

Time Table for ACRL Chairperson 2012

Last Revised November 2011

December 2011

- Attend the MLA Executive Board meeting at the Mississippi Library Commission. New leaders will be seated, including the ACRL Chair.

January 2012

- Review the MLA-ACRL Bylaws.
- Review information on the ALA-ACRL Web site dealing with chapters, including the Chapters Council orientation manual.
- Subscribe to appropriate ALA-ACRL listservs, discussion groups, blogs and/or wikis, especially the ALA-ACRL Chapters Council listserv.
- Verify that officer listings have been updated on the MLA Web site, the ALA-ACRL Chapters Council roster, and the MLA-ACRL wiki.
- Contact the other officers of MLA-ACRL (Past Chair, Vice Chair and Secretary/Treasurer) to plan the year's activities. Meeting planning is primarily the Vice Chair's responsibility, but the Chair should provide direction and guidance. The details of the spring meeting (date, time, speaker, etc) should be determined as soon as possible. Also, the meeting room of the Mississippi Library Commission should be reserved for the spring meeting as soon as possible.
- Attend the ALA-ACRL Chapters Council meeting at the ALA Midwinter meeting if possible. If you are unable to attend, ask a designee if he or she can attend. In the past, this meeting has been held on the Sunday morning of the ALA Midwinter meeting.
- Attend MLA Executive Board meeting, which will either be held in January or February. At this meeting, give a report of the ACRL section of MLA. The report should include information about the section, such as events being planned and officer changes.
- Attend the MLA Legislative Day event, which is typically held in the first quarter of the year. In 2011, the MLA Legislative Day event was held in the month of March.

February

- Check with the Vice-Chair on preliminary planning for the MLA-ACRL Spring Meeting. Preparations should be well underway at this time, with date, time, and location all confirmed. The Vice Chair should work with a caterer, since the spring meeting will be a luncheon. McAlister's Deli has been the caterer for spring meetings in the past. Also, coordinate registration and payment processes with the MLA Treasurer, the MLA Executive Secretary, and others as needed.
- Check with the Vice-Chair on preliminary planning for the MLA-ACRL Annual Luncheon. A member of the ALA-ACRL Chapters Speakers Bureau is generally available to speak once every four years. However, a member of the speakers bureau spoke at our annual luncheon in October 2011. Therefore, MLA or the ACRL section of MLA would have to pay for the speaker's traveling expenses if a member of the speakers bureau is the speaker in 2012, 2013, or 2014. Other options for finding speakers can be discussed if costs are too high.
- Attend MLA Executive Board meeting, if held in February. Give a report for the ACRL section during the meeting.

March

- Attend MLA Legislative Day event, which will probably be held in March.
- Make plans to attend the ALA-ACRL Chapters Council meeting at the ALA Annual Conference. This conference is typically held in June or July every year. Encourage the Vice Chair to attend as well. If you are unable to attend the ALA Conference, send a designee to attend.

April

- Check with Vice-Chair on plans for the spring meeting. We really need to have everything ready for the spring meeting by April.
- Check with Vice-Chair on plans for the annual luncheon to be held at the MLA Conference in October.

May

- Attend the MLA-ACRL Spring Meeting. While at the spring meeting, assist the Vice-Chair and/or the Secretary/Treasurer with organizing lunches and other tasks as needed. Also, lead a business meeting to be held immediately after the speaker's presentation. The business meeting should include approving the minutes of the previous business meeting of the ACRL section.
- Attend the MLA Executive Board meeting and give a report for the ACRL section during the meeting.
- Write and submit a news article for this year's summer issue of the ALA-ACRL Chapters Council newsletter "Chapter Topics." In your news article, report on our section's activities. For examples of past news articles, view past issues of "Chapter Topics" at this URL:
<http://www.ala.org/ala/mgrps/divs/acrl/aboutacrl/directoryofleadership/chaptertopics/chaptertopics.cfm>

June/July

- Attend the ALA-ACRL Chapters Council meeting at the ALA annual conference or send a designee. This meeting is traditionally held on the Sunday morning of the conference. The ALA Conference will be held in June or July.
- Submit an annual report of the ACRL section's activities to ALA-ACRL. This report will most likely be due in July.
- Check with Vice-Chair on details for the ACRL Luncheon at the MLA Conference, publicity for speaker, local arrangements, etc. The Vice Chair should be working closely with the MLA Vice President and the MLA conference planning committee to coordinate plans for the annual luncheon.

August

- If requesting reimbursement from ALA, submit form by August 15th. Chapter must have submitted annual report for at least two consecutive years to qualify. Reimbursement form available on ALA-ACRL chapters Web site.
- Attend the MLA Executive Board meeting and give a report of the ACRL section during the meeting.

September

- With other members of MLA-ACRL Executive Committee, select a 5-member Nominating and Elections Committee for MLA-ACRL in early September. This will involve asking people to volunteer for the nominating and elections committee. It will also involve asking one of the volunteers to serve as Chair of the nominating committee. Ask for a volunteer to Chair in the same email that you ask for volunteers for the committee. Also, send a "thank you" email to those who volunteer.
- Contact ALA-ACRL(acrl@ala.org) for a list of Mississippians who are members of ALA-ACRL and provide this information to the Nominating and Elections Committee.
- Contact Mary Julia Anderson (info@misslib.org) for a list of MLA members who belong to the ACRL section of MLA and provide this information to the Nominating and Elections Committee.
- Check with the Vice Chair on final details of the annual luncheon.
- Make plans to attend the annual luncheon at the MLA Conference.

October

- Attend the ACRL section's annual luncheon. While at the luncheon, assist with collecting attendees' tickets and other duties as needed. Also, lead the business meeting of the ACRL section, which is to be held immediately after the luncheon speaker's presentation. The business meeting should include approving the minutes of the previous business meeting of the ACRL section.
- Attend MLA Executive Board meeting and give a report of the ACRL section while at the meeting.
- Encourage the Vice-Chair to make plans to attend the upcoming ALA Midwinter meeting in January.

November

- Check with the Secretary/Treasurer to request minutes of the fall meeting. Minutes should be posted to the MLA-ACRL wiki.
- The Nominating and Elections Committee will conduct an election of officers and inform you of the election results. Notify both the winners and the losers of the election, then announce the election results to the members of the ACRL section. You may make the notifications and announcements in early December if you cannot do so in November.
- Assist the Vice-Chair with learning the responsibilities of the Chair position as needed, since the Vice-Chair will soon be the Chair.
- Write and publish a news article for the winter issue of the ALA-ACRL newsletter "Chapter Topics." Your news article should include information about the ACRL section's activities and officer changes.
- Send list of new officers for the ACRL section of MLA to ALA-ACRL. Also, send the date of next year's MLA conference to ALA-ACRL (if available). The email for ALA-ACRL is acrl@ala.org.

December

- Attend the MLA Executive Board meeting and give a report of the ACRL section while at the meeting.
- Send thank-you letters to outgoing officers.
- Send welcome letters to new officers. Remind incoming Chair and Vice Chair to review MLA-ACRL bylaws and information on the ALA-ACRL Web site pertaining to chapters.
- Transfer paper and/or electronic files, notebooks, etc. to the incoming Chair and remind other outgoing officers to transfer pertinent records to their successors.
- Review this document "Time Table for ACRL Chairperson" and make any necessary changes.