



**YALSA Board of Directors – Annual 2010  
Approval of Updated Chair Responsibilities**

Please note that specific groups call for certain areas of expertise. For example, the Financial Advancement Committee seeks members who have fundraising experience. Please check the individual group's page on the web site for details.

**Reports to:** Liaison, President and Board

**Management:**

- Develops short and long-range goals with the member group based on YALSA's strategic plan and direction from the Board.
- Develops a timeline for completion of the group's work based on direction from the YALSA President and/or the Board Liaison
- As necessary, schedules meetings for both Midwinter and Annual Conferences with YALSA's Program Officer for Conferences & Events.
- Participates in all face-to-face or virtual training for chairs as appropriate to the format of the committee (virtual or face-to-face), such as but not limited to the Leadership Development meeting and any other meetings/calls called by the President.
- When at the ALA Annual Conference, attends the YALSA membership meeting, All Committee Meeting and Leadership Development meeting, as well as any programs or meetings sponsored by your group.
- Evaluates group work on pre and post conference report forms, which are due four weeks prior and four weeks after each conference.
- Provides feedback about group members' performance to the Board Liaison.
- Reports resignations and contact information changes of group members to the President, Executive Director and YALSA's Program Coordinator for Membership.
- Recommends high performing group members for reappointment to the President-Elect.
- Coordinates group programs, publications and other activities.
- After obtaining prior approval for the expenditure, submits Requeo008TjEM008TjPairs yting and 14.



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	Remind your committee members that anyone who is eligible to serve another year on the committee and who wants to do so must fill out a new Committee Volunteer Form.
Sept.	Provide feedback to the President-Elect as to who has done a great job on the committee and should be re-appointed. Provide feedback about potential chairs for the next committee.
Oct. – Nov. Dec.	President-Elect appoints next round of committee chairs and members. Talk with the in-coming chair about any ongoing projec





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- Asks YALSA's Membership Coordinator or President-Elect for more information about the appointment, if needed
- Notifies chair and fills out a new volunteer form if re-appointment to the group is desirable

**Participation:**

- Knows the function statement for the group and understands the charge and policies and procedures of the group
- Seeks guidance or clarification from the chair when needed
- Requests the information needed to perform tasks from the chair
- Actively participates in planning and implementing short and long-range goals for the group
- Participates in any scheduled meetings, online discussions, virtual work sessions, etc.
- Takes a proactive approach to group work
- Works on group projects throughout the year
- When appropriate, promotes YALSA and its resources to communities, professionals, and teens
- Clears any contact with vendors, publishers, organizations etc. first with the chair, who then clears it with YALSA's Executive Director

**Knowledge:**

- Becomes familiar with the ALA Handbook of Organization
- Reads and understands the content of the YALSA Handbook, paying special attention to any policies or procedures that impact the work of the group
- Pay special attention to association activities that affect or are affected by the group's work
- Becomes familiar with the YALSA Strategic Plan
- Keeps up with YALSA news by reading *YAttitudes* and *YALS*, monitoring the YALSA Blog and/or subscribing to association Twitter feed

**Communication:**

- Promptly informs chair and YALSA's Membership Coordinator of changes in mailing and contact information
- Strives to respond within 24 hours to chair messages
- Informs chair of any emergencies or extenuating circumstances where you will not be able to participate in communication or activities for a period of time.
- Brings any issues or concerns relating to the group or to your ability to participate in the group to the chair so that they may be resolved in a timely manner
- Understands that the only person with authority to speak for the group is the chair
- Notifies the YALSA President, group chair and YALSA's Membership Coordinator if resigning



