## AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
</table>
| 10:00 a.m. – 10:15 a.m. | Welcome, Introductions and the Plan for the Day  
SIS Council Chair, Jane Larrington  
SIS Council Chair-Elect, Patrick Parsons  
SIS Council Board Liaison, Karen Selden  
SIS Council Staff Liaison, Kim Rundle |
| 10:15 a.m. – 10:25 a.m. | AALL Vice President/President-Elect Emily Florio |
| 10:25 a.m. – 10:45 a.m. | Role of the SIS Council & SIS Council Chair  
Jane Larrington & Patrick Parsons |
| 10:45 a.m. – 11:15 a.m. | Going Remote by Necessity  
Breakout group discussions |
| 11:15 a.m. – 11:45 a.m. | Going Remote by Design?  
Breakout group discussions |

Relationship with AALL staff and Executive Board  
- Communication  
- Executive board agenda items & board books  
- Policies on sponsorship & speaking for the association

Relationship among ourselves  
- SIS Council MyCommunities list  
- Joint SIS efforts, using one another as resources

Resources available in SIS leadership toolkit

Schedule for the year

How did this year’s remote environment impact your SIS, including:  
- The work of your board and committees  
- Annual meeting events & activities  
- Your members’ needs

What are your thoughts on moving more of our meetings and programs online even once it is no longer a necessity?  
- Were there positive aspects to conducting SIS work virtually?  
- Tips for conducting online meetings  
- How to facilitate personal connections and networking
11:45 a.m. – 12:00 p.m. Report Back & Wrap Up

12:00 p.m. – 1:15 p.m. Lunch Break

1:15 p.m. – 3:15 p.m. SIS & Chapter Joint Session

Design Thinking Workshop
Facilitated by Cas Laskowski, Incoming Vice Chair of PEGA-SIS & Technology and Research Services Librarian at Duke University Law School

Note: This training will be followed by a meeting of the SIS Council at 3:30-4:30 p.m. Central. A separate agenda to follow.
<table>
<thead>
<tr>
<th>SIS</th>
<th>2019-2020 Chair (outgoing chair)</th>
<th>2020-2021 Chair (incoming chair)</th>
<th>2021-2022 Chair (incoming vice chair)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>Lisa Goodman</td>
<td>Sabrina Sondhi</td>
<td>I-Wei Wang</td>
</tr>
<tr>
<td>CS</td>
<td>Darla Jackson</td>
<td>Amanda Tyre Watson</td>
<td>Mari Cheney</td>
</tr>
<tr>
<td>DET</td>
<td>Laura Ray</td>
<td>Margaret Kiel-Morse</td>
<td>William Taggart Monroe</td>
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<tr>
<td>FCIL</td>
<td>Loren Turner</td>
<td>Susan Gualtier</td>
<td>Hunter Whaley</td>
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<tr>
<td>GD</td>
<td>Pat Behles</td>
<td>Judith Simms</td>
<td>Seth Quidachay</td>
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<tr>
<td>GLL</td>
<td>Jenny Silbiger</td>
<td>James Durham</td>
<td>Miriam Childs</td>
</tr>
<tr>
<td>LHRB</td>
<td>Christine George</td>
<td>Linda Tesar</td>
<td>Heather Kushnerick</td>
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<tr>
<td>LISP</td>
<td>Catherine McGuire</td>
<td>Pauline Afuso</td>
<td>Sarah Larsen</td>
</tr>
<tr>
<td>OBS</td>
<td>Jessica Pasquale</td>
<td>Kevin Carey</td>
<td>Larissa V. Sullivant</td>
</tr>
<tr>
<td>PLLIP</td>
<td>Saskia Mehlhorn</td>
<td>Chris Laut</td>
<td>Marcia Burris</td>
</tr>
<tr>
<td>PEGA</td>
<td>Patrick Parsons</td>
<td>Candle Wester</td>
<td>Cas Laskowski</td>
</tr>
<tr>
<td>RIPS</td>
<td>Genevieve Tung</td>
<td>Taryn Marks</td>
<td>Rebecca Brady Mattson</td>
</tr>
<tr>
<td>SR</td>
<td>Sara Pic</td>
<td>Martin Witt</td>
<td>Jeffrey J. Berns</td>
</tr>
<tr>
<td>TS</td>
<td>Patricia Sayre-McCoy</td>
<td>Carol Morgan Collins</td>
<td>Joan E. Stringfellow</td>
</tr>
<tr>
<td>SIS Council</td>
<td>Jane Larrington</td>
<td>Patrick Parsons</td>
<td>--</td>
</tr>
</tbody>
</table>
About the SIS Council

SIS COUNCIL ORIGIN

The SIS Steering Committee, created by the AALL Executive Board on June 30th, 1979, was the predecessor of the SIS Council. Members of the Steering Committee included: an Executive Board member as chair; the AALL Annual Meeting Program Chair; the Education Committee Chair; SIS chairs; and AALL Treasurer, ex-officio. [AALL Minutes 612: 654]

The name was changed to the SIS Council in January 1984 [AALL Minutes 894].

PURPOSE

The opportunity for SIS chairs to meet as a council facilitates a sharing of common concerns and provides an effective means of communicating with AALL leadership and Headquarters staff about SIS policies, procedures and activities.

With the Council Chair serving as coordinator, individual SISs are able to work together on projects of common interest, to express a consensus, and to recommend actions to the Executive Board.

MEMBERS

The SIS Council is made up of the current chairs of each SIS.

At the end of each term, the current SIS chairs elect one of the chairs as Council chair to serve for the following year. Thus, the Council is chaired by an immediate past SIS chair.

The Council holds its meeting at the annual conference. The Executive Board Liaison to the Council attends the meeting and works closely with the Chair and Council.

Both outgoing and incoming SIS chairs attend the meeting. Incoming chairs-elect may also attend.

SIS COUNCIL CHAIR

ELECTION

The AALL Bylaws (Article 9, Section 10) specify only that the Council Chair is to be elected from among that year’s SIS chairs in a manner chosen by the Council.

In recent years the outgoing chair has conducted an election by email in the spring, first asking for volunteers and nominations from those eligible to run.

The SIS Council election results must be completed two months prior to the start of the AALL Annual Meeting.
Best Ways to Communicate with AALL

Your first stop is one of four people:

1. Patrick Parsons, SIS Council Chair  
   (404) 413-9162  pparsons@gsu.edu

2. Karen Selden, Executive Board to SIS Council  
   (303) 492-7535  karen.selden@colorado.edu

3. Kimberly Rundle, AALL Staff Liaison to SIS Council  
   (312) 205-8028  krundle@aall.org

4. Vani Ungapen, Executive Director, AALL  
   (312) 205-8061  vungapen@aall.org
THE SIS LEADERSHIP TOOLKIT

RESOURCES FOR SIS LEADERS

The SIS Leadership Toolkit outlines the resources that are available to assist SIS leaders during their term.

For additional information please contact the current SIS Council Chair.

AALL Brand Resources
Annual Meeting Information
Annual Meeting SIS VIP program
Annual Report Submission Guidelines
Finances
Model SIS Bylaws
Online Elections
Publication Procedures
Resolution Submission Procedures
SIS Conference Call Scheduling
SIS Council

SIS Formation & Structure
SIS Membership
SIS Training Resources
SIS Webinar Scheduling
Speaking for AALL
Sponsorships
SIS Leadership Training Resources

VIRTUAL LEADERSHIP TRAININGS

- Advocacy (May 21, 2020)
- Annual Meeting Scheduling (June 2, 2020)
- Content Strategy, Social Media, + Other Association Initiatives (June 10, 2020)
- Education Program Resources (June 10, 2020)
- Financial Management + Reporting (June 16, 2020)
- Membership + Marketing (May 27, 2020)
- Technology Tools + Resources (May 21, 2020)

TRAINING MANUALS

- SIS Leadership Training Manual 2019-2020
- SIS Leadership Training Manual 2018-2019
- SIS Leadership Training Manual 2017-2018
- SIS Leadership Training Manual 2016-2017

LEGAL TRAINING

- Legal Training for SIS + Chapter Leadership (September 18, 2019)
How to schedule virtual SIS board & committee meetings

SIS CONFERENCE CALL SCHEDULING

Special interest sections (SIS) may access AALL’s conference call license (GoToMeeting) in order to host a conference call for SIS business. Provide all of the requested information below to schedule a conference call for your special interest section.

- Forms must be submitted at least 2 days prior to the date of the conference call.
- Scheduling is on a first-come, first-served basis. If there is another call already scheduled for the requested date and time, we will notify you as soon as possible.
- A maximum of 25 people may participate on a call.
- All conference call numbers are toll numbers.
- The conference call license supports audio, video, or desktop screen sharing.

If you have any questions, please contact Christopher Siwa atcsiwa@aall.org.

Name *

First:

Last:

Email *

CALL DETAILS

Special Interest Section *

Academic Law Libraries SIS

Purpose of the Call *

Type of Call *

Audio Only (phone)

PREFERRED DATE & TIME

Date of Call *

Time Zone *

Central

Start Time *

End Time *

AALL SIS LEADERSHIP TRAINING | 2020
How to schedule educational webinars and membership meetings

SIS WEBINAR SCHEDULING

Special interest sections (SIS) may access AALL’s webinar license (GoToWebinar) in order to host an independently produced webinar (or meeting). The SIS member responsible for administering the webinar must provide all of the requested information below to schedule a webinar.

- Forms must be submitted at least 30 days prior to the date of the webinar.
- Scheduling is on a first-come, first-served basis. If another webinar is already scheduled for the requested date, we will notify you as soon as possible.
- Webinars are limited to the SIS’s members or all AALL members. Non-AALL members may not attend.
- The SIS is responsible for the production of the webinar. Responsibilities of the SIS include, but not limited to: marketing, managing registration, scheduling practice dry runs, starting/ending the webinar, and recording the webinar. Visit the GoToWebinar support site for instructions on starting a webinar, recordings, features and tools, reports, etc. We also recommend this short Organizer Quick Start recording for additional information.
- If your SIS is interested in a webinar that is managed by AALL and is part of the monthly AALL webinar series, please submit a webinar proposal for consideration.
- A minimum of 26 people must attend the webinar.

If you have any questions, please contact Christopher Siwa at csiwa@aall.org.

Name *
First
Last

Email *

WEBINAR DETAILS

Special Interest Section *

Title of the Webinar *

AALL SIS LEADERSHIP TRAINING | 2020
AALL policy on speaking for the association

SPEAKING FOR AALL

Approved by the Executive Board, July 2009, Tab 10

PURPOSE OF OFFICIAL AND PUBLIC STATEMENTS

Association statements are usually made for one of the following reasons:

- To increase awareness of law libraries and their importance in the legal system.
- To enhance the public impression of law librarianship and widen interest in law librarianship as a career.
- To cooperate with other professional associations, governmental units and other groups with similar interests.
- To delineate the position of the Association regarding matters of public significance that affect its membership.

ASSOCIATION SPOKESPERSONS

The official and customary spokespersons for the Association are the President and the Executive Director. Any questions from the press or other such parties received by Executive Board members, officers of Special Interest Sections, or other members should be directed to either the President or Executive Director. On occasion the President may delegate authority to speak on behalf of the Association to a person with particular expertise in the area of inquiry or interest, or the Executive Director may delegate authority to a staff member. The Director of the Government Relations Office has authority to speak on matters of information policy that are covered by the Association’s Government Relations Policy.

Executive Board Members and others who have been appointed by the President to serve as official representatives or liaisons of the Association may state a position on an Association policy or business matter only when that position has been adopted and made public by the Executive Board. No such person may bind AALL on a matter that is not covered by policy without specific authorization to do so by the President.

Whenever individuals represent the Association, they shall keep the President and the Executive Director informed of all such contacts. When the Association’s official position is well-known, especially in writing, it should be quoted to ensure consistency of response. The President or Executive Director should be contacted when the official position is not known. Without exception, individuals representing the Association should refer controversial matters to the President or Executive Director.

This policy is not intended to restrict or limit Executive Board Members or other Association members from expressing personal opinions to other members, prospective members, and the public regarding the value of the Association or similar matters. Nevertheless, any member who currently is serving, or has served, in a position of leadership in the Association...
SPONSORSHIPS

While recognizing that SIS chairs have a genuine interest in raising funds for their activities, particularly social events at the Annual Meeting, and while also recognizing that many SIS chairs have unique and beneficial relationships with potential donors, it is important to coordinate fund raising on behalf of AALL and its entities like SISs and committees. In an effort to address the importance of this process, the Executive Board approved the following policy governing fundraising activities by AALL entities:

ANNUAL FUNDRAISING ACTIVITY

FINANCIAL POLICY: SECTION VIII. A. DEVELOPMENT

Because AALL recognizes the need for a coordinated fundraising effort, the Executive Board has delegated the following responsibilities to the executive director.

1. All solicitations for funds for all purposes must be coordinated by the executive director before potential donors are contacted.

2. The executive director will take into account in coordinating such activities the potential for a major donation from the vendor which might be compromised by a solicitation for a less significant amount.

3. At each Annual Meeting, AALL entities plan and host their own social events and other activities that may be fully sponsored or partially supported by an exhibitor, chapter or a member’s institution.

Sponsorship of an AALL event at the Annual Meeting is available exclusively to exhibitors, chapters, and members and their institutions.

AALL entities retain full responsibility for the format and content of these events and activities, whether or not there will be speakers, and the selection of menus and invitees. When there is support from an exhibitor, a chapter or a member’s institution, AALL entities retain responsibility and authority for the event, and they work closely with the supporter to ensure appropriate recognition. In addition to activities planned and hosted by AALL entities, some affiliates and exhibitors may choose to host their own social events, such as receptions, dinners, and other activities. These are not under AALL’s auspices and thus are not considered AALL sponsorships.

Each year at the fall meeting, the Executive Board reviews a list of sponsorship opportunities that is presented by the president for the next Annual Meeting. This list does not require Executive Board approval. Sponsorships may be granted on either a sole-sponsor basis, or on a multiple co-sponsor basis. This choice is determined in consultation between the sponsor and the executive director who consults with the president as needed. (Approved by the Executive Board March 2001 Tab 3B)
2019–2020 YEAR-END MEMBERSHIP REPORT

As of May 31, 2020

BY TYPE

- Active Members—3,631
- Retired Members—176
- Student Members—149

Total 3,956

BY WORK SETTING

From 2020 AALL Membership Survey

- Law School/Academic—44%
- Law Firm/Corporation—36%
- Government—15%
- Other—5%

BY SPECIAL INTEREST SECTION (SIS) MEMBERSHIP

As of May 31, 2020

- Academic Law Libraries SIS—1,216
- Computing Services SIS—389
- Digitization & Educational Technology SIS—80
- Foreign, Comparative, & International Law SIS—326
- Government Documents SIS—226
- Government Law Libraries SIS—437
- Legal History & Rare Books SIS—215
- Legal Information Services to the Public SIS—243
- Online Bibliographic SIS—205
- Private Law Librarians & Information Professionals SIS—1,268
- Professional Engagement, Growth, & Advancement SIS—137
- Research Instruction & Patron Services SIS—798
- Social Responsibilities SIS—187
- Technical Services SIS—564

Total 6,291
## 2020-2021 Executive Board Meeting Schedule

### 2020 Fall Finance & Budget Committee Meeting (Chicago)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, November 5</td>
<td>8:00 a.m. – 8:30 a.m.</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m. – 12:00 p.m.</td>
<td>Finance and Budget Meeting</td>
</tr>
</tbody>
</table>

### 2020 Fall Executive Board Meeting (Chicago)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, November 5</td>
<td>12:00 p.m. – 1:00 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m. – 5:00 p.m.</td>
<td>Board Retreat followed by dinner</td>
</tr>
<tr>
<td>Friday, November 6</td>
<td>8:00 a.m. – 8:30 a.m.</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m. – 12:00 p.m.</td>
<td>Board Retreat</td>
</tr>
<tr>
<td></td>
<td>12:00 p.m. – 1:00 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m. – 5:00 p.m.</td>
<td>Board Meeting followed by dinner</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>Saturday, November 7</td>
<td>8:00 a.m. – 8:30 a.m.</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m. – 4:30 p.m.</td>
<td>Board Meeting</td>
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### 2021 Winter Finance & Budget Committee Meeting (Headquarters, Chicago)

(Finance & Budget Committee Members only)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Friday, March 5</td>
<td>1:00 p.m. – 5:00 p.m.</td>
<td>Committee Meeting followed by dinner</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Saturday, March 6</td>
<td>8:30 a.m. – 12:30 p.m.</td>
<td>Committee Meeting</td>
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### 2021 Spring Executive Board Meeting (Chicago)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday, April 8</td>
<td>8:00 a.m. – 8:30 a.m.</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m. – 5:00 p.m.</td>
<td>Board Planning Day followed by dinner</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, April 9</td>
<td>8:00 a.m. – 8:30 a.m.</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m. – 5:00 p.m.</td>
<td>Board Meeting followed by dinner</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>Saturday, April 10</td>
<td>8:00 a.m. – 8:30 a.m.</td>
<td>Continental Breakfast</td>
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<tr>
<td></td>
<td>8:30 a.m. – 12:30 p.m.</td>
<td>Board Meeting</td>
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### 2021 Summer Executive Board Meeting (Cleveland, OH)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday, July 15</td>
<td>9:00 a.m. – 1:30 p.m.</td>
<td>New Board Members Orientation</td>
</tr>
<tr>
<td></td>
<td>2:00 p.m. – 5:00 p.m.</td>
<td>Executive Board Meeting followed by dinner</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Friday, July 16</td>
<td>9:00 a.m. – 5:00 p.m.</td>
<td>Executive Board Meeting</td>
</tr>
</tbody>
</table>

EXECUTIVE BOARD

If you would like to contact the AALL Executive Board, please fill out the following form.

EXECUTIVE MEMBERS
AALL Executive Board meeting agendas and related materials are made available to all members prior to each meeting of the Board. The Board meets three times each year, fall, spring and summer. In addition, all of the Board meeting minutes are made available to members after they are approved by the Board, following each meeting.

- 2019-2020 Executive Board Meeting Schedule
- 2020-2021 Executive Board Meeting Schedule
- 2021-2022 Executive Board Meeting Schedule
- Board Agenda Item Submission Form

### Spring Meeting Board Book: April 2-3, 2020 [PDF]
MARCH 30, 2020

### March Conference Call Meeting Minutes: March 18, 2020 [PDF]
MARCH 20, 2020

### December Conference Call Meeting Minutes: December 9, 2019 [PDF]
DECEMBER 20, 2019

### December Conference Call Meeting Board Book: December 9, 2019 [PDF]
DECEMBER 16, 2019

### Fall Meeting Board Book: November 8, 2019 [PDF]
NOVEMBER 4, 2019

### Summer Meeting Minutes: July 11, 2019 [PDF]
JULY 7, 2019
AGENDA

Michelle Cosby, AALL President Presiding

Thursday, April 2, 2020 (all times are CST)

1:00 p.m. Call to Order and Approval of the Agenda
Michelle Cosby, President

1:10 p.m. Informal Considerations
   ➢ CRIV Charge – Karen Selden
   ➢ Student Membership – Jean O’Grady
   ➢ COVID-19 Support
     o Board members - Michelle Cosby
     o Members - Jean O’Grady

2:10 p.m. Report of the Secretary – Approval of Minutes – ACTION ITEM – TAB 1
Luis Acosta
## YEARLY SCHEDULE/CALENDAR

Dates are approximate and may vary slightly year to year; provided for general planning purposes only

<table>
<thead>
<tr>
<th>Dates</th>
<th>SIS Governance</th>
<th>Annual Meeting Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>July*</td>
<td>SIS Leadership Training at annual meeting</td>
<td></td>
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<tr>
<td>August</td>
<td>8/15 - Annual Reports due (written by immediate past chair)</td>
<td>IdeaScale for next year's programs; encourage members to participate; Education committee begins developing programs</td>
</tr>
<tr>
<td></td>
<td>Check in with committee chairs</td>
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<tr>
<td></td>
<td>Review SIS business meeting minutes; circulate for corrections</td>
<td></td>
</tr>
<tr>
<td>September**</td>
<td>AALL virtual training for SIS leaders (legal &amp; treasurer trainings)</td>
<td>Sponsorship requests due</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td>10/1 - program proposals due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scheduling memos to all SIS chairs; begin preparing SIS matrix (tool for coordinating scheduling of annual meeting events)</td>
</tr>
<tr>
<td>November</td>
<td></td>
<td>Finalize SIS matrix</td>
</tr>
<tr>
<td>December</td>
<td></td>
<td>12/1 - final scheduling forms due</td>
</tr>
<tr>
<td>January</td>
<td>Check in with committee chairs</td>
<td></td>
</tr>
<tr>
<td>February**</td>
<td>SIS Election preparations: select dates; begin soliciting nominations; register 30 days prior to election start date; elections must be complete no later than April 30th</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Year-end statements sent to SIS's</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SIS 1st quarter Financial Statements sent to SIS's</td>
<td></td>
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<tr>
<td></td>
<td>Begin soliciting applications for grants/awards</td>
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</tr>
</tbody>
</table>
### YEARYL SCHEDULE/CALENDAR CONTINUED

Dates are approximate and may vary slightly year to year; provided for general planning purposes only

<table>
<thead>
<tr>
<th>Month</th>
<th>Event 1</th>
<th>Event 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>SIS Council chair election</td>
<td>Food &amp; beverage, a/v forms sent to meeting contact</td>
</tr>
<tr>
<td></td>
<td>SIS Election - finalize slate of candidates; collect statements &amp; bios</td>
<td>RSVP to participate in CONELL marketplace</td>
</tr>
<tr>
<td>April</td>
<td>SIS 2nd quarter financial statements sent to SISs</td>
<td>4/1 - deadline to submit grant/award recipient names for awards brochure</td>
</tr>
<tr>
<td></td>
<td>4/30 - deadline to complete elections</td>
<td>4/15 - a/v forms due</td>
</tr>
<tr>
<td></td>
<td>4/15 - a/v forms due</td>
<td>Poster/Activities area sign up begins</td>
</tr>
<tr>
<td>May</td>
<td>5/1 - deadline to report board roster for upcoming year</td>
<td>5/1 - copy deadline for conference program (last chance for any changes)</td>
</tr>
<tr>
<td></td>
<td>Call for training topics for SIS leadership training</td>
<td>5/15 - food &amp; beverage orders due</td>
</tr>
<tr>
<td></td>
<td>AALL virtual leadership training series (by AALL staff)</td>
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<tr>
<td>June**</td>
<td>Call for agenda items for SIS Council meeting</td>
<td>Deadlines for sign orders &amp; poster/activities area sign up</td>
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<tr>
<td></td>
<td>Prepare agenda for SIS business meetings</td>
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<td>Committee appointments for coming year</td>
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<td></td>
<td>6/30 - SIS updated financial statements sent to SISs</td>
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*Recurring – 2nd week of each month, submit SIS news for Community Corner in monthly eNewsletter  
**Recurring – 1st week of September, February, & June – deadline for AALL executive board meeting agenda items
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 road maps 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/biographies 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!