Important information for the next Discussion Group co-conveners

When I started as a co-convener in ANSS Discussion Groups, I struggled to understand the structure and expectations, so I decided to write this in order to leave the next group with something to go by so they aren’t as clueless as we were.

1. Membership
   1. Due to issues surrounding appointments, ANSS discussion groups currently do not have staggered membership. This means that each two year cycle has all new co-conveners. This can make it hard to have knowledge of what the last group did and their process for doing the business of the DG.
   2. As of the 2019-2020 service year, each discussion group will have a representative on the ANSS Executive Committee. Before this move, co-conveners received no information on deadlines or issues of the section until it was too late. Having this representation has helped keep the DGs in the loop.
   3. Looking forward- One thing that still needs to happen is a return to staggered membership so that knowledge can better be passed down. This has been raised but still needs more discussion to be implemented.
2. Meeting schedule
   1. The DG is required to have two official meetings: during ALA Midwinter and during ALA Annual.
      1. These can happen remotely and need not be conducted face-to-face.
      2. These meetings can be open or closed depending on the needs of the committee and their plans for the meeting.
      3. Before official meetings, the agenda should be posted to ALA Connect.
      4. After the meeting, the minutes should be posted to ALA Connect.
      5. After each official meeting, the chair of the ANSS Executive Committee will send a call for meeting minutes to be sent to ACRL.
   2. During ALA Annual, there is usually time set aside for the Discussion Groups if they wish to have a program. This is usually some sort of discussion (open, structured, panel, etc.) around a topic relevant to the section and specific discussion group. The section chair generally announces the schedule and call for these after Midwinter (February-March).
   3. Other meetings may occur throughout the year for planning purposes or other informal discussions. The agenda and minutes do not have to be uploaded to Connect for these (as far as I know).
3. Discussion Group Purpose
   1. One ongoing conversation has been the purpose of the discussion group. Are we meant to plan a program? Are we meant to have conversation amongst ourselves? What should we be doing throughout the year? These are questions we had and may be questions you can figure out during your time.