

Management & Leadership Community of Practice
Proposed revisions to Leadership Team Structure

Leadership Team Charge: The Leadership Team of the M&L ensures that each of the committees and discussion groups in the Community of Practice are effective and make progress on the charges and purposes of those groups

Deliverables:

- Each member of the Leadership Team will be assigned as liaisons to committees or discussion groups within M&L and will keep in touch with those individually a minimum of 4 times a year, either by attending ongoing virtual meetings of the groups or by reaching out to the leaders of those groups
- Share information distributed by LLAMA leadership and LLAMA staff with the committees and discussion groups
- Help committees and discussion groups communicate with LLAMA leadership when issues arise that need attention, including gaining answers to important questions to ensure our work is successful
- Ensure that the committees and discussion groups in M&L have active leaders and members who are fulfilling their charge
- Reevaluate the need for struggling groups if they fail to attract successful members
- Make decisions regarding appointments to groups within the M&L as needed annually or on an ongoing basis
- Update rosters for the various groups with LLAMA staff as needed
- Recommend creating new groups as interests arise
- Offer orientation to all new members of M&L

Expected Time Commitment:

- Meet online or via conference calls a minimum of 4 times per year, inviting the committee and discussion group leaders to be part of those meetings
- 2 hours per month on average; more may be necessary at intervals to prepare for ALA Conferences or when preparing reports for LLAMA leadership

Desired skills, knowledge, experience:

- An understanding of community projects and interests, preferably through service on a community committee
- An interest in leadership and learning more about LLAMA and ALA
- Ability to organize work successfully
- Ability to motivate others
- For co-leaders, management and leadership experience, including an ALA committee

Roles:

- Kerry Ward, kward@ala.org, 800-5454-2433, ext. 5036. Overall management, committee charges/appointments, budget requests, etc.
- Fred Reuland, freuland@ala.org, 800-545-2433, ext. 5032. Webinar production, program planning and scheduling, conference support, etc.

- Senior Co-Leader (will be Tim on July 1) - this person provides continuity, moves up into the position automatically from the incoming co-leader role; will reach out to other CoP leaders for information sharing; asks current committee senior co-chairs to put out call for volunteer for next year's incoming co-chair and other roles.
- Incoming Co-Leader - Co-leaders support each other and keep the work moving as best as possible; put out call for volunteers for incoming officers other than co-chair
- Past Leader (Jessame, as of July 1) - serves as an advisor on selecting new Leadership Team members, among other responsibilities.
- Secretary (Mary Moser)
- Liaison from each committee
- For filling positions on the Leadership Team - members should submit messages of interest to the current Co-Leaders

Resources available:

- LLAMA President/Board
- Virtual meeting support
- ALA Connect

Submitted by:

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