.
- Look at previous posts in your SIS’s “My Communities” listserv. This serves as a kind of institutional repository, both for projects done and as templates for future posts.
- Check the old newsletters, annual reports, and meeting agendas and minutes. Look for roadmaps of past successes and good ideas that never got off the ground.
- Make note of people whose names keep appearing (in the minutes, newsletters, committee assignments, etc.). Get in touch with those people. Ask for their advice.
- Get to know every part of your SIS’s website.
- Consult a list of the duties of chairs and the charges of committees, a timeline of important dates, or any handbook of internal SIS operating procedures; if those documents don’t exist, draw them up to pass along to the next chair.

PREPARE NOW FOR YOUR COMING YEAR

- Make a list of goals you hope to accomplish your year (improve communication, increase member participation, create a series of video tutorials for the website – whatever you can dream of wanting your legacy to be). List ways to accomplish those goals. Enlist people to help you. Achieve those goals!
- Begin with the end in mind. For example, I began my term by writing the annual report that I wanted to turn in at the end of my term. I outlined all that we had 'accomplished' in my time as president. By doing this, I had a nice blueprint for where I wanted to focus
my energies in my time as president. And, my annual report was pretty much written at that end. :) 

• It’s never too early to start planning and preparing for the conference.

TIME MANAGEMENT

• Be prepared and stay organized. Create folders prior to the beginning of your year in your Inbox. You will get a lot of email. Respond to it in a timely manner.
• Write your Chair columns/blogs the year you are Vice Chair as the year progresses. Edit them, as necessary, as your year begins to roll by. Saves time and stress.
• Make a separate list of deadlines (especially for AALL forms).
• Put the Agenda outline for the next meeting on your desktop (or wherever you feel is a highly visible and easily accessible place). Update it every time something comes up (an email, a report, new item, vote topic, etc.). That way, you’re not spending a ridiculous amount of time all at once before each meeting going through emails, documents, etc. trying to put together the Agenda.

COMMUNICATING WITH MEMBERS

• Settle on one main form of mass communication to your members. The most popular method is using your SIS’s “My Communities” listserv.
• Try to find the right balance with emails to the listserv. Don’t overwhelm with too many, or they’ll stop reading them. But don’t do a “few and far between” approach, or they can begin to think the SIS isn’t active. But do communicate!
• My Communities listservs can also be set up for specific committees and projects, that way the entire listserv doesn’t always have to be emailed. Encourage their use.
• Remember the shy people. People want to get involved. Ask and put it out there, and then keep asking. And ask people personally if no one responds.

WORKING WITH YOUR TEAMS

• Be prepared to make hard decisions. You may have a project that needs to get done, and a member who wants to do it, but they never follow through despite multiple emails and calls from several people. They hardest thing you might have to do as a leader is to tell that member that you will have to ask someone else to take it on. But it will be right for the SIS as a whole.
• Create an easily accessible list of people you will be getting lots of emails (and phone calls) from, so you know who you’re talking to – with notes like time differences, special projects, kid’s names, etc. (your executive board, people at AALL Headquarters, etc.).
• As soon as you become Vice Chair, begin communicating with the Chair. Annoy the heck out of them until they tell you everything they know about being Chair. ;-) 

COMMITTEES
• Make sure you monitor and check in with your committees. Do it nicely, but do it.
• Pick one project. Committees can get bogged down with too many great ideas and never get anything accomplished. I asked my committees this year to pick one project. Not all the great projects - just one. And make progress on it. That way they can feel a sense of accomplishment and energy for the next project.
• If you’re responsible for compiling committees, you can continue your efforts at the conference. Send out sign-up requests prior to the meeting, ask existing Chairs if they’d like to continue or have suggestions, bring sign-up sheets to the meeting, get to know people’s interests and strengths and lock them down. The year starts more quickly than you think it will, time flies and you will want to hit the ground running.

PROJECTS
• Use your friends in other SISs to cross-post ideas and information. Folks can’t afford to be members of too many SISs and this helps SISs share things they’re doing.
• Look at organizations outside your SIS for opportunities to help members – other SISs, Chapters, law school libraries (e.g., co-sponsor a workshop, cover registration costs).
• Repurpose the great content you’ve created; e.g., if you’ve done a program, get screencasts from the presenters to upload to YouTube and then advertise them to AALL.

PREPARE FOR THE FUTURE OF THE SIS
• Keep good notes and records for the incoming Chair.
• If no type of written institutional memory exists, then create it. Every SIS needs an “operating procedures” handbook - calendar deadlines, officer duties, committee charges, procedures, checklists, etc. Remember, they are always works in progress.

OVERALL ADVICE
• Listen! Try things! Have fun!
Timeline/Deadlines for SISs

FEBRUARY
• February 1 - In preparation for upcoming board elections, SISs should start to finalize the dates of their elections and gathering candidate information. SISs must register to use the AALL Online Election system 30 days prior to the election start date. Deadlines and responsibilities are further clarified in the AALL Electronic Balloting Service Agreement. Meetings posted on AALLNET for viewing (registration open).
• February 15 – Final Year-end statements sent to SIS’s
• February 27 – SIS 1st quarter Financial Statements sent to SIS’s

MARCH
• March (early) – food & beverage and A/V mailing sent to meeting contact
• March 31 – election for new SIS council chair finalized.

APRIL
• April (mid) – audio/visual forms due to AALL and the Activities Area display board sign-up sent out
• April 30 – SIS 2nd quarter Financial Statements sent to SIS’s

MAY
• May 1 – copy deadline for the conference program (meeting changes)
• May 15 – food and beverage orders due to AALL
• May (late) – Plan for SIS Leadership Training at Annual Meeting

JUNE
• June (early) – Sign request orders and Activities Area sign-up due
• June (mid) – registration cutoff deadline for SIS ticketed events
• June 30 – SIS updated Financial Statements sent to SIS’s

JULY
• July (early) - Incoming SIS Chairs and Vice Chairs to attend the SIS Leadership Training during Annual Meeting

AUGUST
• August 25 – Annual Reports Due to AALL

OCTOBER
• October 1 - Submission of Program Proposals Due
• October (mid) – scheduling letters sent out to all SIS and Committee chairs
• October (mid) - November 18 – setup of the SIS matrix

NOVEMBER
• November – Preliminary Year-end Financial Statements sent to SIS’s

DECEMBER
• December 1 – scheduling forms due to AALL (all sections)
LISP Executive Board – Timeframe of Tasks

July

- Send appropriate thank-you notes following conference (i.e. speaker, etc.)

August

- Circulate Call for Programs to members, with instructions to work with Education Committee.
- Request for plans from committee chairs
- Prepare and submit annual report (prior chair handles this)
- Approve final version of draft of minutes from business meeting from secretary-treasurer and have posted onto website.

September

- Put out announcement to membership for LISP program sponsorship. Direct interested people to Education Committee to discuss programs.
- Reach out to chairs of SR-SIS and GLL-SIS and begin talk of next conference roundtable. Stay in touch! Over the season divide tasks as needed including reserving room, recruiting speakers, ordering signs and preparing flyers.
- Register for upcoming AALL virtual trainings on meeting planning and administration

October

- Help Education Committee select program for LISP sponsorship.
- Attend AALL Virtual training on annual meeting planning

November

- Annual meeting Planning – submit scheduling form to book room for business meeting and roundtable (This is the “matrix” planning procedure directed by AALL wherein you submit your request for time slots and room of desired size.)
- Have Grant Committee prepare application and solicit applications for Janet Hedin Grant (Leadership Academy – Applicable years only)

December

- Annual meeting planning
- Discuss possible VIP guest for annual meeting (if desired). Put out call for volunteers and designate a person as needed to manage this. Actual planning should start by March.

January

- Annual meeting planning – menu selection form arrives – due in May

(Leslie Greenwood – 9/02/2016)
LISP Executive Board – Timeframe of Tasks

- Reach out to committees and project leaders. Ask about status of projects and make suggestions or appointments as needed.

February

- Have Grant Committee prepare application and solicit applications for Cathy Garner Grant. (AALL will typically want the names of winners by the first of April for inclusion in annual awards brochure.)

March

- Executive Board elections
  - Appoint election committee to select candidates for board election.
  - Submit names of possible candidates for next year’s incoming board members to the committee.
  - When committee has candidates in place, set up online election and publicize to the LISP membership.
  - Post announcement of winners at end of election, and submit results to AALL. (Election results must be complete and sent to AALL by May 1)
- Submit Cathy Garner and Janet Hedin Grant recipient names and awards to AALL for Awards brochure.
- Send thank you emails to corporate sponsors for their sponsorship and invite them to business meeting at summer conference.
- Annual Meeting planning
  - Discuss and appoint person as needed for poster/table display in exhibit hall.
  - Discuss and appoint as needed for CONELL Marketplace display.
  - Arrange for drafting and updating brochures and promotional materials for distribution.
  - Decide if and what kind of favors or treats to distribute, and order them.

April

- Conduct executive board election. Send end results to AALL and SIS Council before May 1.
- Send follow-up emails and invitation to sponsors to confirm attendance at business meeting.
- Submit completed menu form for business meeting at conference. Poll membership for plans to attend for assistance in determining number to be served.

May

- Follow up on poster or table for activity area at conference. AALL will request confirmation of plans to have an exhibit, and will need the names of people authorized to enter exhibit hall during the setup stage.
- Assign incoming executive board members to take webinar training as needed
- Confirm conference attendance of other board members. Arrange substitute note-taker if 

(Lea Greenwood – 9/02/2016)
LISP Executive Board – Timeframe of Tasks

- Order display signs as needed for LISP events at conference.

June

- Prepare an agenda for annual meeting. Copies will be needed for the business meeting along with previous draft minutes for approval.
- Request reports from committee chairs and project leaders on end of year status. Prepare a summary of these reports and distribute to LISP membership. The secretary/treasurer should also prepare report for Business meeting.
WHAT KIND OF VOLUNTEER ARE YOU?

FOLLOW THE ARROWS that you agree with!

I BLAZE MY OWN TRAIL, AND I ENDED UP VOLUNTEERING.

I WORK GLOBALLY!

I LIKE TO WORK LOCALLY THE MOST!

I WANT TO TAKE CARE OF PEOPLE I KNOW!

I WANT TO FIGHT INJUSTICE FOR EVERYONE!

CONSUMERISM MAKES ME SICK!

I'M MORE CONCERNED WITH EVERYDAY ISSUES.

I LIKE TO FEEL RECOGNIZED AND APPRECIATED FOR MY WORK.

HELPING IS ITS OWN REWARD!

I MUST LIKE TO HELP PEOPLE WHO ARE GOING THROUGH THINGS THAT I'VE GONE THROUGH!

I LIKE TO HELP PEOPLE IN ANY CONTEXT!

YOU ARE:

THE ACTIVIST

You're someone who fights against injustices and wants to make the world a better place. You also question things usually taken for granted.

YOU ARE:

THE CHAMPION

You're someone who makes something out of yourself by being successful and active. You enjoy being in a position of trust within your working group.

YOU ARE:

FAITHFUL

"Love thy neighbor" is your motto, and your values tend to come directly from your religion. Volunteering is seen as a directive from a higher power.

YOU ARE:

THE Caring HAND

Above other motives, your values and lifestyle center around helping others. Your volunteering is distinctively and consciously connected to benevolence.
Lately, there has been a lot of excitement around the term “microvolunteering.” But what is this and how can corporate volunteer programs leverage this concept?

Microvolunteering can be thought of in two distinct ways. The first definition describes a type of volunteering that has been occurring since the earliest record of mankind. As a form of face-to-face volunteering, it refers to short, episodic durations of time to help a cause or a person without expectation of reward. Like volunteering to carry someone’s groceries, or picking up some trash while walking on the beach. However, this term has evolved into the second definition which describes a task done by a volunteer or team of volunteers using an internet-connected device like a smart phone, computer or tablet. For the remainder of this article, microvolunteering will be used to describe volunteering in the virtual sphere.

An important point to remember is that microvolunteering is essentially no different than traditional volunteering when it comes to helping worthy causes—it is just the delivery method that is different. By enabling remote, flexible and convenient forms of technology, volunteering has been made more accessible and is far easier for people to engage. Microvolunteering can be as short as 10 seconds to as long as 30 minutes. It can be a one-time event or an ongoing activity. Microvolunteering can be done alone or with a team and is not location-dependent. One great example of microvolunteering has volunteers transcribing historical documents into an online database, oldweather.org, for future climate prediction research. Another project asks volunteers to tag photos, desribeme.museumvictoria.com.au, with descriptions to help the visually impaired. Other assignments could include providing feedback on a website, promoting a cause through one’s social media channels, or designing an email template.

Microvolunteering offers companies many benefits including, but not limited to, the following:

- Non-location dependent and can be done in a variety of environments
- Convenient, allowing volunteers to determine when the activity best suits their schedule
- Lends itself to skill-based volunteering activities
- Minimal training requirements—microvolunteering typically requires a minimal amount of training since it uses the existing skillset of the volunteer. A volunteer will read about the task, decide to participate and start.
- Easy-to-complete and simple to accomplish—can encourage employees to explore deeper, longer volunteering engagements
- Non-time zone dependent—employees can be pooled from across the globe on the same project, while volunteering in their own native time zone
- Complex volunteering projects can be broken into discrete micro-actions, creating a ‘distributed’ form of volunteer engagement
- More flexibility—microvolunteering empowers people to have more control over the types of volunteer activities and timeframe
- Non-committal—microvolunteering allows for a volunteer to ‘dip their toes’ into the volunteering arena with less barriers to entry than traditional volunteering

Sparked, a software company which specializes in hosting microvolunteering opportunities, describes microvolunteering as having four defining characteristics:

1. **Convenient.** This is volunteerism that fits into your schedule when you have the time, typically via an internet-connected device like a smart phone, laptop or tablet. To achieve this level of convenience, usually no training or vetting is required.

2. **Bite-sized.** Volunteer tasks are broken into small(-ish) piece in order to complete a task within a short amount of time.
3. **Crowdsourced.** A nonprofit asks a large(-ish) group for assistance. Microvolunteers who have the time, interest and skills, and who may be previously unknown to the organization, collectively do the work.

4. **Network-managed.** The time demands of the nonprofit or corporate volunteer manager are reduced through the ability to distribute much of the project management and quality review through the network of microvolunteers. This work style differs from a more traditional top-down model of project management.

Microvolunteering can be seen as a ‘gateway’ to get employees to start volunteering. However, in order to encourage people to continue to volunteer, companies also need to understand the motivations of the employees and provide meaningful, quality volunteer experiences that suit an individual’s aspirations and lifestyle. These types of volunteers are more likely to re-engage in volunteering if their goals are satisfied and their involvement has had a positive perceived impact. Microvolunteers are also more likely to show a preference for working alone and are less sensitive to recognition and appreciation than ‘traditional’ volunteers.

To find out more about the world of microvolunteering and how your company can join in, these resources provide further detail:

- Sparked.com
- Helpfromhome.org
- Networkedneighborhoods.com
- Sony Company and its Microvolunteering app (UK) tinyurl.com/sony-microvolunteering
- Smartphone volunteering tinyurl.com/smartphone-volunteering
- Do Some Good (UK) dosomegood.orange.co.uk
- ‘New ways of giving time’ white paper from IVR tinyurl.com/new-ways-of-giving-time
NOW THAT WE’RE HERE, WHAT DO WE DO?

EDUCATIONAL PROGRAMMING AND EVENTS
Laura Ray, Outreach & Instructional Services Librarian, Cleveland-Marshall College of Law, L.ray@csuohio.edu

WHY SHOULD WE – YOU – DEVELOP EDUCATIONAL PROGRAMS?
Help Meet Educational Needs of Colleagues
Share Knowledge
Learn
Express Yourself
Reap Intangible Rewards
Reap Professional Rewards

SIS EDUCATION COMMITTEES
If your SIS does not currently have an Education Committee, very important to develop one for:
- Peer review of program proposals for AALL Annual Meeting
- Development, or assistance in development, of educational programming

WHAT TYPE OF EDUCATIONAL PROGRAMS CAN WE – YOU – DO?

Programs @ AALL Annual Meeting
SIS Independently Produced Programs
SIS “Meetings” – Much more than just business meetings!

“Anytime” Programs
Consider webinars, podcasts, videos, email list discussion groups, etc.
Remember AALL retains copyright on SIS “products” (e.g., programs, guidelines developed by a committee)
Also remember the need to use AALL’s branding – an SIS can use its individual logo, but the AALL branding must appear above it
SIS INDEPENDENTLY PRODUCED PROGRAMS AT AALL ANNUAL MEETING

AALL Planning Independently Produced SIS Educational Programs page: https://www.aallnet.org/mm/Member-Communities/sis/sis-resources/annual-meeting#sisprograms

A SIS is not required to do an independently produced program at the AALL Annual Meeting.

For a SIS independently produced program proposal to be approved by the AMPC:
- Must submit two proposals, from which the AMPC can select one to be independently produced
- Proposals must meet the same criteria as individually proposed programs
- Proposals must be submitted online via the proposal collection site


Each SIS is responsible for all costs related to its independently produced program, including:
- Audiovisual equipment (approximately $650)
- Online evaluations (approximately $80)
- Recording (approximately $195 per hour) – SIS must obtain consent from the program speaker(s) via the Speaking Commitment and Copyright Release form
- Speaker honoraria and travel-related expenses

SIS MEETINGS AT AALL ANNUAL MEETING

Each SIS is permitted to schedule up to ten total meetings/events at the AALL Annual Meeting.

Use SIS Meeting Matrix to effectively schedule meetings/events! [Usually available late Fall.]

Meeting Costs:
- If using AALL’s contracted space, there is no meeting room charge to the SIS
- Each SIS is responsible for all audiovisual equipment at SIS meetings/events
- Each SIS is responsible for all food/beverage service at SIS meetings/events
AALL SIS Resources – Annual Meeting Information page:
https://www.aallnet.org/mm/Member-Communities/sis/sis-resources/annual-meeting

AALL Meeting Planning page:
https://www.aallnet.org/conference/meeting-planning
GLL-SIS Related Educational Offerings at 2016 AALL Conference

Come and Join the GLL-SIS at our 2016 AALL Events!

Programs

Virtual Footprints: Vetting People in the Digital Age (D4). Monday, July 18th, 9:45 – 10:45, Hyatt-Columbia KL (Jennifer McMahan, US Department of Justice, Speaker; Michele Masias, US Department of Justice, Speaker)

Practical Magic: Capturing Institutional Knowledge (E2). Monday, July 18th, 11:15 – 2:15, Hyatt-Columbus K-L (Taryn Rucinski, 2nd Circuit Court of Appeals, Speaker)

Building Pro Bono Partnerships That Deliver (F8, GLL-SIS sponsored). Monday, July 18th, 2:00 – 3:00, Hyatt-Columbus EF (Janine Liebert, LA Library, Coordinator; Malinda Muller, LA Law Library, Speaker)

“Just Give Me What I Need”: Driving Data through Dashboards (F5). Monday, July 18th, 2:00 – 3:00, Hyatt-Columbus KL (Joy Shoemaker, 9th Circuit Court of Appeals, Moderator)

Beyond the Usual Suspects: Collaborating with “the Rest” of Your Institution (G4). Tuesday, July 19th, 8:30 – 9:30, Hyatt-Regency Ballroom B (Joy Shoemaker, 9th Circuit Court of Appeals, Speaker)

Mass Incarceration and Its Impact on Public and Pro Bono Legal Reference (H8). Tuesday, July 19th, 11:00 – 12:00, Hyatt-Columbus EF (Catherine McGuire, Maryland State Law Library, Coordinator; Janine Liebert, LA Law Library, Speaker)

Roundtables


AALL GLL-SIS
Formerly State, Court and County Law Libraries SIS

http://www.aallnet.org/sections/sccll
Caucus Meetings

*Federal Law Librarians Caucus Meeting.* Sunday, July 17th, 12:30 – 1:30, Hyatt-Horner
(Jennifer McMahan, US Department of Justice, Leader)

Poster Sessions
Creators in person, Tuesday, July 19th, 9:45 – 10:45, Exhibit Hall

*Agricultural Law Information Partnership*
(Kirstin Nelson, USDA National Agricultural Library)

*Everyday Law*
(Julia Viets and Kathleen S. Martin, Montgomery County Circuit Court Law Library)

*Frank Stauber v. J.J. McGrath: The Stolen Election of 1880 in Chicago’s 14th Ward*
(Scott Burgh, City of Chicago Department of Law Library)

*Haymarket Affair Clemency Campaign*
(Scott Burgh, City of Chicago Department of Law Library)

*Law Librarians Just Wanna Have Fun: Taking the Work Out of Networking at Conferences*
(Marissa K. Mason, Supreme Court of Ohio Law Library)

*“Popping Up” with the Hennepin County Library*
(Karen E. Westwood and Richard L. Harrington, Hennepin County Law Library)

*The Power of the Crowd: Crowdsourcing Metadata for Legal Materials*
(Janice Hyde and Jennifer Gonzalez, Law Library of Congress)

Coffee Talks
Monday, July 18th, 7:45 – 8:30, Hyatt-Crystal Ballroom B

*Before You Take Pen to Paper: Tips for Generating Cool Topics and Maximizing Publication Opportunities*
(Taryn L. Rucinski, 2nd Circuit Court of Appeals, Leader)

*Law Library Autonomy & Partnerships: Challenges and Opportunities*
(Mark Estes, Bernard E. Witkin Alameda County Law Library, Leader)
NOW THAT WE’RE HERE, WHAT DO WE DO?

EXAMPLES OF SIS PROJECTS AND PUBLICATIONS

TEACHING MATERIALS

ALL-SIS
Sourcebook for Teaching Legal Research (*AALL members only*)
http://hq.aallnet.org/sis/allsis/secure/Research/index.asp

FCIL-SIS
Teaching FCIL – Syllabi and Course Material Database
www.aallnet.org/sections/fcil/teaching/syllabi

RIPS-SIS
Legal Research Teach-in Kits
www.aallnet.org/sections/rips/teachin

BLOGS

CS-SIS
CS-SIS News Blog
http://blog.cssis.org/

FCIL-SIS
DipLawMatic Dialogues
https://fcilsis.wordpress.com/

RIPS-SIS
RIPS Law Librarian Blog
https://ripslawlibrarian.wordpress.com/

TS-SIS/OBS-SIS
TSLL TechScans
http://tslltechscans.blogspot.com/
OUTREACH TO THE PUBLIC

LISP-SIS
Public Library Toolkit
www.aallnet.org/sections/lisp/Public-Library-Toolkit

SR-SIS
Database of Law Libraries Serving Prisoners
www.aallnet.org/sections/sr
  → click on “Assistance for Prisoners” link (top of screen)
  → click on “Database of Law Libraries Serving Prisoners” (under “Committee Services”)

SR-SIS
Annual AALL Children’s Book Drive
https://www.aallnet.org/sections/sr/projects/Annual-Book-Drive.html

YOUTUBE CHANNELS

CS-SIS
Cool Tools Screencasts
(do a search on “AALL CS-SIS” in YouTube)

WEBINARS

GLL-SIS
GLL-SIS/SRLN Access to Justice Webinar
https://www.aallnet.org/sections/gll/about/Whats-New/Access-to-Justice-Webinar-1.html

BROCHURES ABOUT THE SIS

ALL-SIS
www.aallnet.org/sections/all/about/Brochure.pdf

OBS-SIS
www.aallnet.org/sections/obs/About/OBS-SIS-Brochure.pdf

TS-SIS
MAJOR PUBLICATIONS

GD-SIS
State Bibliographies
www.aallnet.org/sections/gd/Bibliographies

LHRB-SIS
Unbound: A Review of Legal History and Rare Books

RIPS-SIS
Briefs in Law Librarianship
https://www.aallnet.org/sections/rips/briefs

SMALLER RESOURCE AND ISSUES GUIDES

ALL-SIS
Grant and Publishing Resources

DET-SIS
Important Issues – Electronic Licensing
https://www.aallnet.org/sections/det/Issues/licensing.html

GLL-SIS
How to Hire a State, Court, or County Law Librarian

PLLIP-SIS
New Roles for Private Law Libraries

RIPS-SIS
Legal Research Text Reviews
https://www.aallnet.org/sections/rips/research/Legal-Research-Text-Annotated-Bibliography
TOOLKITS

ALL-SIS
Student Services Toolkit
https://www.aallnet.org/sections/all/storage/committees/students/Student-Services-Toolkit

Marketing and Outreach Toolkit
https://www.aallnet.org/sections/all/storage/Marketing-Outreach-Toolkit-2013

GLL-SIS
Advocacy
https://www.aallnet.org/sections/gll/toolkit/Advocacy-Toolkit-Files

Collection Development
https://www.aallnet.org/sections/gll/toolkit/Collection-Development
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- Knowledge Management ......................................................................... 36
- One-Person Libraries .............................................................................. 36
- Records / Conflict Management Law Librarians .................................... 37
DUTIES OF OFFICERS

Chair

1. Terms of office. Three year commitment. The Vice Chair/Chair-Elect shall serve a two-year term, the first year as vice chair, and the second year as chair. A new vice chair/chair-elect shall be elected each year. (source: PLLIP-SIS bylaws, http://www.aallnet.org/sis/PLLIPsis/bylaws.asp ) In the third year, the Chair sits on the board as the Past Chair.

2. Performs such duties as are specified in the PLLIP-SIS Bylaws. Presides at all meetings of the PLLIP-SIS membership and of its Executive Committee and enforces all regulations relating to the administration of the SIS.

3. Appoints all committee members and designates chairs of each committee so that all may perform the functions outlined in this Manual and the Bylaws. Also appoints all chairs of special projects. Solicits committee plans for the year.

4. Serves as official spokesperson in any matter affecting the formal affairs of the SIS.

5. Appoints the editor of the PLLIP-SIS e-Newsletter and provides necessary administrative support for the PLLIP publications.

6. Ensures the publication in the PLLIP-SIS e-Newsletter of the officers and committee chairpersons in the first issue following new appointments.

7. Mails to AALL Headquarters, immediately following the AALL Annual Meeting, the annual report of the Officers which incorporates all the committees’ and groups’ annual reports. The Chairperson’s Annual Report should be published in the PLLIP-SIS e-Newsletter.

8. Oversees the amending of the Bylaws and forwards the amended Bylaws to AALL Headquarters.

9. Appoints a Nominating Committee.

10. Informs AALL Headquarters immediately following the election of the name and address of the newly-elected Treasurer and incoming PLLIP-SIS Chair so that both start to immediately receive the monthly financial statements of the PLLIP-SIS. With the Executive Board, approves any extraordinary expenses incurred by committees. Requests additional funds from AALL in extraordinary circumstances, using established funding request procedure.

11. Provides copies of this manual and other relevant materials to newly elected officers and to committee chairs when appropriate.

12. Works with the Secretary and Vice-Chair to maintain the content of this manual. Requests additions and changes to each section of the manual as needed.

13. Reads the SIS’s and AALL’s Constitution, Bylaws, and this Manual to become familiar with the operation and procedures of the SIS. In the absence of requirements in the Bylaws or Manual, Robert’s Rules of Order govern.

14. Informs members that any regular member of the SIS is allowed to attend an Executive Committee meeting unless the proceedings are closed by vote of the Executive Committee. All officers, members of the Executive Committee, committee and group chairs, and the newsletter editor are expected to attend all of the Executive Committee meetings.
15. Appoints Executive Committee members to act as liaisons with the PLLIP-SIS groups and committees.

16. Acts as liaison officer between the SIS and the AALL, reporting as necessary between the two organizations. Prepares proposals, requests, or information items to be submitted to the AALL Executive Board for consideration or action at board meetings.

17. The PLLIP-SIS Chair is automatically a member of the AALL SIS Council and works in close cooperation with them. Attends council meetings.

18. Signs all letters of understanding for the SIS or any part of it.

19. Writes the “From the Chair” column for each issue of the PLLIP-SIS e-Newsletter.

20. Appoints members to fill vacancies on all committees and the Executive Committee as they occur.

21. Attends the "President’s" luncheon during the AALL Annual Meeting at the invitation of the AALL President.

22. Serves as liaison with the PLLIP-SIS Education Committee and hence approves the roster of PLLIP-sponsored programs during his/her tenure.

23. Coordinates scheduling of SIS functions during the annual meeting to avoid conflicts among SIS-related activities.

24. Submits news of the PLLIP-SIS to the AALL Newsletter.

25. Serves as content provider for the SIS website, along with the committee chairs and webmaster.

26. The SIS Chair may not express SIS opinions as being those of the American Association of Law Libraries unless so directed by the Executive Board; bind AALL or its treasury without express authority from the AALL Executive Board; or solicit funds from publishers or outside groups for SIS activities without prior permission from the AALL Executive Director.

27. When term as Chair ends, the Officer forwards current files to the incoming Chair; forwards completed files to AALL archives at the University of Illinois Law Library; and sends letters of appreciation to institutions whose employees served as members of the PLLIP-SIS Executive Board or Committee Chairs, at the end of their terms.

**Vice Chair/Chair-Elect**

1. Attends all meetings of the PLLIP-SIS Executive Committee and the SIS and acts as PLLIP-SIS Chair in his/her absence.

2. Assumes any duty or special project at the request of the PLLIP-SIS Chair. This is to provide the Vice Chair with needed expertise in the operation of the SIS.

3. In the event that the Chair resigns prior to the completion of the regular term of office or, in the judgment of the Executive Committee, is unable to perform the duties of the office, the Vice Chair/Chair-Elect shall assume the role of Chair for the remainder of the term.

4. Joins the Chair in attending the annual meeting of the SIS Council at the AALL Annual Meeting.
GRANTS COMMITTEE

History

Excerpt from Ralph Monaco’s 1996 Annual Report

The PLLIP Grants Committee was established in 1996. During the AALL conference in Indianapolis, the PLLIP Executive Board, after extensive discussion of their present scholarship program, decided that a greater need existed for travel grants to assist members in attending the annual conference. The Executive Board voted to reapportion funds, setting aside $2,500 for travel grants and $500 for scholarships. The Board then established a Grants Committee and charged it with awarding grants that would cover the cost of transportation to the Annual Conference for members who would otherwise be unable to attend. Ralph Monaco was approached to chair the Committee. Michael Saint Onge, PLLIP Chair, appointed Druet Cameron Klugh of Holme Roberts & Owen and Stephanie Paup of Nixon Hargrave Devons & Doyle’s Washington DC office, to serve on the Committee.

Activities

The Grants Committee is responsible for overseeing the awarding of grants to PLLIP members to cover the cost of transportation to the annual meeting. The committee develops criteria used to award grants, creates appropriate application forms for requesting such grants, and handles advertising the availability of this money to members who might otherwise be unable to attend. The committee will notify members through the appropriate communication channels when the application process begins.

The application can be amended for any additional grants that the committee might be responsible for awarding, such as the PLLIP Summit grant or the AALL Management Institute grant.

The Committee Chair shall submit an annual report to the PLLIP-SIS Chair by May 1st and shall give a report during the PLLIP business meeting at the AALL Annual Meeting.

Grants Committee Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Done By</th>
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<tbody>
<tr>
<td>July – August</td>
<td>Appoint Chair and committee members</td>
<td>PLLIP Chair</td>
</tr>
<tr>
<td>August</td>
<td>Chair will contact Committee members for introductions, conference call schedule, etc.</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>October</td>
<td>Review webpage for coming year’s conference information; modify application form as needed (conference city, “mail to” address, etc.);</td>
<td>Committee Chair/member</td>
</tr>
<tr>
<td>January – February</td>
<td>Review application form to determine if there are any substantive changes to be made; send copy to newsletter editors and web master as appropriate</td>
<td>Committee</td>
</tr>
<tr>
<td></td>
<td>Review evaluation criteria and scoring method</td>
<td></td>
</tr>
<tr>
<td>February – April</td>
<td>Send out application forms as requested; field inquiries</td>
<td>Committee Chair</td>
</tr>
<tr>
<td></td>
<td>Post announcements regarding the application.</td>
<td></td>
</tr>
<tr>
<td>April 1</td>
<td>Applications due</td>
<td>Committee Chair</td>
</tr>
</tbody>
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24
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Done By</th>
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<tbody>
<tr>
<td>April</td>
<td>Receive completed applications; <strong>at deadline:</strong></td>
<td>Committee Chair</td>
</tr>
<tr>
<td></td>
<td>1. e-mail applications to all committee members, include &quot;scorecard&quot; if you wish</td>
<td></td>
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<tr>
<td></td>
<td>2. Check AALL directory to determine that all applicants are current PLLIP members</td>
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<tr>
<td></td>
<td>Review and evaluate applications; compare scores and discuss any major differences among members; determine grant awards</td>
<td></td>
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<tr>
<td></td>
<td>Report grantees names to PLLIP Chair</td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>Contact grantees and confirm award, explain procedures for reimbursement of funds used for travel, solicit commitment to write item for PLLIP e-newsletter</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>May – July</td>
<td>Present report to PLLIP Chair; review documentation for inclusion in PLLIP Procedures Manual</td>
<td>Committee Chair/members</td>
</tr>
<tr>
<td>June</td>
<td>Make plans to meet at conference.</td>
<td>Committee and/or Grantees</td>
</tr>
<tr>
<td></td>
<td>Submit materials for update of PLLIP Procedures Manual as needed</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>July</td>
<td>Document issues/topics for next year’s committee as needed</td>
<td>Committee</td>
</tr>
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</table>

**Announcement to Send Out Notifying Members of PLLIP Grant**

**PLLIP TO AWARD GRANTS TO ATTEND AALL CONVENTION**

PLLIP will award grants to assist individuals in attending the annual AALL Conference. Grant recipients will be reimbursed the cost of transportation to the conference. Applicants must be members of PLLIP at the time of application. Individuals chosen to receive a grant hold promise of future involvement with AALL and especially with PLLIP. The decision to award a grant will be based upon the following factors:

- **A.** Degree of financial assistance required
- **B.** Active participation in and commitment to the profession
- **C.** Demonstrated need and benefits to be gained from attending conference
- **D.** Involvement with PLLIP

The application form is available on the PLLIP-SIS website or by contacting the Committee Chair.

Completed application forms should be forwarded no later than April 1st to the Grants Committee Chair.

**Basis for Awarding PLLIP Grants to Attend AALL Conference**

*Each committee member will score the applicants subjectively with a total score of 100 points.*
The purpose of this handbook is to offer guidelines to the officers and committee chairs of the OBS-SIS.

- **Overview**
- **Calendar of Activities**
- **Bylaws**
- **Officers**
  - Chair
  - Vice-Chair
  - Past Chair
  - Secretary/Treasurer
  - Members at Large
- **Representatives**
  - AALL MARBI
  - AALL OCLC
  - OBS/TS FROG (Funding Research Opportunities Grant)
  - TSLL
- **Committees**
  - Nominating
  - Standing
- **Discussion Groups or Roundtables**
- **Technical Services Law Librarian (Newsletter)**
- **Appendices**
  - TSLL Structure and Policies
  - Sample Election Announcement for OBS Election
  - Sample Ballot Announcement for OBS Election
  - Sample Cover Letter and Ballot
  - Sample Committee Appointment Letter
  - Sample CONELL Registrant Introduction
  - Sample Request for Payment Form
  - Authorization Form for Disbursement of Grant Award Funds
CALENDAR OF EVENTS

| July     | • "Leadership Training" Workshop (incoming chair and vice-chair) -- Saturday before AALL Annual Meeting. |
|          | • CONELL Marketplace -- Saturday morning (current chair represents OBS-SIS) -- Saturday morning. |
|          | • SIS Council Meeting (outgoing chair required to attend; incoming chair may attend) -- Saturday afternoon. |
|          | • OBS-SIS Executive Board (outgoing Committee meets on Saturday; incoming Committee on Tuesday) |
|          | • OBS-SIS General Business Meeting -- (presided over by chair, passing gavel to incoming chair at close of meeting) -- usually Monday. |
|          | • AALL Activities Area (coordinated by second year member-at-large) -- OBS-SIS displays its publications, newsletter, member brochures, etc. |
|          | • Alphabet Reception (coordinated by TS assisted by OBS-SIS first year member-at-large) -- Saturday evening. |
| August   | • TSSL columns due for publication in September issue: |
|          |   ○ Committee chairs report on their meetings at AALL Annual Meeting |
|          |   ○ New OBS-SIS chair writes "Letter from the Chair" column |
|          |   ○ Secretary/Treasurer submits minutes of OBS-SIS business meeting |
|          | • Annual report for OBS-SIS due (prepared by immediate past chair) |
|          |   ○ Program/Workshop proposals for next AALL Annual Meeting due to AMPC. |
| September| • OBS-SIS Chair appoints a Nominating Committee. |
| October  | • OBS-SIS Chair submits preliminary scheduling OBS-SIS business, committee and roundtable meetings and other informal programming through the SIS Matrix, after consulting with TS-SIS Chair about meeting times. |
|          | • Nominating Committee should begin work in early October. Slate should be completed by February for inclusion in the March "From the Chair" column in TSSL. |
|          | • OBS-SIS chair submits scheduling forms for OBS-SIS related meetings at next AALL Annual Meeting; scheduling forms due to AALL HQ by November 1. |
| November | • AALL Annual Meeting scheduling forms due to AALL HQ. |
|          | • TSSL columns due for December issue (chair). |
| January  | • OBS-SIS Chair appoints facilitator(s) to lead Discussion Groups or Roundtables at the next Annual Meeting, as needed. |
|          | • Nominating Committee has candidates send letters of acceptance to OBS-SIS Chair, and submit their biographical statements to Secretary/Treasurer. |
OFFICERS – CHAIR

The OBS-SIS Chair is elected for three years; serving first as Vice-Chair/Chair-Elect, followed by Chair, and finally Past Chair. This officer is installed as OBS-SIS Chair at the end of the OBS-SIS General Business meeting at the AALL annual meeting and at this time announces the agenda that will be pursued during the Chair’s term.

- Serves as Chair of the OBS-SIS Executive Board.
- Prepares the agenda and presides over the incoming OBS-SIS Executive Board meeting at the AALL annual meeting.
- Communicates with OBS-SIS Executive Board members, committee chairs and representatives on the business of the SIS throughout the year.
- Reports on the activities of the SIS to OBS-SIS members in the “From the Chair” column of TSSL published during the year.
- Promotes the activities for the SIS by submitting items to the AALLnet’s “Special Interest Section News” section.
- Approves all expenditures as necessary and reviews OBS-SIS financial statements in consultation with the Secretary/Treasurer.
- Appoints the chair of the Nominating Committee and two other members.
- Oversees the implementation of the Strategic Plan as necessary.
- Continues to serve as Education Committee Chair until proposals are submitted to AMPC in August.
- Serves as ex-officio member of the Web Advisory Committee and works closely with the Webmaster by providing updated information for the OBS-SIS website.
- Monitors the OBS-SIS electronic list and advises the list owner as necessary.
- Monitors the activities of the SIS Council electronic list, distributes information as appropriate, and submits issues for discussion to the SIS Council Chair.
- Coordinates the scheduling of all OBS-SIS business meetings, committee meetings, informal programs, and roundtables at the AALL annual meeting.
- Recommends a candidate to be appointed as AALL Representative to MARBI (three year term) in consultation with Technical Services SIS, when appropriate.
- Appoints an OBS/TS Joint Research Grant Committee Chair (two year term) in consultation with Technical Services SIS, when appropriate.
- Suggests potential members to AALL’s NISO Representative to serve on a NISO Advisory Working Group to review and recommend action regarding appropriate NISO standards.
- Acts as spokesman for information requested about the SIS from within AALL.
- Confers with Vice-Chair/Chair-Elect to appoint chairs of committees (currently OCLC Committee, Local Systems Committee, and Web Advisory Committee).
- Confers with new Member-at-Large planning for the Alphabet Soup Reception.
SAMPLE ELECTION ANNOUNCEMENT FOR OBS ELECTION

Colleagues:

I am pleased to report that we have our slate of candidates for OBS for this year. We need to thank the Nomination Committee (Susan Goldner, Pat Callahan, and Janet Hedin) for all their work, and thank you to these individuals for agreeing to stand for election.

Vice-Chair/Chair-elect:
Kathy Faust (Lewis and Clark)
Mila Rush (University of Minnesota)

Secretary/Treasurer:
Amy Moberly (California Western)
Karen Selden (University of Colorado)

Member-at-Large:
Keiko Okuhara (University of Hawaii)
Sara Repinski (University of South Carolina)

In accordance with our bylaws, additional nominations "may be made upon the written petition of five (5) section members." The bylaws state that these petitions, with the written consent of the nominee, need to be filed with the Secretary/Treasurer. Please inform our current Secretary/Treasurer (Mary Strouse) if you plan to submit any additional nominations.

Watch for an email detailing voting procedure and links to the candidates’ information.

--Michael Maben, OBS Chair
COLLABORATION WITH OTHER SISs

EXAMPLES

**ANNUAL MEETING, ROUNDTABLE: GLL/LISP/SR JOINT ROUNDTABLE ON LAW LIBRARY SERVICES TO PRISONERS AND PRO SE PATRONS**

For over ten years, the Government Law Libraries, Legal Information Services to the Public, and Social Responsibilities SISs have put on a roundtable at the AALL Annual Meeting, focusing on law library services to two different but related groups of underserved populations, prisoners and pro se patrons.

**ANNUAL MEETING, PRE-CONFERENCE WORKSHOP: CS/GD/RIPS HACKATHON**

A three-year collaboration between the Computing Services, Government Documents, and Research Instruction and Patron Services SISs to sponsor pre-conference hackathons. Each SIS contributed enough funds to pay for the logistics and free meals for the non-law librarians attending the off-site event. AALL members were only charged the cost of lunch and snacks.

**ANNUAL MEETING, PROGRAM: ALL/OBS/PLLIP/TS PROGRAM**

“Promoting the Value of Technical Services at Budget Time” – A panel discussion program that featured participants from Technical Services, Online Bibliographic Services, Academic Law Libraries, and the Private Law Librarians and Information Professionals SISs.

**MODERATED ONLINE DISCUSSION: GLL/LISP/RIPS/SR “FIVE TOPICS IN FIVE DAYS”**

An annual moderated online discussion of issues faced by contemporary law libraries, sponsored by the Government Law Libraries, Legal Information Services to the Public, Research Instruction and Patron Services, and Social Responsibilities SISs, with each SIS hosting one day’s discussion. The 2016 event focused on “Service Limits in Public Law Libraries”, and the 2017 event centered on “Critical Conversations about Social Justice”.
I. Introduction

• Megan Mall, Director of Content Strategy
• Started in August 2016
• Role: KnowItAALL editor, social media manager, research projects
• Librarian / Proud MLS-holder
• Email: mmall@aall.org

II. Knowledge Center

• Goal: Create a one-stop shop for SIS reports, toolkits, model policies, research guides, surveys, etc.
• Part of website upgrade
• Received helpful feedback on improved taxonomy for SISs—thank you!
• Please send materials that you would like to share with AALL
• I will be reaching out as well
• Completion goal: October 2017

III. Share the Wealth (of Information)!

• Get the AALL-wide conversation going on Members Open Forum
  ○ Share your thoughts on the profession’s hot topics through Members Open Forum
• Contact me with SIS activity updates, recommended news sources, etc.
GETTING TO KNOW AALL ORGANIZATION, PROCEDURES, AND STAFF

MEET YOUR AALL STAFF

www.aallnet.org
→ click on “Contact Us” (upper right hand corner)

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<tr>
<th>Administration</th>
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<tr>
<td>Kate Hagan, Executive Director</td>
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<td>Kim Rundle, Leadership Services Coordinator</td>
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<th>Advocacy and Government Relations</th>
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<td>Emily Feltren, Director of Government Relations</td>
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<th>Content Strategy</th>
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<tr>
<td>Megan Mall, Director of Content Strategy</td>
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<tr>
<td>Pamela Reisinger, Director of Meetings</td>
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<td>Celeste Smith, Director of Education</td>
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<td>Heidi Letzmann, Education and Programs Manager</td>
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<th>Finance and Accounting</th>
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<td>Paula Davidson, Director of Finance and Administration</td>
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<td>Ruth Gonzalez, Coordinator for Administrative Support</td>
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<th>Membership, Marketing, and Communications</th>
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<tbody>
<tr>
<td>Cara Schillinger, Director of Membership, Marketing, and Communications</td>
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<tr>
<td>Kylie Weller, Membership Services Manager</td>
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<td>Heather Haemker, Publications Manager</td>
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<th>Technology</th>
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<tr>
<td>Christopher Siwa, Director of Information Technology</td>
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MEET YOUR AALL EXECUTIVE BOARD

CURRENT EXECUTIVE BOARD
www.aallnet.org
→ click on “Leadership” link (top menu bar)
→ click on “Executive Board” (right side, under “Inside Leadership”)
→ click on “Current Executive Board Roster” (below the picture)

BOARD POSITION DESCRIPTIONS
www.aallnet.org
→ click on “Leadership” link (top menu bar)
→ click on “Executive Board” (right side, under “Inside Leadership”)
→ click on “Board Governance” (right side, under “Inside Executive Board”)
→ click on “Board Position Descriptions”

BOARD MEETINGS – EXECUTIVE “BOARD BOOKS” AND MINUTES
www.aallnet.org
→ click on “Leadership” link (top menu bar)
→ click on “Executive Board” (right side, under “Inside Leadership”)
→ click on “Board Meetings” (right side, under “Inside Executive Board”)
→ click on “Executive Board Books and Minutes”

Note: One Executive Board member will serve as the Board’s liaison to the SIS Council.
MEET YOUR FELLOW AALL MEMBERS

www.aallnet.org
→ click on “About Us” (upper right corner)
→ click on “Learn More About Our Members” (bottom) or
   click on “Our Members, 2016-2017 Year-End Membership Report” (bottom)


BY TYPE
• Active Members—4,012
• Retired Members—188
• Student Members—139
Total 4,339

BY WORK SETTING
• Law School/Academic—37%
• Law Firm/Corporation—33%
• Government—11%
• Supplier/Publisher—2%
• Unknown—17%

BY SPECIAL INTEREST SECTION (SIS) MEMBERSHIP
• Academic Law Libraries SIS—1,258
• Computing Services SIS—399
• Digitization & Educational Technology SIS—47
• Foreign, Comparative, & International Law SIS—337
• Government Documents SIS—247
• Government Law Libraries SIS—452
• Legal History & Rare Books SIS—218
• Legal Information Services to the Public SIS—258
• Online Bibliographic SIS—221
• Private Law Librarians & Information Professionals SIS—1,290
• Professional Engagement, Growth, & Advancement SIS—129
• Research Instruction & Patron Services SIS—840
• Social Responsibilities SIS—180
• Technical Services SIS—575
Total 6,451
MEET YOUR FELLOW SISs

ACADEMIC LAW LIBRARIES
Promote interests and address issues of common concern to those employed in academic law libraries.

COMPUTING SERVICES
Promotes the use and incorporation of technology in librarianship, teaching, research, and scholarship and serves as a forum for ideas for all members of the profession.

DIGITIZATION AND EDUCATIONAL TECHNOLOGY
Focuses on presentation and production using educational technology, as well as the preservation of materials through digitization.

FOREIGN, COMPARATIVE & INTERNATIONAL LAW
Serve as a forum for the exchange of ideas and information on foreign, comparative and international law.

GOVERNMENT DOCUMENTS
Further the continuing education of law librarians in documents librarianship and coordinate the activities of law librarians in representing their interests to public and private groups.

GOVERNMENT LAW LIBRARIES
Helps identify and address the needs and concerns of government law librarians and supports their interests within their parent organizations and other related entities (federal, state, county, and court).

LEGAL HISTORY AND RARE BOOKS
Promote the study and appreciation of legal history and rare books among members of the profession.

LEGAL INFORMATION SERVICES TO THE PUBLIC
A supportive network of law librarians interested in the exchange of ideas and information on access to legal information and legal information services to the public.
ONLINE BIBLIOGRAPHIC SERVICES
Provide a forum for the exchange of ideas and information on the use and capabilities of various online bibliographic services (including OCLC) and on local automated library systems.

PRIVATE LAW LIBRARIANS & INFORMATION PROFESSIONALS
Promote interests and address issues of concern to those employed in private law firms and corporations.

PROFESSIONAL ENGAGEMENT, GROWTH, AND ADVANCEMENT
Facilitate the engagement of members by providing a forum for newer librarians from different organization types and departments to learn, contribute, innovate, and network.

RESEARCH INSTRUCTION & PATRON SERVICES
Develop tools, publications, and programs about reference, research instruction, circulation, interlibrary loan, and other patron services.

SOCIAL RESPONSIBILITIES
Focusing attention on, provide a forum for discussion of, exchange information about, and propose resolutions on critical social issues that affect library workers as members of the profession and as members of the human family.

TECHNICAL SERVICES
Promote the communication of ideas, interests, and research concerning duties and projects in modern law library technical services departments, including: acquisitions; cataloging and classification; digital archive or repository creation and maintenance; electronic resources management; metadata creation and maintenance; preservation; and serials control.
FINDING SIS INFORMATION AND GUIDANCE

SIS RESOURCES

www.aallnet.org
→ click on “Community” (top menu bar)
   → click on “Special Interest Sections” (right side, under “Inside Community”)
   → click on “SIS Resources” (right side, under “Inside Special Interest Sections”)

All the resources you will need to manage your SIS. There is a lot of information here, but the most important one to get started with is the Special Interest Section Handbook.

You will find links to other helpful resources on this page, including:
  SIS Training Resources (Virtual Leadership Trainings)
  Finances
  AALL Brand Resources
  Online Elections

SIS WEBSITES AND PROFILES

www.aallnet.org
→ click on “Community” (top menu bar)
   → click on “Special Interest Sections” (right side, under “Inside Community”)

Here you will find a link to each SIS’s webpage, plus a profile of each SIS. The profile will give you the SIS’s charge, the list of the current executive board, and a link to see the full roster of the SIS (must be a member of the SIS to see the roster).

SIS ANNUAL REPORTS

www.aallnet.org
→ click on “Community” (top menu bar)
   → click on “Special Interest Sections” (right side, under “Inside Community”)
   → click on “SIS Annual Reports” (right side, under “Inside Special Interest Sections”)

SIS COUNCIL LIST – SIS CHAIRS, VICE-CHAIRS, SIS COUNCIL CHAIR

www.aallnet.org
→ click on “Community” (top menu bar)
   → click on “Special Interest Sections” (right side, under “Inside Community”)
   → click on the “SIS Council Chair” link (end of the first paragraph)