

## **Guidelines for VALE Committee Chairpersons and Liaisons** **Revised June, 2012**

### ***Introduction***

The purpose of this document is to provide a framework for the effective work of the various VALE committees. In conjunction with the VALE Bylaws, it serves as a guide to assist the coordination of VALE committee activities, and to facilitate communication among the committees and with the VALE Executive Committee. The Guide is offered as a vehicle for maximizing the value of the important work done by volunteers on behalf of the consortium with the hope of promoting a synergy that benefits all VALE member institutions.

### ***Duties of Executive Committee Liaisons to VALE Committees***

A member of the Executive Committee acts as a liaison to each of the VALE committees to ensure communication, accountability and support for the committee's work. The Liaison will:

1. Represent the Executive Committee to the Committee
2. Inform the Committee of relevant considerations and concerns of the Executive Committee; relay requests and assignments from the Executive Committee
3. Inform the Committee of collaborative opportunities with other VALE committees
4. Attend Committee meetings and be informed of the Committee's activities, interests and needs
5. Report on Committee activities and represent Committee interests in discussions at Executive Committee meetings. Present completed VALE Committee Project Request Forms to the Executive Committee for approval as appropriate.
6. Advocate for the Committee and work to provide needed resources

### ***Duties of VALE Committee Chairpersons***

1. Function as the primary contact for the Executive Committee on business related to the Committee's charge
2. Keep Committee's liaison to the Executive Committee apprised of all committee activities on a regular basis
3. Manage membership as needed. Recruit new members using a variety of methods, such as the VALE listserves, personal contacts, social media, etc. Consideration should be given to recruiting members from all sectors but this factor should not be a limiting requirement.
4. Coordinate the election (formal or informal) of a new committee chair or co-chairs at the end of each academic year, thus ensuring that leadership is in place for the new academic year.
5. Send letters of appointment to new Committee members, with copies to their respective deans or directors.
6. Obtain Executive Committee approval for appointment of subsequent new committee chairpersons
7. Coordinate and chair at least 2 committee meetings per year, observing the guidelines for setting committee locations (see related document)
8. Meet with the Executive Committee at least once per year

9. Maintain accuracy of Committee information on the VALE website
  - a. Inform VALE Coordinator about dates/locations of committee meetings; invite those interested to attend
  - b. Maintain a committee webpage (accessible from the VALE website) with minutes and information about the committee, including committee members and their terms of service. Each committee has responsibility for its webpages. The Web Committee has responsibility for the VALE website
10. Disseminate information about the Committee's activities to the VALE listserv and blog, as appropriate
11. In consultation with the Executive Committee Liaison, create sub-committees and/or task forces as needed to effectively manage the work of the Committee.
12. Using the VALE Project Request Form as appropriate, obtain Executive Committee approval for initiatives that arise outside of the annual cycle of committee work described below.
13. Submit to the Executive Committee each year in June an annual report on committee activities, achievements and concerns.
14. Submit requests for refreshments/meals to the VALE Coordinator. Such requests will be approved only for special meetings or training sessions. Refreshments will not be subsidized for normal committee meetings.
15. Request that the VALE Assessment and Executive Committees review and approval all surveys designed and/or initiated by the Committee prior to dissemination.

### ***VALE Committee Membership***

Committee chairs will serve one-year terms, with no limit on the number of terms. The chairs will recruit new volunteer members, each of whom will serve a two-year term with rotations established so that only half of the membership turns over each year. Committee chairs will send letters of appointment to new members, detailing the dates of their term of service. Copies will be sent to each member's administrator and the VALE Coordinator will also be notified of membership changes. While each term expires after two years, there is no limit on the number of terms a volunteer may serve.

### ***Annual Cycle of Committee Work***

May/June:

- VALE committee chairpersons submit brief annual reports to the Executive Committee summarizing their achievements and outlining their recommended objectives for the coming year.
- Committee membership renews per rotation of members' terms.
- Elect committee chair to serve in the new academic year.

June/July:

- The Executive Committee reviews annual report and recommended objectives. Plans are either approved or revisions are requested.
- Committee chairperson sends appointment letters to incoming committee members.

Jan:

- Committee members' contributions are acknowledged and recognized at the Users' Conference.

March:

- Committee chairs and Executive Committee members have a joint meeting to discuss progress, priorities and strategies.

### ***Committee Annual Report Template***

Committee chairpersons will submit brief annual reports each May/June containing the following information:

Part 1: Roster of member names and number of members.

Part 2: Summary of achievements during the past year

- In order to facilitate the preparation of published, biennial VALE Reports, describe the importance or impact of your achievements and why they are significant to VALE member libraries, their users and their institutions. Focus on outcomes and results, using language appropriate for the general non-librarian public.
- Describe sponsored events and activities; provide details on number of attendees and if any were from non-VALE institutions. Try to capture (with permission and attribution) meaningful quotations about the value of the event or activity. Include digital photographs of participants at your event (with name and permission to use photograph).
- Compile a list of presentations made at state, regional, national or international conferences based upon the work of your Committee. Use APA style.
- Compile a list of journal articles or other documents published by a Committee member or about the work of your Committee. Use APA style.
- Compile a list of honors, awards or prizes associated with your Committee's work

Part 3: Issues to be Considered Further

Part 4: Recommended objectives for the next fiscal year

Part 5: Statement of resources desired/needed

Revised March, 2009

July, 2009

March, 2011

June, 2012