


# IFRT Handbook

---

 [sites.google.com/site/alaifrt4467/system/app/pages/sitemap/hierarchy](https://sites.google.com/site/alaifrt4467/system/app/pages/sitemap/hierarchy)

## Navigation

- [Home](#)
- [Executive Board](#)
  - [Chair](#)
  - [Chair Elect](#)
  - [Past Chair](#)
  - [Secretary](#)
  - [Treasurer](#)
  - [Directors at Large](#)
  - [Councilor](#)
- [Committees](#)
  - [Bylaws Committee](#)
  - [Coalition Building Committee](#)
  - [Immroth Award Committee](#)
  - [Membership Committee](#)
  - [Merritt Fund Committee](#)
  - [Nominating Committee](#)
  - [Oboler Award Committee](#)
  - [Program Committee](#)
  - [Publications and Communications Committee](#)
- [Elections](#)
- [Administrative Calendar](#)
- [ALA Staff Liaisons](#)
- [Sitemap](#)

American Library Association | Intellectual Freedom Round Table

[www.ala.org/rt/ifrt](http://www.ala.org/rt/ifrt) | [ifrt@ala.org](mailto:ifrt@ala.org)

# Home

The IFRT Handbook holds the institutional memory of round table volunteers. The documentation in this site describes round table work to assure understanding of responsibilities across the organization.

The handbook is divided up into the different roles and committee structure of the round table. Each committee has a section on this site which they can use to document information that should be shared with future committee members and chairs.

## Content Guidelines

This is a working document and is intended to ease the learning curve of new volunteers. This resource should be crafted to easily recruit volunteers by describing responsibilities in manageable chunks. Sections may include (but not limited to) background information, expectations, instructions, explanations of roles, dates, deadlines, contacts, estimated time commitments, etc.

Refer to the help documentation when using the site. Basic things like adding and editing pages are intuitive. Just look for the buttons at the top right of the screen after you log in to edit and add pages.

Contact Kristin Pekoll ([kpekoll@ala.org](mailto:kpekoll@ala.org)) for help with anything. She can assign permissions and walk you through things.

---

# Executive Board

The Intellectual Freedom Round Table (IFRT) is governed by an elected executive board. The board consists of the chair, chair-elect, past-chair, treasurer, secretary, councilor, and four directors-at-Large.

## Contents

- [1 Responsibilities](#)
- [2 Reporting](#)
- [3 ALA Board Liaison](#)
- [4 Communication](#)

## Responsibilities

- provide oversight and long-term planning for the round table, including: goal-setting, programs, projects, activities, and publications;
- conduct and review all business between membership meetings;
- carry out the formal decisions of membership;
- review and approve an annual round table budget;
- report activities to membership through round table communication channels;
- refrain from entering into contracts in the name of the round table. (Only ALA staff may enter into contracts.);
- make recommendations to membership by all round table communication channels; and
- hold board meetings that follow [ALA Policy Manual: A.7.4 Regulations and Guidelines: Conferences and Meetings](#).

## Reporting

Each member of the board will submit a written summary of activities to the secretary two weeks before each Annual Conferences and Midwinter Meetings. The secretary will share these reports on the agenda of the board meeting held at Annual and Midwinter Meetings.

## ALA Board Liaison

The ALA Board Liaison is an Ex officio member of the board, that is a member by right of position, but without a vote.

## Communication

The IFRT-B list serves to facilitate communication within the Intellectual Freedom Round Table Executive Board, the ALA Board Liaison, ALA staff liaisons and round table committee chairs. IFRT-B is not open to the public. However, if anyone wishes to communicate some information to the IFRT Executive Board, they may do so by sending the message to [ifrt-b@lists.ala.org](mailto:ifrt-b@lists.ala.org) and list owner will post it to the list, if appropriate.

Last update: March 2018 by KPekoll

# Chair

## Responsibilities

- serve a one-year term on the executive board (fulfilling a three-year, rotating appointment as chair-elect, chair, immediate past-chair);
- serve as the leader of the round table;
- preside over membership and the executive board meetings;
- act as spokesperson for the round table in collaboration with ALA's Office for Intellectual Freedom (OIF) and other ALA entities when applicable;
- serve as or appoint a liaison to the Office for Intellectual Freedom (OIF);
- serve as or appoint a liaison to the Intellectual Freedom Committee (IFC)
- serve as or appoint a liaison to the Round Table Coordinating Assembly;
- report on the round table's activities to other organizations as requested (State Intellectual Freedom Network);
- coordinate with OIF and committee chairs on the IFRT events at conference and midwinter
- make appointments to fill positions that become vacant on standing and special committees during the year in collaboration with committee chairs;
- defer to decisions made by the membership or the executive board; and
- perform any duties that are normally a part of the rights and responsibilities of the office of chair.

### Contents

- [1 Responsibilities](#)
- [2 Timeline](#)
- [3 Relevant Websites](#)

## Timeline

### First Quarter - July - September

- Term as chair begins at the close of Annual Conference.
- Welcome new officers and committee members
- Work with staff to ensure committee rosters are updated on the website
- Begin work on Emerging Leaders Project Proposal
- Work with Program Committee on the Chair's Program at Annual

### Second Quarter - October - December

- Submit Emerging Leaders Project Proposal (due early October)
- Check in with officers and committee chairs on their work
- Continue work with Program Committee on the Chair's Program at Annual
- Check in with Nominating Committee on the status of candidates
- Work with staff and awards committees to publicize the call for award nominations
- Work with staff to secure space for the Chair's Program and Awards Reception Event at Annual

### Pre-Midwinter

- Develop Midwinter agenda
- Solicit reports for pre-Midwinter meeting
- Chair pre-Midwinter virtual meeting
- Encourage members to make end-of-year contributions to IFRT Awards

### Third Quarter - January - March

### Pre-Midwinter

- Attend pre-Midwinter virtual meeting
- Promote IFRT's Midwinter activities and invite members to attend

### Midwinter

- Chair IFRT meeting(s)
- Introduce IFRT Emerging Leader and their project
- Attend Round Table Coordinating Assembly meeting on Friday
- Attend Planning and Budget Assembly meeting on Sunday

#### Post-Midwinter

- 

#### **Fourth Quarter - April - June**

#### Pre-Annual Conference

- Send welcome emails to all newly elected board members
- Write a column about the year's activities for the [IFRT Report](#) and submit to the chair of the Communications and Publication Committee by their deadline

#### Annual Conference

- Chair IFRT meeting(s)
- Attend Round Table Coordinating Assembly meeting on Friday
- Attend Planning and Budget Assembly meeting on Sunday
- Begin conversations with potential candidates for the following year's ballot.
- 

#### Post Annual Conference

- Send thank you emails those whose term has ended and encourage them to stay involved.
- Send a report to membership after Annual Conference reporting out on past work of the board as well as goals for the coming year.
  - The message should be shared via these channels: round table email list, Social Media, etc.

#### **Relevant Websites**

- [Executive Board Roster](#)
- [Bylaws Article IV: Officers](#)
- [Meet Us](#)
- [Past Chairs](#)

Last update: March 2018 by KPekoll

# Chair Elect

## Responsibilities

- serve a one-year term on the executive board (fulfilling a three-year, rotating appointment as chair-elect, chair, immediate past-chair);
- serve as an aide to the chair;
- support and promote the decisions of the executive board;
- serve as a liaison with the Round Table Coordinating Assembly;
- perform the duties of the chair in the absence of the chair; and
- perform duties as assigned by the chair or the executive board.

### Contents

- [1 Responsibilities](#)
- [2 OIF Responsibilities](#)
- [3 Timeline](#)
- [4 Post Annual Conference Relevant Websites](#)

## OIF Responsibilities

- training on how to appoint new committee members
- information on how some processes work (RTCA, budgeting, etc.).
- continuity of what has gone on in the past before chair-elect's time on the board.
- coordinates with chair-elect to establish working groups in the back end of ALA's volunteer software as needed.

## Timeline

### First Quarter - July - September

- Attend conference calls as scheduled

### Second Quarter - October - December

- Review proposed budget
- Start talking to Board about any items that may get started when assuming chair, especially if they require funding
- Assist as needed with operations affecting the RT
- Put out call for committee volunteers

### Pre-Midwinter

- Prepare any items that need to be voted on by Board for Midwinter

### Third Quarter - January - March

### Pre-Midwinter

- Attend pre-Midwinter virtual meeting
- Begin thinking about chair program for chair year
- Work with current chair on that chair's priorities

### Midwinter

- Attend IFRT Meetings
- Repeat call for committee volunteers
- Attend RT Leadership training if offered by ALA
- Attend the Round Table Coordinating Assembly Meetings during Midwinter and Annual Conferences
- Attend the Planning and Budget Assembly Meetings during Midwinter and Annual Conferences

### Post-Midwinter

- Appoint volunteers to committee roles
- Appoint volunteers to committee chair roles
- Review bylaws to make sure all committees are filled appropriately
- Prepare items to be voted on at Annual Conference

### **Fourth Quarter - April - June**

#### Pre-Annual Conference

- Attend pre-Annual virtual Meeting

#### Annual Conference

- Attend Annual and IFRT Board Meetings
- Attend IFRT programs and events
- Attend Round Table Coordinating Assembly meeting on Friday
- Attend Planning and Budget Assembly meeting on Sunday
- Attend the ALA Emerging Leaders Project Presentations during Annual Conference to support our Emerging Leader

#### Post Annual Conference

### **Relevant Websites**

- [Executive Board Roster](#)
- [Bylaws Article IV: Officers](#)
- [Meet Us](#)

Last update: March 2018 by KPekoll

# Past Chair

## Responsibilities

- serve a one-year term on the executive board (fulfilling a three-year, rotating as chair-elect, chair, immediate past-chair);
- serve as liaison to the Intellectual Freedom Committee to provide updates on the activities of the round table and to communicate activities of the committee.
- provide a slate of candidates for the spring election; and
- performs such duties as are delegated or assigned by the chair or the executive board.

### Contents

- [1 Responsibilities](#)
- [2 Timeline](#)
- [3 Post Annual Conference](#)
- [4 Relevant Websites](#)

## Timeline

### First Quarter - July - September

- Work with the Nominating Committee, continue conversations with potential candidates for the following year's ballot.

### Second Quarter - October - December

- Work with candidates to ensure ballot materials are submitted on schedule

### Third Quarter - January - March

#### Pre-Midwinter

- Attend pre-Midwinter virtual meeting
- Report on ballot

#### Midwinter

- Attend IFRT Meetings
- Attend IFC meetings

#### Post-Midwinter

### Fourth Quarter - April - June

- Notify all candidates of the election results

#### Pre-Annual Conference

#### Annual Conference

- Attend IFRT Meetings
- Attend IFC meetings

#### Post Annual Conference



## Relevant Websites

- [Executive Board Roster](#)
- [Bylaws Article IV: Officers](#)
- [Meet Us](#)

Last update: March 2018 by KPekoll

---

# Secretary

## Responsibilities

- serve a two-year term on the executive board;
- prepare executive board and membership meeting agendas in consultation with the chair and distribute them through round table communication channels;
- record meeting minutes including all actions and votes
- perform any duties that are normally a part of the rights and responsibilities of the office of secretary or as directed by the chair or the executive Board.

### Contents

- [1 Responsibilities](#)
- [2 Timeline](#)
- [3 Relevant Websites](#)

## Timeline

### First Quarter - September

- 

### Second Quarter - Midwinter

- sends out calls for committee, officer, representative, and liaison reports one month before Midwinter Meetings
- keeps minutes of IFRT executive board actions
  - posts draft minutes within 2 weeks of end of conference and final minutes within one month of end of conference
  - sends final minutes to Publications and Communications Committee chair for archive on the website and inclusion in the IFRT Report
- bring five years of meeting minutes in hard copy to ALA Midwinter for reference at the IFRT board meeting

### Third Quarter - March

- 

### Fourth Quarter - Annual Conference

- sends out calls for committee, officer, representative, and liaison reports one month before Annual Conference
- keeps minutes of IFRT executive board actions
  - posts draft minutes within 2 weeks of end of conference and final minutes within one month of end of conference
  - sends final minutes to Publications and Communications Committee chair for archive on the website and inclusion in the IFRT Report
- bring five years of meeting minutes in hard copy to ALA Conference for reference at the IFRT board meeting

## Relevant Websites

- [Executive Board Roster](#)
- [Bylaws Article IV: Officers](#)
- [Meet Us](#)

# Treasurer

## Responsibilities

- serve a two-year term on the executive board;
- keep round table financial records, including fund expenditure records;
- attend all executive board and membership meetings;
- produce an annual round table budget for review by the board at least two weeks before Annual Conferences;
- seek approval from the chair, chair-elect and past chair if expenditures differ substantially from the budgeted amount;
- supply directions and requirements for funding plans that should be submitted with special projects;
- collect round table expense reports and receipts;
- share performance reports with ALA and the chair, chair-elect and immediate past-chair;
- assure that authorized expenses incurred by round table members, in connection with round table activities, are reimbursed through Office for Intellectual Freedom (OIF);
- coordinate fundraising goals in pursuit of financial resources that will help to ensure the continuity of the round table and all of its activities; and
- receive monthly performance reports from the staff liaison.

### Contents

[1 Responsibilities](#)

[2 Timeline](#)

[3 Relevant Websites](#)

### Additional Information:

- Only ALA staff may enter into contracts.
- ALA's fiscal year runs from September to August.
- Every November ALA adopts a budget for the following fiscal year, that will begin in September.

### Treasurer Ex officio Appointments:

By virtue of being the treasurer, the officer serves in several other appointments. Participatory rights of ex officio members to round table committees are not limited by their ex officio status. The treasurer is a member of these bodies:

- Fundraising Task Force
- Representative to the ALA Budget Analysis and Review Committee (BARC)
- Liaison to the ALA Planning and Budget Assembly

## Timeline

### First Quarter - September

- 

### Second Quarter - Midwinter

- attend the BARC meetings at midwinter and annual conferences.

### Third Quarter - March

- 

### Fourth Quarter - Annual Conference

- attend the BARC meetings at midwinter and annual conferences.
- 

## Relevant Websites

- [Executive Board Roster](#)
- [Bylaws Article IV: Officers](#)
- [Meet Us](#)

Last update: March 2018 by KPekoll

---

# Directors at Large

## Responsibilities

- support the duties of the executive board;
- attend all executive board and membership meetings; and
- serve as ex officio member of two round table committees on behalf of the board. In that capacity, board liaisons will:
  - attend committee meetings when possible;
  - exchange information with chairs and members when meeting attendance is not possible;
  - exchange information with the committee chair and members throughout the year;
  - inform the executive board of committee plans, needs, activities, and issues between Annual Conferences and Midwinter Meetings;
  - report activities to the committee's executive board liaison;
  - participate in committee deliberations via email and other channels;
  - relay information between the board and assigned committees; and
  - provide advice or assistance as needed.

### Contents

[1 Responsibilities](#)

[2 Timeline](#)

[3 Relevant Websites](#)

## Timeline

### First Quarter - September

- 

### Second Quarter - Midwinter

- 

### Third Quarter - March

- Volunteer with Chair-Elect to serve as ex officio member of two round table committees

### Fourth Quarter - Annual Conference

- 

## Relevant Websites

- [Executive Board Roster](#)
- [Bylaws Article IV: Officers](#)
- [Meet Us](#)

# Councilor

The IFRT Councilor will be elected in accordance with the ALA Bylaws to represent the interests of the Intellectual Freedom Round Table on the ALA Council.

## Contents

[1 Responsibilities](#)

[2 Timeline](#)

[3 Relevant Websites](#)

## Responsibilities

- report to the IFRT executive board membership on ALA Council activities;
- represent the IFRT in Council deliberations and votes;
- present ALA Council issues and documents upon which the IFRT executive board may wish to act;
- speak up for intellectual freedom in Council proceedings when appropriate;
- receive and act on feedback from the executive board and the membership regarding ALA Council issues; and
- sponsor ALA Council resolutions for the round table.

## Timeline

### First Quarter - September

- share any pertinent Council news and information with the IFRT board and membership

### Second Quarter - Midwinter

- share any pertinent Council news and information with the IFRT board and membership
- ask for feedback on any proposed resolutions from the board regarding endorsements
- attend all Council meetings
- prepare and send report of Council activities at Midwinter to the IFRT board and membership

### Third Quarter - March

- share any pertinent Council news and information with the IFRT board and membership

### Fourth Quarter - Annual Conference

- share any pertinent Council news and information with the IFRT board and membership
- ask for feedback on any proposed resolutions from the board regarding endorsements
- attend all Council meetings
- prepare and send report of Council activities at Midwinter to the IFRT board and membership

## Relevant Websites

- [Executive Board Roster](#)
- [Bylaws Article IV: Officers](#)
- [Meet Us](#)
- [ALA Council](#)

# Committees

The ongoing work of the round table shall be carried out by its standing committees. The executive board may create or dissolve standing committees. Dissolution of a standing committee requires a two-thirds majority vote at two consecutive ALA Annual Conferences. Standing committee chairs shall serve one-year terms, and will be appointed by the chair-elect. Standing committee chairs may not serve more than two consecutive terms. ([IFRT Bylaws, VII. Committees](#))

## Contents

- [1 Appointment Procedure](#)
- [2 Responsibilities of Round Table Committee Chairs](#)
- [3 Removing Committee Members from Appointments](#)
- [4 Succession](#)

## Appointment Procedure

All committee appointments are made by the IFRT Chair-elect.

Recommendations for committee chairs and members are welcome from anyone. Contact information for the chair-elect and chair are on the [executive board roster](#).

## Responsibilities of Round Table Committee Chairs

- support the mission of the executive board
- maintain contact with members who have expressed an interest in serving on a committee;
- actively recruit members for their committee and recommending them for appointment;
- mentor an "apprentice" from within the committee who may be recommended to the chair-elect as a future committee chair;
- submit budget requests to the treasurer before the beginning of executive board meeting during Midwinter Meetings;
- submit expense reports, receipts, and refund requests to the treasurer in a timely manner;
- committee reports are submitted to the executive board before Annual Conferences and Midwinter Meetings;
- submit committee updates as requested by the executive board chair
- reports and announcements are additionally posted on the [IFRT connect page](#)
- submit publicity and website content and information to the Publications Communications Committee;
- provide a headshot and brief bio for the ["Meet Us" webpage](#) and
- maintain that committee's portion of the IFRT Handbook.

## Removing Committee Members from Appointments

Any committee member who is not responsive to three attempts of communication, via two communication methods (typically email and telephone), over one month, may be removed from a committee.

- If the committee member does not respond to contact, the committee chair will inform the round table chair of the situation, and request the member be removed from the committee roster.
- The round table chair may then try to resolve the situation in another way, or contact the ALA OIF Staff Liaison to update the committee roster.
- The round table chair will then appoint a replacement member immediately to fill the vacated position's term if the term must be filled.
- The above also applies to committee chairs regarding communications from round table executive board members.

## Succession

Every spring, the chair elect will appoint incoming committee chairs and members. The OIF staff liaisons will update existing chairs with new member and chair contact information and coordinate a welcome email. Committees will include new members in their ongoing correspondence. Chairs will meet with their successors to provide procedural information and best practices for success.

# Bylaws Committee

## Public Websites

- [www.ala.org/rt/ifrt/bylaws](http://www.ala.org/rt/ifrt/bylaws)
- [www.ala.org/rt/ifrt/bylaws-and-organization-committee-0](http://www.ala.org/rt/ifrt/bylaws-and-organization-committee-0)
- <https://sites.google.com/site/alaifrt4467/>

## Charge

The Bylaws and Organization Committee is responsible for reviewing the IFRT bylaws and committee guidelines, recommending changes as needed.

### Contents

- [1 Public Websites](#)
- [2 Charge](#)
- [3 Committee Responsibilities](#)
- [4 OIF Responsibilities](#)
- [5 Timeline](#)

## Committee Responsibilities

- Committee will annually complete a comprehensive review of the bylaws.
- Committee will audit the bylaws of other ALA round tables bylaws to provide strategic input to the executive board.
- Committee will update and maintain the IFRT Handbook.
- Committee will evaluate and amend proposed workflow calendar submitted by OIF staff, and to adhere to agreed-upon deadlines, including reviewing and approving materials
- Committee to carbon-copy (CC) OIF staff on all communications regarding bylaws and round table organization.

## OIF Responsibilities

- Works with committee chair to develop a workflow calendar and efficient deadlines
- Attend virtual and in-person meetings when possible
- Provide access to handbook passwords for committee chair
- Provide update contact information for incoming members

## Timeline

### First Quarter - September

- 

### Second Quarter - Midwinter

- Committee chair will bring a paper copy of the bylaws to ALA Midwinter for reference at the IFRT board meeting

### Third Quarter - March

- Committee chair will provide an update for the IFRT Report and submit to the chair of the Communications and Publication Committee by their deadline
- Committee chair will email incoming chair to relay any updates or progress.
- New committee chair will email committee members to welcome them and communicate projects and workflow calendar in collaboration with OIF staff.

### Fourth Quarter - Annual Conference

- Committee chair will bring a paper copy of the bylaws to ALA Annual for reference at the IFRT board meeting.
- If possible, committee chair will pass paper copy of the bylaws to the new incoming committee chair.



# Coalition Building Committee

## Public Websites

- [www.ala.org/rt/ifrt/coalition-building-committee](http://www.ala.org/rt/ifrt/coalition-building-committee)
- [www.ala.org/rt/ifrt/gerald-hodges](http://www.ala.org/rt/ifrt/gerald-hodges)
- [www.ala.org/rt/ifrt/gerald-hodges/pastrecipients](http://www.ala.org/rt/ifrt/gerald-hodges/pastrecipients)
- [www.ala.org/aboutala/offices/oif/sifnet/roster](http://www.ala.org/aboutala/offices/oif/sifnet/roster)

## Contents

- 1** Public Websites
- 2** Committee Responsibilities
- 3** OIF Responsibilities
- 4** Timeline

## Charge

Charged with administering the Gerald Hodges Intellectual Freedom Chapter Relations Award, this committee recognizes that effective coalition building in units provides the necessary framework to defend censorship at the ground level.

## Committee Responsibilities

- Committee will seek nominations for the Hodges Award and choose a winner.
- Committee will continuously update the SIFnet roster and attend the State of the States meetings.
  - Use online google document, divide outreach up among committee members.
- Committee will evaluate and amend proposed workflow calendar submitted by OIF staff, and to adhere to agreed-upon deadlines, including reviewing and approving materials
- Committee to carbon-copy (CC) OIF staff on all communications regarding Hodges award.
- Committee chair will participate in discussions about fundraising and managing IFRT awards.

## OIF Responsibilities

- Works with committee chair to develop a workflow calendar and efficient deadlines
- Send all nominations to the committee
- Post press releases to ALA News
- Maintain [online nomination form](#) and [PDF](#)
- Attend virtual and in-person meetings when possible
- Add the chair to the SIFnet listserv and communicate meeting information

## Timeline

### First Quarter - September

- Publicize a request for award nominations
  - Draft a press release for OIF staff to post on ALA news page (Sample call for nomination: <http://www.ala.org/news/member-news/2016/12/call-nominations-gerald-hodges-if-chapter-relations-award>)
  - Email requests to multiple list serves including SIFnet and Chapter Relations
  - Create social media graphics and text for IFRT, OIF, CR platforms
  - Speak at web meetings with a verbal request for nominations and to highlight past award winners
  - Submit a brief piece for the IFRT Newsletter
- Deadline for the award nominations is January 1 of each year
- Respond to each nominator, thanking them for their time and submission and outlining the committee's process and giving them an estimate of when they would expect an announcement.

### Second Quarter - Midwinter

- Committee may meet in person at ALA's midwinter meeting to discuss the nominations
- Communicate process of review with committee members
- Review nominations

- Committee will discuss the nominations virtually

### **Third Quarter - March**

- Committee chair will notify the award recipient, the recipient's nominator and anyone else who submitted a nomination.
- Committee will draft a press release about the award recipient and submit it to OIF for distribution (Sample press release: <http://www.ala.org/news/member-news/2017/02/oregon-library-association-intellectual-freedom-committee-receives-2017-gerald>)
  - Announcement is also posted in the IFRT newsletter
- Committee will draft copy and graphics to promote the award recipient on social media and submit to OIF and the Communications and Publication Committee
- Committee will write a column about the year's activities for the IFRT Report and submit to the chair of the Communications and Publication Committee by their deadline
- Committee will provide updates to the Communications and Publication Committee for the Immroth Recipients webpage
- Committee chair will formally invite the award recipient to the awards reception and make any necessary arrangements
  - notify recipients and their nominators and/or guests so they can make arrangements to attend ALA conference or have someone attend in their place
- Committee chair will coordinate the plaque order and the check request with OIF staff liaisons

### **Fourth Quarter - Annual Conference**

- Committee chair will act as host to the award recipient during reception and at any other IFRT events or meetings the winner attends.
- Committee chair will give a brief speech about the award recipient, thank the committee for their work, and present the plaque and award check to the recipient at the IFRT awards reception at ALA's Annual Conference.
- Committee chair will offer to ship the plaque to the recipient and coordinate with OIF staff liaisons

Last update: May 2018 by KPekoll

# Immroth Award Committee

## Public Websites

- [www.ala.org/rt/ifrt/john-phillip-immroth-memorial-award-committee](http://www.ala.org/rt/ifrt/john-phillip-immroth-memorial-award-committee)
- [www.ala.org/rt/ifrt/john-phillip-immroth-memorial-award](http://www.ala.org/rt/ifrt/john-phillip-immroth-memorial-award)
- [www.ala.org/rt/ifrt/immrothrecipients](http://www.ala.org/rt/ifrt/immrothrecipients)

## Charge

The John Phillip Immroth Memorial Award honors notable contributions to intellectual freedom and demonstrations of personal courage in defense of freedom of expression.

## Committee Responsibilities

- Committee will seek nominations for the Immroth Award and choose a winner.
- Committee will evaluate and amend proposed workflow calendar submitted by OIF staff, and to adhere to agreed-upon deadlines, including reviewing and approving materials
- Committee to carbon-copy (CC) OIF staff on all communications regarding Hodges award.
- Committee chair will participate in discussions about fundraising and managing IFRT awards.

## OIF Responsibilities

- Liaise with the committee to facilitate publicity efforts, and nomination distribution
- Works with committee chair to develop a workflow calendar and efficient deadlines
- Attend virtual and in-person meetings when possible
- Maintain [online nomination form](#) and [PDF](#)

## Timeline

### First Quarter - September

- Committee will promote the award
- Committee will draft a press release to encourage nominations and submit it to OIF for distribution
- Committee chair will coordinate with OIF staff liaisons about the distribution of nominations as the are submitted or after the deadline
- Committee will respond to each nominator, thanking them for their time and submission and outlining the committee's process and giving them an estimate of when they would expect an announcement.
- The deadline for nominations is December 1 of each year.

### Second Quarter - Midwinter

- Committee may meet in person at ALA's midwinter meeting to discuss the nominations
- Committee chair will review the process for evaluating nominations
  - Committee chair assigns a nomination to a committee member
  - Committee members research background information and references provided in the nomination
  - Committee members submit a report of 2-3 paragraphs based on their findings, or additional information the committee should be aware of before making a final decision.
  - CC the entire committee with your findings in a Word document
    - Summarizing the nominee's accomplishments briefly with the nominee's name listed.
    - Make a reference check of the references listed on the nomination and find out any more information you can from the references about the nominee to verify and possibly discover additional facts that assist with the nominee's narrative and contributions.

### Contents

- [1 Public Websites](#)
- [2 Charge](#)
- [3 Committee Responsibilities](#)
- [4 OIF Responsibilities](#)
- [5 Timeline](#)

- Additionally research online what you can about the nominee's accomplishments to verify what you can, or fill in any missing holes as you see fit in order to fairly rank their achievements.
- Based on your research and interviews, and the supporting documents, please then rate the nominee, as Strongly Recommend, Recommend or Do Not Recommend for the Immroth award based on your findings and personal opinion of the candidate's achievements.
- Include your own name in the written report as the compiler.
- Committee will discuss the nominations virtually

### **Third Quarter - March**

- Committee chair will notify the award recipient, the recipient's nominator and anyone else who submitted a nomination.
- Committee will draft a press release about the award recipient and submit it to OIF for distribution
- Committee will draft copy and graphics to promote the award recipient on social media and submit to OIF and the Communications and Publication Committee
- Committee will write a column about the year's activities for the [IFRT Report](#) and submit to the chair of the Communications and Publication Committee by their deadline
- Committee will provide updates to the Communications and Publication Committee for the [Immroth Recipients](#) webpage
- Committee chair will formally invite the award recipient to the awards reception and make any necessary arrangements
- Committee chair will coordinate the plaque order and the check request with OIF staff liaisons

### **Fourth Quarter - Annual Conference**

- Committee chair will give a brief speech about the award recipient, thank the committee for their work, and present the plaque and award check to the recipient at the IFRT awards reception at ALA's Annual Conference.
- Committee chair will offer to ship the plaque to the recipient and coordinate with OIF staff liaisons

Last update: March 2018 by KPekoll

# Membership Committee

## Public Websites

- [www.ala.org/rt/ifrt/membership-committee](http://www.ala.org/rt/ifrt/membership-committee)
- [www.ala.org/rt/ifrt/membership](http://www.ala.org/rt/ifrt/membership)

### Contents

- [1 Public Websites](#)
- [2 Committee Responsibilities](#)
- [3 OIF Responsibilities](#)
- [4 Timeline](#)

## Charge

The mission of the Membership Committee is to develop and undertake effective ways to attract new members to IFRT, as well as to retain current members. The Membership Committee works with IFRT's Board and other IFRT committees to communicate the value of belonging to IFRT.

Being directly involved in an essential Round Table task--promoting membership in ALA's grassroots level intellectual freedom group--is one benefit to volunteers on the Membership Committee. Interacting and building relationships with others committed to intellectual freedom is yet another significant benefit to members of this committee.

## Committee Responsibilities

- Acknowledge membership status through personal contact as individuals and institutions join for the first time, renew, reinstate membership and also drop membership.
- Attend IFRT Board Meetings at Midwinter and Annual when possible and Virtual meetings
- At Midwinter and Annual attend the ALA Membership Promotion Task Force Meetings
- Provide short reports for the IFRT newsletter and executive board meetings
- Committee will evaluate and amend proposed workflow calendar submitted by OIF staff, and to adhere to agreed-upon deadlines, including reviewing and approving materials
- Committee to carbon-copy (CC) OIF staff on all communications regarding bylaws and round table organization.

## OIF Responsibilities

- Provide the statistical reports from ALA in the Membership report
- Works with committee chair to develop a workflow calendar and efficient deadlines
- Attend virtual and in-person meetings when possible

## Timeline

### First Quarter - September

- Monthly - OIF sends a Membership report to committee members
- Members follow the link in the email, to the link and find four lists
- Members select one list: Renewed, Reinstated, New, or Dropped
- Using easy cut and paste instructions from the OIF letter, committee members choose a pre-written letter and send letters to each person (in bulk) on the list
- Members then record the information

### Second Quarter - Midwinter

- Report to IFRT Executive Report
- Attend the Membership Promotion Task Force Meeting

### Third Quarter - March

- Committee will write a column about the year's activities for the IFRT Report and submit to the chair of the Communications and Publication Committee by their deadline

- 
- Committee chair will email incoming chair to relay any updates or progress.
- New committee chair will email committee members to welcome them and communicate projects and workflow calendar in collaboration with OIF staff.

#### **Fourth Quarter - Annual Conference**

- Attend the Membership Promotion Task Force Meeting

Last update: March 2018 by KPekoll

---

# Merritt Fund Committee

## Public Websites

- [www.ala.org/rt/ifrt/merritt-fund-support-committee](http://www.ala.org/rt/ifrt/merritt-fund-support-committee)
- [www.ala.org/rt/ifrt/merritt-fund](http://www.ala.org/rt/ifrt/merritt-fund)

### Contents

- [1 Public Websites](#)
- [2 Committee Responsibilities](#)
- [3 OIF Responsibilities](#)
- [4 Timeline](#)

- [www.ala.org/aboutala/affiliates/relatedgroups/merrittfund/merritthumanitarian](http://www.ala.org/aboutala/affiliates/relatedgroups/merrittfund/merritthumanitarian)

## Charge

Make a difference in the lives of librarians fighting for intellectual freedom. The LeRoy C. Merritt Humanitarian Fund provides financial support to librarians who are denied employment rights because of their defense of intellectual freedom and privacy, or as a result of discrimination. As a member of this committee, you will join in this important work by raising awareness of the Merritt fund.

## Committee Responsibilities

- Create or update promotional videos, pamphlets, and social media posts to raise awareness and funds for the Merritt fund.
- Committee will evaluate and amend proposed workflow calendar submitted by OIF staff, and to adhere to agreed-upon deadlines, including reviewing and approving materials
- Committee to carbon-copy (CC) OIF staff on all communications regarding bylaws and round table organization.

## OIF Responsibilities

- Works with committee chair to develop a workflow calendar and efficient deadlines
- Attend virtual and in-person meetings when possible

## Timeline

### First Quarter - September

- 

### Second Quarter - Midwinter

- Committee chair will meet with OIF staff and Merritt fund trustees

### Third Quarter - March

- Committee chair will provide an update for the IFRT Report and submit to the chair of the Communications and Publication Committee by their deadline
- Committee chair will email incoming chair to relay any updates or progress.
- New committee chair will email committee members to welcome them and communicate projects and workflow calendar in collaboration with OIF staff.

### Fourth Quarter - Annual Conference

- Committee chair will meet with OIF staff and Merritt fund trustees





# Nominating Committee

## Public Websites

- [www.ala.org/rt/ifrt/nominating-committee](http://www.ala.org/rt/ifrt/nominating-committee)

## Charge

The Nominating Committee shall consist of at least three members, one of whom shall be the immediate past chair of the Round Table, who shall serve as chair of the committee. The Nominating Committee shall seek candidates for the Round Table's elected offices, and shall present a slate of candidates for each office

The Nominating Committee shall give to the Executive Committee at its Midwinter Meeting a slate with two nominees for every office to be filled at the annual election. Members shall be informed of the committee's slate; a member not on the slate may be nominated for any office by a signed petition of fifteen members. Nominations shall be closed on January 15.

## Committee Responsibilities

- Committee will evaluate and amend proposed workflow calendar submitted by OIF staff, and to adhere to agreed-upon deadlines, including reviewing and approving materials
- Committee to carbon-copy (CC) OIF staff on all communications regarding bylaws and round table organization.

## OIF Responsibilities

- Works with committee chair to develop a workflow calendar and efficient deadlines
- Attend virtual and in-person meetings when possible

## Timeline

### First Quarter - September

- 

### Second Quarter - Midwinter

- 

### Third Quarter - March

- 

### Fourth Quarter - Annual Conference

- 

## Contents

- [1 Public Websites](#)
- [2 Committee Responsibilities](#)
- [3 OIF Responsibilities](#)
- [4 Timeline](#)

# Oboler Award Committee

## Public Websites

- [www.ala.org/rt/ifrt/eli-m-oboler-memorial-award-committee](http://www.ala.org/rt/ifrt/eli-m-oboler-memorial-award-committee)
- [www.ala.org/rt/ifrt/eli-m-oboler-memorial-award](http://www.ala.org/rt/ifrt/eli-m-oboler-memorial-award)
- [www.ala.org/rt/ifrt/obolerrecipients](http://www.ala.org/rt/ifrt/obolerrecipients)

## Contents

- [1 Public Websites](#)
- [2 Committee Responsibilities](#)
- [3 OIF Responsibilities](#)
- [4 Timeline](#)

## Charge

The Eli M. Oboler Memorial Award, which consists of \$500 and a certificate, is presented biannually for the best published work in the area of intellectual freedom. Members of the Oboler Award Committee review the books and journal articles submitted for consideration and determine which piece of writing to honor. They are experts in the field; reading the submissions enhances their expertise on the subject of intellectual freedom enormously. Committee members are in excellent positions to appreciate the dynamic landscape of intellectual freedom and its implications for both the library community and the wider community.

## Committee Responsibilities

- Committee will seek nominations for the Oboler Award and choose a winner.
- Committee chair will participate in discussions about fundraising and managing IFRT awards.
- Committee will evaluate and amend proposed workflow calendar submitted by OIF staff, and to adhere to agreed-upon deadlines, including reviewing and approving materials
- Committee to carbon-copy (CC) OIF staff on all communications regarding the Oboler award.

## OIF Responsibilities

- Liaise with the committee to facilitate publicity efforts, and nomination distribution
- Works with committee chair to develop a workflow calendar and efficient deadlines
- Attend virtual and in-person meetings when possible
- Maintain [online nomination form](#) and PDF

## Timeline

### First Quarter - September

- Committee will promote the award
- Committee will draft a press release to encourage nominations and submit it to OIF for distribution
  - Submit a brief piece for the IFRT Newsletter
- Committee chair will coordinate with OIF staff liaisons about the distribution of nominations as they are submitted or after the deadline
- Committee will respond to each nominator, thanking them for their time and submission and outlining the committee's process and giving them an estimate of when they would expect an announcement.
- The deadline for nominations is December 1 of each year.

### Second Quarter - Midwinter

- Committee may meet in person at ALA's midwinter meeting to discuss the nominations
- Committee chair will review the process for evaluating nominations
- Committee will discuss the nominations virtually

### Third Quarter - March

- Committee chair will notify the award recipient, the recipient's nominator and anyone else who submitted a nomination.
- Committee will draft a press release about the award recipient and submit it to OIF for distribution
- Committee will draft copy and graphics to promote the award recipient on social media and submit to OIF and the Communications and Publication Committee
- Committee will write a column about the year's activities for the [IFRT Report](#) and submit to the chair of the Communications and Publication Committee by their deadline
- Committee will provide updates to the Communications and Publication Committee for the Oboler Recipients webpage
- Committee chair will formally invite the award recipient to the awards reception and make any necessary arrangements
- Committee chair will coordinate the plaque order and the check request with OIF staff liaisons

#### **Fourth Quarter - Annual Conference**

- Committee chair will give a brief speech about the award recipient, thank the committee for their work, and present the plaque and award check to the recipient at the IFRT awards reception at ALA's Annual Conference.
- Committee chair will offer to ship the plaque to the recipient and coordinate with OIF staff liaisons

Last update: May 2018 by KPekoll

# Program Committee

## Public Websites

- [www.ala.org/rt/ifrt/program-committee](http://www.ala.org/rt/ifrt/program-committee)

## Charge

The Program Committee shall consist of at least three members, including the chair. The committee shall be charged with planning a program for the Annual Conference meeting.

## Committee Responsibilities

- Committee chair will collaborate with IFRT chair to plan a Chair's program for ALA Annual conference.
- Committee will plan and proposal additional programs through the ALA conference jury.
- Committee will seek collaboration with other ALA units to propose intellectual freedom programs at conferences.
- Committee will organize IFRT social events.
- Committee will evaluate and amend proposed workflow calendar submitted by OIF staff, and to adhere to agreed-upon deadlines, including reviewing and approving materials
- Committee to carbon-copy (CC) OIF staff on all communications regarding bylaws and round table organization.

## OIF Responsibilities

- Works with committee to provide access to conference platforms
- Works with committee chair to develop a workflow calendar and efficient deadlines
- Attend virtual and in-person meetings when possible

## Timeline

### First Quarter - September

- 

### Second Quarter - Midwinter

- Review online scheduler and print program book for typos

### Third Quarter - March

- Program proposal sites open for conference of the next calendar year. ([Example deadlines from conference services](#))

### Fourth Quarter - Annual Conference

- Send thank you notes to program speakers and to sponsors.

## Contents

- [1 Public Websites](#)
- [2 Committee Responsibilities](#)
- [3 OIF Responsibilities](#)
- [4 Timeline](#)

# Publications and Communications Committee

## Public Websites

- [www.ala.org/rt/ifrt/publications-committee](http://www.ala.org/rt/ifrt/publications-committee)
- [www.ala.org/rt/ifrt/ifrt-report](http://www.ala.org/rt/ifrt/ifrt-report)
- [www.ala.org/rt/ifrt/meeting-minutes](http://www.ala.org/rt/ifrt/meeting-minutes)
- [www.ala.org/rt/ifrt/ifrt-newsletters](http://www.ala.org/rt/ifrt/ifrt-newsletters)

## Social Media

- [IFRT Facebook page](#)
- [Intellectual Freedom Fighters Facebook group](#)
- [IFRT Twitter](#)

## Charge

The publications and communications committee promotes the activities of the IFRT. This includes creating and maintaining a web site of information and producing reports on the activities of the IFRT.

## Committee Responsibilities

- Maintain IFRT website
- Produce annual reports on the activities of IFRT
- Archive weekly IF News and monthly IFRT Newsletters on the IFRT website
- Promote IFRT through social media channels
- Overview social media team and [social media policy](#)
- Committee will evaluate and amend proposed workflow calendar submitted by OIF staff, and to adhere to agreed-upon deadlines, including reviewing and approving materials
- Committee to carbon-copy (CC) OIF staff on all communications regarding IFRT report, website, and social media communication.

## OIF Responsibilities

- Maintain bound archives of all the IFRT reports in the ALA library and UIUC archives
- Provide access and passwords for designated members to the social media platforms and website
- Works with committee chair to develop a workflow calendar and efficient deadlines
- Attend virtual and in-person meetings when possible

## Timeline

### First Quarter - September

- 

### Second Quarter - Midwinter

- Report on committee activities at IFRT Midwinter meeting
  - Social media analytics
  - Website updates

### Third Quarter - March

- Assign responsibilities for producing the IFRT Report to committee members
- Individual columns are sent to the editor by May for publishing

### Contents

- [1 Public Websites](#)
- [2 Social Media](#)
- [3 Committee Responsibilities](#)
- [4 OIF Responsibilities](#)
- [5 Timeline](#)

- Assemble, edit, format, and publish the IFRT report.
- Finished in mid-May in time for the Annual conference.

#### **Fourth Quarter - Annual Conference**

- Present IFRT Report
- Report on committee activities at IFRT Annual meeting
  - Social media analytics
  - Website updates

Last update: May 2018 by KPekoll

---

# Elections

ALA elections are held in the Spring of each year. Election results are announced in early May. Visit the [ALA Election](#) page for more general ALA election information, schedules, and past results.

## Two Ways to Get on the IFRT Ballot

If you would like to run for office, register in the ALA election system. (See Instructions for Candidates below).

If you would like to nominate someone for an office, contact the past-chair of IFRT. Nominations must be received by the close of Midwinter Meeting. Nominees will be encouraged to run for office and referred to this page.

## Candidate Eligibility

To be eligible to hold an office, the candidate must:

- be a member of ALA and the IFRT
- attend meetings at Annual Conferences and Midwinter Meetings
- be able to engage in deliberations via email throughout the year
- attend scheduled virtual meetings
- register in the candidate system by the below deadline. (see Instructions for Candidates below).

## Instructions for Candidates

- To be on the ballot, candidates must complete the below biographical information by [insert deadline for 2019]
- Candidates must click the SUBMIT button, and then the FINISH button to successfully submit their information.
- Candidates are responsible for editing biographical information and statements. ALA staff will not proofread or edit biographical information.

## Registration

1. To register to be a candidate, go to the ALA Elections page [insert 2019 link]
2. Click on the "Register" link to fill out the registration information and to set your passcode for the Nominee/Candidate process. Press "enter" to register.
3. If you see "follow this link to login," click on it.
4. You will be back on the initial page. Enter your email address and the password that you just created. Click on "sign in".
5. Next you indicate that you want to run for a IFRT office. At the "Select ballot" pull down, choose "IFRT" and click on "go".
6. Next select the office you wish to run for and then click on "go".
7. The first entry, Display Name, is how you would like your name displayed on the ballot. Once you have filled in or edited your name, click on "Next".
8. At the page with all of the question/categories to fill in, you must fill in the required fields (noted by a red asterisk) before you can save your work. Please save your work often by clicking on "Save/Preview." If you are not finished entering your information, go to the bottom left of the page and click on "previous" so that you can enter more information.
9. You will notice the word count monitor. Once you reach the limit, the word count monitor turns RED.
10. Once you have reviewed your work, if you would like to make any changes, click the "Previous" button.
11. When you are finished, PRINT (from the Save/Preview page) AND RETAIN A COPY OF YOUR COMPLETED FORM FOR YOUR RECORDS AND FUTURE USE.
12. Click on the "Submit" button and then the "Finish" button.
13. To make additions or corrections, go back to the initial ALA Election page and login again.

# Administrative Calendar

|           |   |
|-----------|---|
| March     | Elections   |
| April     | Appoint committee chairs and members  |
| May       | Send welcome email to new executive board members and committee chairs<br>Update IMIS |
| June      | Adopt budget at Annual  |
| July      |   |
| August    |   |
| September | Start of the Fiscal Year  |
| October   | Renew FTRF Membership   |
| November  |   |
| December  |   |
| January   | Propose budget at Midwinter<br>Present slate of candidates                            |
| February  |   |



# ALA Staff Liaisons

Staff liaisons will:

- upload executive board press releases to the ALA member news
  - attend all executive board and membership meetings;
  - keep round table financial records, including fund expenditure records
  - produce an annual round table budget for review by the board at least two weeks before Annual Conferences
  - coordinate conference and event planning, billing, etc.
  - collaborate with the executive board on web site issues, press releases, ALA connect, social networks, marketing collateral, etc.
  - update IMIS to reflect election results and committee appointments
  - verify that IFRT chair is receiving Round Table Coordinating Assembly emails
-