

TO: Core Board of Directors

TOPIC: Board Expectations

ACTION / INFORMATION / REPORT: ACTION / INFORMATION / REPORT (pick one)

ACTION REQUESTED BY: Margaret Heller, Core President and Wendy Tressler, Core President-Elect

SUBMITTED: June 14, 2023

SUMMARY

The Core Board is asked to discuss the draft Board Expectations Document.

BACKGROUND

Board Expectations Document

Communication:

- Have your current contact information on file with ALA
- Ensure your email address is functional in ALA Connect
- Be professional in your communication; be aware that forwarding emails from ALA Connect does not work and will respond to the original group.
- Actively participate in the Board discussions

Meeting Attendance:

- Board members should plan to attend every meeting of the Board. Meeting dates will be provided at the beginning of the year. Please let the President know if a particular date does not work for you. Make every effort to attend in-person meetings at conferences; if you are unable to attend a conference, please let the President know so we can make arrangements for remote participation.
- Board members who do not attend two meetings in a row without communicating the reason for the absence in advance will be asked to meet with the leadership group.

Fundraising:

- Board members have a fiduciary responsibility to Core and ALA.
- Board members should plan to attend Core and ALA conferences and help promote these events.
- Board members should participate in the work of the Fundraising and Sponsorship committee by helping to reach out to potential sponsors and contributing to fundraising campaigns (a small amount is fine, the percentage of contributions is the important piece).

Board Liaison Responsibilities:

- Work with the leadership group to select committees with which to liaise that match your professional background.
- Reach out to the committee chair for your liaison committees immediately after the July 1 term switchover. Set up a meeting with them and make sure they are on track for the year. Make sure the chair and the committee are clear on their charge and deliverables.
- Attend as many committee meetings as possible; read the notes for any meetings you cannot attend. If the committee is not meeting at least monthly bring this to the attention of the Board.
- Remind your chairs about committee report deadlines. Review the reports carefully and follow up with the chair and leadership group for any problems in a timely manner.
- Connect the committee with other committees as needed and be a conduit for problem solving.

ACTION REQUESTED

The Core Board is asked to adopt the Board Expectations Document.