

Time Table for ACRL Chairperson

- January
- Review the MLA ACRL Bylaws and the information on the ALA ACRL website dealing with chapters, including the Chapters Council orientation manual. Subscribe to appropriate ALA ACRL listservs, discussion groups, blogs and/or wikis.
 - Contact other officers of MLA ACRL to plan a meeting of the Executive Committee during MLA Midwinter/Legislative Day usually held in late January.
 - Attend MLA Executive Board meeting and Legislative Day
 - Meet with ACRL Executive Committee to plan year's activities.
 - Attend ACRL Chapters Council at ALA Midwinter meeting, or send a designee. Also encourage Vice-Chair to attend. This meeting is traditionally held on Sunday morning from 8-11am.
- February
- With other members of ACRL Executive Committee, select a 5-member Nominating Committee
 - Contact ALA ACRL(acrl@ala.org) for a list of Mississippians who are members of ALA ACRL
 - Contact Mary Julia Anderson (info@misslib.org) for a list of MLA members who belong to ACRL
 - Check with the Vice-Chair on preliminary planning for the conference program. A member of the ALA ACRL Chapters Speakers Bureau is usually available to speak once every 4 years. If interested, consult either the list of MLA ACRL conference programs or the ALA ACRL web site for the last visit from the Speakers Bureau and contact acrl@ala.org. Travel expenses are paid by ALA ACRL.
- March
- Supply the Nominating Committee Chair with a copy of "ARTICLE IV. OFFICERS" of the MLA ACRL Bylaws, as well as a copy of the two membership lists mentioned above. Instruct the Nominating Committee that the ballots are to be mailed by April 1.
 - Attend MLA Executive Board meeting. Share information from ALA ACRL as appropriate.
- April
- Check with the Nominating Committee to be sure ballots are mailed.
 - Check with Vice Chair on plans for conference program. Expect conference planning form to be made available in early April.
- May
- The Nominating Committee Chair will inform you of the election results. Send letters or emails to both the winners and the losers. Send copies of Bylaws and other pertinent documents to winners. Encourage current Vice Chair to involve incoming Vice Chair with conference planning as a means to orient her/him to the task.
 - Attend MLA Executive Board meeting. Inform them of election results. Share information from ALA ACRL as appropriate.
 - Send annual report to ALA ACRL. The form now used is the Strategic Plan Implementation Form available on the website. (Note: sometimes this is due the first week of May.)
 - Check to see if Vice-Chair is planning to attend ACRL Chapters Council at ALA summer conference.
- June/July
- Attend ACRL Chapters Council at ALA summer conference or send designee. This meeting is traditionally held on Sunday morning from 8-11am.
 - Check with Vice-Chair on details for conference program, publicity for speaker, local arrangements.
- 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 website.
- September
- Check on final details for conference.
- October
- Update notebook to transfer to incoming Chair. Remind other officers to update their notebooks and bring them to MLA conference.

- Attend MLA conference. Attend MLA Executive Board meeting. Preside at section meeting. Introduce current and new officers. Arrange for photograph of new officers for *Mississippi Libraries*. Transfer notebook to Vice-Chair.
- Send list of new officers to MLA office, *Mississippi Libraries*, President, Vice-President, Chair of MLA Publicity Committee and MLA webmaster.

- November
- Work with Secretary on minutes of the annual meeting. Be sure copies are sent to current and new officers.
 - Send list of new chapter officers and date of next year's MLA conference to acrl@ala.org.

- December
- Attend MLA Executive Board meeting
 - Send thank-you letters to out-going officers
 - Send welcome letters to new officers. Be sure they received their handbook. Remind them to review MLA ACRL Bylaws. Remind incoming Chair and Vice-Chair to review ALA ACRL chapters website, etc.

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