

ALA Emerging Leaders Team I: Improving Orientation and Enhancing Leadership

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Process

The Problem

- LITA wants to make committee and interest group chairs better leaders and to improve transitions into LITA leadership.

Methods

- Conducted survey of LITA committee and interest group chairs, and LITA membership.
- Discussed issues with LITA leadership.
- Decoded LITA Bylaws and Manual.

General Observations and Takeaways for Chairs

- Make better use of time between Annual and Midwinter to accomplish the work of the committee.
- Regular communication with group members is critical.
- Connect with LITA staff, fellow chairs, and past leaders.

Summary

We created a guide and a sample online game for incoming IG and Committee chairs to better prepare them to carry out LITA's mission.

Our guide covers:

Important qualities for Chairs
Get and Stay Organized
Prepare for becoming chair
Be flexible

Communication with your committee/Interest Group

Timeline

Methods

Special Considerations for Interest Groups

Communication with LITA staff and leadership
Understanding LITA and its governance
LITA staff

Working with other LITA Committees

Planning the work for your committee

Understand the official charge and the “real” story

Understand the concrete outcomes

Project management skills

Set goals and objectives

Work on a timeline

Delegate tasks

Planning Meetings

Meeting Logistics

Setting agendas

Working with different participation styles

After the Meeting

What to do when things aren't going well

Lack of time

Confusing priorities

Committee members not participating

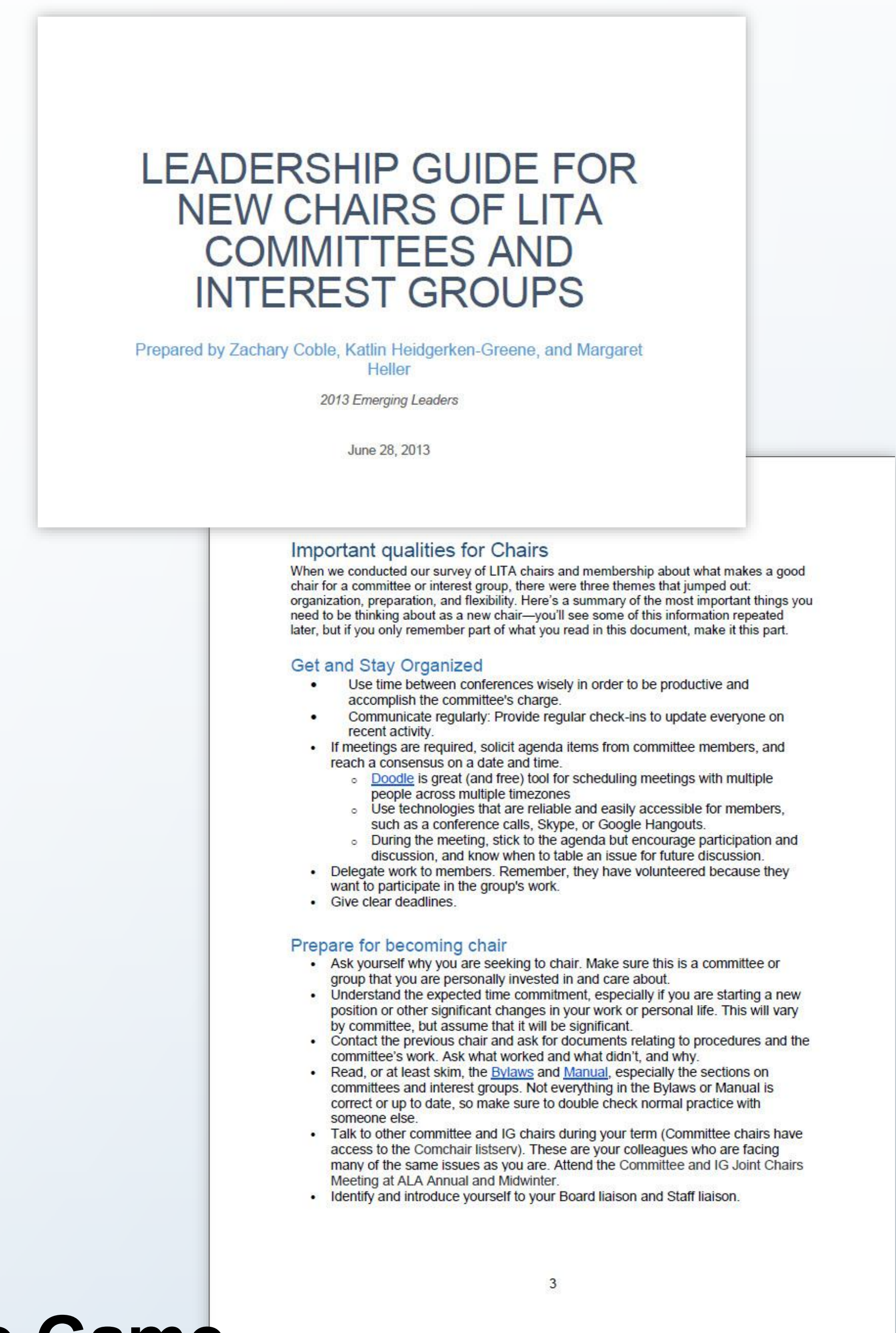
When you are no longer chair

Schedule a handoff meeting or phone call

Be a resource

Sample Products

Guide



Online Game

A Guide for New LITA Committee and IG Chairs

Emerging Leaders 2013 Team I

Start

Congratulations! You are now a chair of a LITA committee or interest group. Explore your new role through this interactive story.

Communicate

Communicate bookmark revisit to here

It is imperative to establish early, frequent, and consistent communication with your committee in order to complete the work required for your committee. There are some minimum requirements for communication, but you should reach shared expectations with your committee for what additional communication will help. You will be chair of the committee from 1-4 ALA years, which run from the end of the Annual Conference, with the Midwinter conference as a mid-point. If you don't start working with your committee until Midwinter, you've lost half an ALA year! So make sure you get started sooner.

When should you first contact your committee?

January

July

September

January

Oops! You've lost half an ALA year. Go back.

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