



Checklist

Committee Chair Checklist

This checklist includes information to assist the committee chair in planning, organizing and running a more effective meeting. Information relating to ALA deadlines and requirements is included.

Terms for ALA committee chairs begin on July 1 and end on June 30. Terms may be for one to two years. The first meeting will take place at the ALA Midwinter Meeting and the final meeting will be at the ALA Annual Conference.

At the beginning of your term as Chair (in July)

- Contact the previous chair for advice and information regarding projects in progress.
- Review your committee's past meeting minutes.
- Send welcome e-mail to committee members to let them know you are the new chair. Include a copy of (or link to) the committee roster.
- If your committee has a staff liaison, arrange a telephone meeting to learn more about the committee and upcoming deadlines.
- Review Podcast 1 and Tip Sheet 1 ("Building the Foundation for Effective Meetings")
- Communicate expectations for performance and monitoring.

September

- Consult with committee members regarding time and dates for meetings at Midwinter and Annual Conference.
- Determine if you need to represent your group at any other ALA meeting(s) before scheduling your committee meetings.
- Schedule the Midwinter and Annual Conference meetings of the committee using the ALA online meeting request system. These meetings must be scheduled by the chair by the end of September/early October.
- When scheduling your meeting, consider whether you will need flip charts to record the results of brainstorming, discussions, etc. Final A/V requests are due by November 1.

November/March

- November 1 is the last day to request A/V equipment, including flip charts, for the ALA Midwinter Meeting and March 1 is the last day to request A/V equipment for Annual Conference meetings.

A month before the meeting

- Review Podcast and Tip Sheet #2 ("Planning and Agenda Design"), Podcast and Tip Sheet #3 ("Roles of the Meeting Chair"), Podcast and Tip Sheet #4 ("Avoiding Chaotic, Adversarial & Aimless Meetings")
- Recruit a committee volunteer to take meeting minutes.
- Establish deadlines for the following: e-mailing minutes to fellow committee members, submitting minutes to your staff liaison or unit secretary. Note: minutes from ALA Midwinter Meetings and Annual Conference are due no later than two weeks after the meeting.
- Draft the meeting agenda. Be sure to include date, time and location of meeting and amount of time necessary for each agenda item.
- E-mail committee members the meeting agenda and other relevant documents.
- E-mail your meeting agenda to your staff liaison (or division office).
- Request on-site phone numbers for Conference Services in case you need to call about your room set up the day of the meeting.

A week before the meeting

- Pack:
 - o Business cards

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- o Sign-in sheet (with column for name, institution and e-mail address). An example is provided on the “Making the Meeting” Web site.
- o Copies of relevant documents (anticipate possible visitors)
- o Extra copies of the agenda
- o List of committee member names (an updated committee roster is available via the ALA Web site)
- o Template for minute taking (for committee member taking meeting minutes)

A week before the meeting

- Review:
 - o “Mini-scripts” from Tip Sheet 4 (“Avoiding Chaotic, Adversarial & Aimless Meetings”)
 - o Podcast and Tip Sheet 5 (“Key Points About Rules of Order and Minutes”)

The day of the meeting

- If possible, check the room 30 minutes before the meeting to ensure sufficient seating, water glasses, etc.
- If arrangements were made to provide A/V, make sure it is operating correctly. Call Conference Services to report any problems (not the hotel).
- Check location of nearest rest room.

At the beginning of the meeting

- Review Podcast and Tip Sheet #1 (“Building the Foundation for Effective Meetings”), Podcast and Tip Sheet #3 (“Roles of the Meeting Chair”), Podcast and Tip Sheet #4 (“Avoiding Chaotic, Adversarial & Aimless Meetings”)
- Address any comfort issues (sight, hearing, wheelchair access, temperature, location of rest rooms, etc.).
- Create a committee “To Do List” so that during the meeting, you may list any new projects and tasks to be worked on. Include names of committee members responsible for the projects and agreed upon deadlines. This list will help you guide the committee’s progress between meetings.
- Greet/welcome committee members and visitors as they enter the room.
- Begin the meeting on time and start with a statement that welcomes participants.
- Request that attendees turn off cell phones, pagers and PDAs.
- Ensure that committee members have the necessary materials/documents.

- Ask that everyone complete the Sign-In Sheet.
- Ask each attendee to make a personal introduction (name and institution) at the beginning of the meeting.
- Establish the ground rules (raise hands before speaking, keep comments brief and concise, allow others to talk) and write on flip chart as a reminder.
- Review the charge of the committee.
- Review the agenda.

During the meeting

- Review Podcast and Tip Sheet #3 (“Roles of the Meeting Chair”).
- Monitor progress of agenda items so that there is ample time to complete the agenda.
- Acknowledge any committee members who have made significant contributions since the last meeting.
- Keep the meeting on track by summarizing key issues and assisting with brainstorming, whenever necessary.
- At end of meeting, summarize progress and accomplishments. End meeting with a positive comment.
- If possible, announce date and time of next meeting.

After the meeting/conference

- Within a few weeks of the meeting, review the sign-in sheet and send follow-up e-mails to any guests/visitors of the meeting. Thank them for attending the meeting, provide them with information regarding the committee (committee charge, recent projects, upcoming activities), your ALA section, your contact information, and offer them the opportunity to join the committee.
- Contact the committee member responsible for minutes and confirm deadlines for e-mailing minutes to committee members, date revisions are due, and date a final version is due to section Secretary and your section’s Executive Office.
- Submit the meeting minutes to your section Secretary and your section’s Executive Office.
- Submit any reimbursement requests to your staff liaison (or section chair).

Between meetings

- Communicate progress on committee projects on a monthly basis.
- Monitor your “To Do List,” following up on project deadlines.