LearnRT Handbook
Updated June 16, 2019

Contents

I. Introduction

This handbook serves as an operational guide for officers and committees of the ALA Learning Round Table (LearnRT). It was first drafted in 2018 as an effort to document some of the processes, procedures, and history of LearnRT. This document should be updated annually, and it is expected that the information contained within it will change over time.

The LearnRT handbook holds the institutional memory of LearnRT volunteers. The documentation in this handbook describes LearnRT work to assure understanding of responsibilities across the organization.

The handbook is divided up into the officer and committee structure of LearnRT. Each committee has a section which they can use to document information that should be shared with future committee members and chairs.

II. Mission

The Learning Round Table:

- Promotes quality continuing education and staff development for all library personnel. We help you NETWORK with other staff development and continuing education providers for the exchange of ideas, concerns and solutions;
- Serves as your SOURCE for staff development continuing education assistance, publications, materials, training and activities;
- Is your ADVOCATE for quality library staff development and continuing education at both the local and national levels.

III. History

LearnRT was established in January 1984 as CLENE (Continuing Library Education Network and Exchange) Round Table by approval of the ALA Council at the 1984 Midwinter Meeting (January 7-12, 1984).[1] The motion to establish CLENERT was submitted to council by Robert Rohlf, chair of the Committee on Organization (COO).[2] Prior to becoming a part of ALA, CLENE operated as an independent organization that was formed in 1976. At the first CLENE meeting, Malcolm Knowles presented his model for continuing education needs for a profession.[3] In 2009, CLENERT voted to change the name to LearnRT.[4] The official abbreviation for the ALA Learning Round Table is LearnRT (*not* LRT), and is one of the only round tables to have lower case letters and a full word in their abbreviation.

IV. Bylaws

The LearnRT Bylaws were last updated November 3, 2009.

V. Executive Board

The Executive Board consists of the President, Vice-President, Past President, Secretary, Treasurer, and six directors, elected at large from the membership of LearnRT, and the Editor(s) of the Round Table newsletter who shall serve as a non-voting Ex Officio member(s). The Board shall have authority over the affairs of the Round Table. The annual and any other budget requests shall be subject to the approval of the Board. The Board shall perform such other duties as are specified in these Bylaws, and shall report upon its work to the membership of LearnRT. Each member of the Board shall perform the specific duties attached to the

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[1] American Libraries, Volume 15 No. 2 p. 100, February 1984.
[2] ALA Council Minutes, January 8-11 1984, p. 6.
[3] American Libraries, Volume 7 No. 3 p. 162, March 1976.
[4] LearnRT Press Release, July 6, 2009.

membership of the Board. In case of continued failure of a director to participate in the deliberations of the Board, the Board may" by vote of three-fourths of its members, declare the office of such director vacant. Two consecutive absences, deemed unjustified by the Board, would be cause for such action.

- A. **Meeting schedule:**
  - The Board shall meet in conjunction with each Annual Conference and Midwinter Meeting of the American Library Association. Special meetings may be called by the President and shall be called upon the written request of a majority of members of the Board. In the event that a quorum will not be reached at either conference, the board can opt to hold a virtual/online meeting during the same general time frame of the conference so that all members have the option to attend. In-person meetings at conference should still happen for all members of the Executive Board who are in attendance.
- B. **Meeting minutes**
  - Meeting minutes are stored in ALA Connect under the [LearnRT Executive Board community](#).

Officer Roles & Responsibilities

A. President: During the year of presidency, this position runs executive board meetings, oversees committee chairs, and communicates about round table activities with ALA staff. The President serves a three year term. In the first year they are Vice President/President Elect. In the second year they serve as president. In the third year they serve as Past President. The President is a voting member of the board for all three years of the term and is expected to attend all meetings.

- Primary Responsibilities: Chair of Executive Board, schedule and lead all meetings of executive board, provide oversight on all committees
- Additional Responsibilities:
  - Make sure LearnRT is represented on all necessary ALA committees (work with staff liaison to figure this out),
    - Additional committee/assembly representation:
      - Committee on Education & Education Assembly (typically meets Saturday AM at conference)
      - Recruitment Assembly (Typically meets Monday AM at conference)
      - Membership Promotion Task Force (not sure when this meets)
      - Budget & Finance Assembly (Typically meets Sunday afternoon at conference)
  - make sure all ALA deadlines are adhered to (see below),
  - work with conference programs committee to plan President's Program for annual,
  - train current VP to take over role of President next year.
  - Draft quarterly column for [LearnRT Newsletter](#)
  - ==Serve as Pat Carterette Professional Development Grant recipient member mentor.==
- Dates & Deadlines: Request spreadsheet of revised dates & deadlines from staff liaison at beginning of term. Deadlines for 2017:
  - July 1 - New board & committee members take office
  - July 15 - Final committee rosters are due (last call after conference)
  - August 15 - Midwinter meetings request due (for meeting time, any other official events)
  - August 31 - ALA Fiscal year ends
  - September 1 - ALA Fiscal year begins
  - October 1 - Emerging Leader Project Proposal due
  - October 1 - Slate of candidates due for next year's election
  - October 1 - Annual conference program & meeting requests due
  - October 15 - Promotional materials request due for Midwinter

- ○ December 1 - Midwinter materials due to ALA
- ○ December 15 - Candidate biographies due (was actually December 29, but this is what was listed on the sheet)
- ○ January 31 - Preliminary budgets due to ALA Staff Liaison for next fiscal year
- ○ February 1 - Ballots due
- ○ February 10 - Emerging Leaders sponsorship application due (for the next year)
- ○ April 1 - Emerging Leaders sponsorship application due (for the next year) (this is listed twice in the 2017 list, so not sure which is correct)
- ○ April 1 - Final budget due to ALA Staff Liaison
- ○ April 15 - Request promotional materials for annual conference
- ○ June 1 - Annual conference materials due to ALA
- ○ June 10 - Emerging Leaders Project Proposal Application due (again, this appears twice in the list, but the October deadline was correct for 2017)
- ○ June 15 - Preliminary committee rosters due (preferred deadline by ALA)
- ● Processes & Procedures
  - ○ Welcome new board members and committee members in July and provide any necessary information about training, meeting schedules, communication, etc.
- ● Important Documents
  - ○ Dates & Deadlines spreadsheet - ask ALA Staff Liaison for this at the start of the term. This will be updated each year with any changes.
  - ○ [Bylaws](#)
  - ○ Parliamentary Procedure guidelines - available in several different formats
- ● Training
  - ○ Online training from ALA Staff Liaison - President should watch all 4 videos if possible.
    - ■ Board Development - http://ala.adobeconnect.com/p4rzl31nk1i/
    - ■ Treasurer/Fiscal Officer Development - http://ala.adobeconnect.com/p4az26x0tkl/
    - ■ Program Development - http://ala.adobeconnect.com/p7j8nbgront/
    - ■ Nominations/Ballot Preparation - http://ala.adobeconnect.com/p20qiveidc8/
  - ○ Board training in person at ALA Midwinter (if did not attended as VP)
- ● Future Project Ideas:
  - ○ Work on establishing an endowment (or some other investment) using some of the $110,000 in net assets in the LearnRT account.
  - ○ Work with committees & board to streamline file storage and sharing. ALA Connect, Drive, or ???
- ● Transition and Succession: The President will train the current Vice President. The President should also consider possible future presidents, since they will need to chair the nominations committee during the third year of the term as past president.

B. Vice President: The Vice-President shall chair the Long Range and Strategic Planning Committee and perform such other duties as the Board may assign to this office. In the event of the absence, disability or withdrawal of the President, the Vice-President shall perform the duties and exercise the powers of the President. The Vice-President spends a year serving on the Executive Board in this capacity, then moves into a one year President term.

- ● Primary Responsibilities: Chair of Long Range & Strategic Planning Committee, knower of all things related to the Bylaws and to Parliamentary Procedure, train for the role of President, assign committees for the next year (the year you serve as President), run board meetings if President is unable to be there, automatically take on role of President if the current President resigns (I don't think this would

advance the term, so it would mean you would still serve the year of President that you were elected for).

- Additional Responsibilities:
  - Help President make sure all outside meetings are covered at ALA Midwinter and Annual conferences (see section above under President).
  - Serve on Nominations Committee: this is not required, but is recommended. Whomever gets nominated and elected will be on the next board coming in, so will serve under the current VP's year as President.
- Dates & Deadlines:
  - April - start committee planning process, get trained on tool, promote volunteer opportunities
  - June 15 - Preliminary committee rosters due (preferred deadline by ALA)
  - July 15 - Final committee rosters are due (last call after conference)
- Processes & Procedures
  - Long Range & Strategic Planning: There isn't really a process in place for this, but we are starting this year (2017-2018). It seems like we got the ball rolling and will have a meeting for input at Midwinter, mainly input from the board. It looks like we might try to focus on a few areas for planning/growth, and that we want to compile a list of all things we might want to be looking at. Trying to stay mission focused.
  - Committee appointments: Start early, in the Spring. First, check in with all existing committee chairs and members and see who would like another year. If they are done, see if they can help train the next person (especially for chairs) and to make sure the handbook info is up to date and includes everything. If they will continue, go into the ALA volunteer appointment system (training on this is available from current President OR from ALA staff liaison) and appoint them. Also ask the current chairs who on their committee who they would recommend to continue, and if they are leaving, if they recommend anyone to take their place. You don't have to re-appoint someone to a committee if they have disappeared or are unresponsive. You can also recommend that people who are on too many committees do a few less, if you think it might help them focus more and benefit the committees. Once you see where you have openings (again, the current chairs might be able to tell you if they need more or fewer people in the coming year), then put out a call for volunteers. Volunteers fill out a form online that is linked to their membership. They have to be a current member (as of the start of the new term) if they want to be on a committee. Terms run July 1-June 30. Sometimes people volunteer in the system that we've not ever had contact with otherwise, so it is a good idea to check and see if there are any names in there. When you go to appoint people in the system, make sure you select the correct year for the term. Also contact ALA liaison and let them know you are officially appointing as they will receive an influx of emails.The system sends out appointment emails, and once people "accept" then they are added to the committee roster. Committees are simply the way that volunteers become "official" in LearnRT. Chairs lead the committees, and in some cases, the chair is really just the one doing that work. Crystal has a spreadsheet which she has used to track committee appointments over the last few years ending in 2017-2018, if you'd like to use that going forward. Roster is stored in Google Drive through info@alalearning.org account.
  - Bylaws: The VP should review the bylaws thoroughly at the beginning of the term, and then check them as needed to make sure the board is following the proper procedure. Sometimes the board will ask for the VP's help to review, but often as VP I found I was the one who needed to check up on things.
  - Parliamentary Procedure: LearnRT uses the same rules for meetings as ALA, and this is mentioned in our bylaws. It would be a good idea to review a copy of the Parliamentary

Procedure guidelines, or to have a copy on hand if you need to reference it. Most of the rules are for much larger organizations and budgets, so we typically modify them to make them work for LearnRT. But the most important thing is that these meeting rules ensure due process, and as the board we are responsible for being good stewards of membership dues and other budget monies. Following process closely is just a way of making sure we are doing the job right.

- Important Documents
    - [Bylaws](#)
    - [Spreadsheet to track committee appointments](#)
- Training
    - Online training from ALA Staff Liaison- Vice President should watch all 4 videos if possible.
        - Board Development - http://ala.adobeconnect.com/p4rzl31nk1i/
        - Treasurer/Fiscal Officer Development - http://ala.adobeconnect.com/p4az26x0tkl/
        - Program Development - http://ala.adobeconnect.com/p7j8nbgront/
        - Nominations/Ballot Preparation - http://ala.adobeconnect.com/p20qiveidc8/
    - Board training in person at ALA Midwinter
- Future Project Ideas
    - Maybe come up with a better way to track committee chairs and email addresses, for better/easier communication.

C. Past-President: After the presidential year, this position serves for a year as Past-President, also chairing the Nominations Committee.
- Primary Responsibilities: Chair of Nominations committee, <mark>Chair of Handbook Committee</mark>, make sure new President is up to speed,.
- Additional Responsibilities: keep an eye on deadlines and other responsibilities, oversee the transition of new officers
- Dates & Deadlines
    - October 1 - Slate of candidates due for next year's election
    - December 15 - Candidate biographies due (was actually December 29 for 2017, but this is what was listed on the sheet)
    - Prior to Midwinter - Announce candidates to membership (this is in the bylaws as 6 weeks before annual, but that is confusing because we don't vote at annual)
    - February 1 - Ballots due
    - See Elections timeline for remaining elections related dates
- Processes & Procedures
    - Nominations (see also, Nominations committee below): Start thinking about who you might nominate for the major offices as soon as your year as President ends (maybe even before, if you can). Officers should ideally have held an at-large board seat or a committee chair seat recently. This is just a good succession plan to follow. At-large board members don't need to have past experience, but if they do that is also great. Check to see which offices/seats need to nominated for the current year (should typically be 1 VP/Pres-Elect & 3 at-large seats, but then alternating Treasurer & Secretary). Check with any outgoing officers/board members who have served only one term. They can run for a second term, if they want. Term limit is 2 terms (it is unclear if you can run for different offices for more than 2 terms total, but I imagine that would be frowned upon). Also approach any people you would like to recruit for office and see if they are interested. People can self-nominate, or someone else can nominate them. If they were nominated by someone else, you need to confirm their nomination with them. Nobody should be put on the ballot without knowing/confirming it. Promote the nominations through all the channels. There is a google form to receive nominations. Once you have the names, the ALA

Staff Liaison will check their membership status to make sure they are current. Then the candidates will need to fill out a form with their candidate information, which will be on the ballot. In January, about 6 weeks prior to the election, you should send out the ballot names to all of the members. I also sent out a reminder to the regular list letting them know that they needed to have current membership by January 31. If the board wants to make any bylaws changes, that has to follow the same timeline as the nominations, and is the responsibility of the nominations committee.

- Important Documents
  - [Nominations folder with documents](#)
- Training
  - Nominations/Ballot Preparation - http://ala.adobeconnect.com/p20qiveidc8/
- Future Project Ideas

D. Treasurer: Serving for two years, the treasurer shall review all financial reports prepared by the American Library Association for Round Table; shall report on Round Table finances at each Board Meeting; shall assist the officers in budget development; and shall perform such other duties as the Board may assign to this office. The Treasurer is supported by the President and other members of the Executive Board, and works closely with ALA Staff.

Additional responsibilities:
- LearnRT representative to the ALA BARC (Budget and Review Committee) and Planning & Budget Assembly that meet at Midwinter and Annual.

Dates & Deadlines:
- **January 31 - Draft budget due to ALA Budget Liaison** for next fiscal year. *****requires board approval by vote*****
- April 1 - Final budget changes due to ALA Budget Liaison around *****requires board approval by vote*****
- August 31 - ALA Fiscal year ends
- September 1 - ALA Fiscal year begins

Special projects:
- Work with committees on budget needs.
- Determine what to do with current budget surplus of $100,000 from past years.
- Create budget report template for board meetings.
- Determine best method for document storage of budget docs in new ALA Connect.
- Pat Carterette grant noted in budget correctly for future (recent change to timeline & membership)

Processes & Procedures (description):
- ALA Staff Budget Liaison sends budget planning docs for the next fiscal year. You can build off of the previous year's budget as a baseline, and just make changes as needed. It is a good idea to engage board early in the budget planning process and ask if they have questions or need to see any changes. The draft budget needs to be approved by the board (with a vote) before sending to ALA in late January/early February. ALA staff inputs the budget in the system. There is an opportunity to submit changes later in the year, which will become the final budget. The final budget also needs to be approved by the LearnRT board (with a vote), and submitted to ALA in the late Spring/early Summer. When you do the final budget, it is helpful to ALA staff if we indicate the changes, since they will just be updating those changes in the system.
- Every few months the Treasurer will receive budget reports from ALA. These should be shared with the board and used for formal treasurer/budget reports at board meetings. If you haven't

received any recent reports within a few weeks of the next board meeting, it is a good idea to check in with ALA (ALA Staff Liaison) to see if they are available.

- We haven't had a formal Treasurer report at meetings, but it would be nice to develop that. It seems like the most important items are YTD revenue, YTD expenses, net profit to date, $$ in the account (including surplus), and acknowledging any budget lines that are tracking significantly over/under and why (for example, most expenses are from conference related so will come in June/July). There may also be a good tie here to membership, since a lot of our revenue is from membership fees.
- Receipts for board member/committee expenses are submitted to ALA Staff Liaison as soon as possible after they are encumbered.
- Answer budget questions from board and membership as needed.

Documents:

- We need to add these into a central location, maybe the new ALA connect.

Training:

- Treasurer Training Webinar: http://ala.adobeconnect.com/p4az26x0tkl/ (need to add brief description
- Template doc from ALA Staff Liaison: https://www.dropbox.com/s/fv3dwuz3slpl7n7/RoundTableFinRptTemplate16.xlsx?dl=0
- BARC information: http://www.ala.org/aboutala/committees/ala/ala-barcc
- http://www.ala.org/aboutala/committees/ala/ala-bf

E. Secretary: The Secretary shall keep an accurate record of all meetings of the Round Table and Board and shall submit minutes of these meetings to the President within six weeks following the meeting; shall arrange for the preservation of the archives and records of LearnRT; and shall perform such other duties as the Board may assign to this office. Term is 2 years.

- Procedure: (include time-frame along with the process for sharing minutes and getting them approved by the board)
- Tip - In preparation for board meetings the secretary should determine prior to the meeting whether powerpoint slides / presentations will be a part of that meeting and request a copy from the president before the meeting is concluded.
- History - The Secretary in consultation with the Past President shall determine what files should be considered part of the permanent record - membership records / program related materials. There is no definition of what constitutes archives and records in the bylaws currently.
- History - The Secretary is responsible for ensuring the minutes once approved are uploaded to the LearnRT folder on ALA connect.
- It may be that the duties of the secretary as defined in the bylaws are too vague - in order to function properly he/she might need to be a part of the program committee at least and possibly other committees.

F. Director-at-Large (6 seats): Directors-at-Large serve as voting board members for LearnRT, approving (including but not limited to) budget requests, changes in strategy, establishing special committees, or approving awards and other board level decisions. Board members may serve as "board liaisons" to a LearnRT committee of their choice - serving as a member of the committee and bringing reports back to board meetings. Directors elected at large shall serve for two years. They shall be elected for terms expiring in different years. Directors shall be eligible for election to a second consecutive term.

G. Other Positions

- Roundtable Councilor: Sends updates from Council and will sometimes attend our meetings during Midwinter and Annual Conferences. Is our point of contact if we have any questions about Council. This is reassigned by council each year, although it may be the same person for several years in a row.
- ALA Executive Board Liaison: Sends updates from the ALA Executive Board and will often attend our meetings during Midwinter and Annual Conferences. Is our point of contact if we have any questions about ALA Exec Board. This is reassigned by council each year, although it may be the same person for several years in a row.
- ALA Staff Liaison: This is our assigned staff person at ALA. Danielle M. Ponton is our official staff liaison. Danielle works in the AOMR office of ALA.
- Newsletter editor (ex officio): The newsletter editor (committee chair) is included on the board as a non-voting member.
- Committee on Education: LearnRT has a representative on this committee. The representative will serve for three years, which starts when they become Vice President. They will serve as the committee representative through their Past Presidency at which time the incoming Vice President will take over.

VI. Committees & Charges

A. Communications & Marketing
- Purpose: The Communications and Marketing Committee prepares informational materials about LearnRT and promotes LearnRT in a variety of media, including email, social media and the LearnRT website. The Communication and Marketing Committee works closely with the Membership Committee.
- Membership makeup: 1 chair (or 2 co-chairs, as it is in 2017-2018 term), and up to 5 members
- Dates/deadlines: Busiest time is around Annual conference. Other important campaigns are the Pat Carterette Award Application (December-February, typically), and announcements related to our sponsored Emerging Leader and the winner of Pat Carterette Award. Sometimes have a call for program proposals in the early fall which needs to be promoted.
- Meetings: Up to the committee to decide. Most coordinating can be done via email, but any planning might be best done in a meeting.
- Responsibilities: Post communications to various channels about LearnRT happenings. Channels include social media (Twitter, Facebook, LinkedIn), email using the LearnRT Mailchimp email list, the ALA Connect space (which requires training), and possibly other channels to be added. The committee is also responsible for updating the ALA LearnRT website, which requires additional training. The committee may also create print materials for promotion at conference, and may work with other committees to see that messages are sent out, either at in-person conference events, or online. Other committees and the board may contact the communications and marketing committee to ask them to send out specific messaging related to events and happenings, and the communications committee should do their best to make that happen.
- Processes & Procedures: None specific.
- Important Documents: There is a google doc that has all the social media account info, which needs to be passed on each year. Passwords should be changed/updated annually when the new committee takes over.
- Training: Web admin needs to get trained with ALA's ITTS staff, work with the ALA Staff Liaison to do that. Training passed on from one year to the next from the past members to the new.
- Future Project Ideas: Create a marketing plan.

B. Conference Programs
- Purpose: The Conference Programs Committee works to coordinate and execute dynamic programs for ALA conferences. This includes educational programs, discussion groups, preconference programs,

LearnRT President's Program, Training Showcase, and any other programs or sessions sponsored by LearnRT at the conference.

- Membership makeup: 1 chair plus up to 10 members, term is 1 year.
- Dates/deadlines: Submission deadlines for programs are September of each year for Annual Conference; gather committee in July/August; discuss program ideas September/October
  - Deadlines for All-Conference Program Proposal Submissions
    - Submission Site Opens: April 17, 2018
    - Reviewer information sent to Alee: July 20, 2018
    - Submission Site Closes: August 19, 2018
    - Unit Reviews Open: August 27, 2018
    - Unit Reviews Close: October 5, 2018
    - Final Selection sent to Conference Services: October 12, 2018
    - Conference Committee Reviews Programs and Revises Schedule: October 19-20, 2018
    - Schedule sent to Staff to review for conflicts: October 23, 2018
    - Final Decisions Announced: November 9, 2018
  - 2019 Annual Conference Preliminary Scheduler Opens: December 5, 2018
  - 2019 Annual Conference Full Scheduler Opens: April 11, 2019
- Meetings: 2-3 conference calls in fall of each year or as needed by chair
- Responsibilities: Reviewed conference program criteria and then helped choose programs to sponsor.
- Processes & Procedures:
  - Chair gathers committee in July/August
  - Committee helps brainstorm programs or program topics
  - Committee takes on as lead for one program if possible
  - Ensure there is money in the budget each year for food, snacks and prizes for our Annual events.Chair should work with the Treasurer and President to discuss.
    - We order snacks for pre-conference (about $500) and food for the training showcase (about $1000. We order food by getting the convention center menu in April/May from the ALA Staff Liaison and making our choices by May 10th of each year (or shortly after we receive the menu). For prizes for the showcase - the lead person selects the prizes and we send to ALA Staff Liaison to order.
  - All print items needed for programs are printed and sent by the ALA office to the conference office onsite for pick up. We also need to submit any printing requests by mid-May for the office to print out and have on site.
  - Chair submits programs to ALA staff by Sept/Oct deadline
    - Discussion Group: lead by Committee Chair/ topic set by committee
    - Preconference: (on Friday before conference start - can be half or whole day although we usually do half day in afternoon to allow for more attendees who may be arriving day of).A committee member takes a lead position and develops or enlists a speaker for the program; set attendance max; suggested cost (for member, non-member, etc); determine supply needs; host day of pre-conference as lead; room assigned by ALA.
    - President's Program: Scheduled for either Saturday (anytime); Sunday (afternoon to not conflict with Board meeting) or Monday (anytime). Committee chair works with RT President to develop the program and/or enlist speaker(s). Committee chair or lead hosts day of program; room assigned by ALA
    - Discussion Group: (schedule on Saturday (anytime), Sunday (afternoon to not conflict with Board meeting) or Monday (anytime); topic set by committee; lead from committee in charge of day of hosting and leading discussion;

- - ■ Training Showcase: committee member takes lead; this event is held in the exhibit hall (usually on Sunday between 3 and 5 pm); works from a pre-existing list of past "experts" to solicit table hosts for current program. Event can handle up to 15-25 presenters - one organization or trainer per table. Committee member purchases prizes for all attendees and door prize to be selected near the end of the program; creates standing poster to be placed at the entrance to the venue in the Exhibit hall.
    - ○ Work with Communications & Marketing Committee to get word out about programs, promote preconference, and update website.
  - ● Important Documents:
    - ○ Previous versions of program requests stored in ALA Connect (side note: soon to be placed there)
    - ○ Angela is working on organizing procedural docs for the training showcase for next year, and will share once they are ready to go.
  - ● Training
  - ● Future Project Ideas

C. Emerging Leaders
- ● Committee Charge (from the ALA website): The LearnRT Emerging Leaders committee is responsible for coordinating with the ALA Emerging Leaders program and Emerging Leaders chosen to be sponsored through the Learning Round Table. This includes creating and acting as liaison to a sponsored project to be worked on by the Emerging Leaders as well as coordinating selection of and connection with LearnRT's sponsored Emerging Leader each year.
- ● Committee makeup: chair, Director at Large Liaison
- ● Duties:
  - ○ Coordinate, with board assistance, selection of LearnRT sponsored Emerging Leader. The sponsored Emerging Leader is chosen from those accepted to the Emerging Leader program that have expressed interest in LearnRT. In the past, several different methods have been used to select the LearnRT Emerging Leader. These can include, but are not limited to:
    - ■ Asking the Emerging Leaders general jury to select the LearnRT Emerging Leader.
    - ■ Reviewing applications of Emerging Leaders and ranking them via a set rubric.
  - ○ Propose/create LearnRT project. Past LearnRT projects include the following (Source: http://www.ala.org/educationcareers/leadership/emergingleaders/elapply):
    - ■ 2007: *No project sponsored this year*
    - ■ 2008: *No project sponsored this year.*
    - ■ 2009: *No project sponsored this year.*
    - ■ 2010: *Cannot access webpage with project listing.*
    - ■ 2011:
      - ● Webinar Learning Series: A Feasibility Study for ALA's Learning Round Table
      - ● Staff Development Day Resource Wiki
    - ■ 2012: *No project sponsored this year.*
    - ■ 2013: *No project sponsored this year.*
    - ■ 2014: Reaching Your Round Table: A Marketing and Communications Plan for the ALA LearnRT
    - ■ 2015: Learn 101
    - ■ 2016: *No project sponsored this year.*
    - ■ 2017: Conference Presentation Guidelines and Review Service
    - ■ 2018: *To Be Completed*
  - ○ If LearnRT project is selected, act as liaison to team working on project. *This may require attendance at ALA Midwinter/Annual.*

- Past LearnRT Sponsored Emerging Leaders (Source:
  http://www.ala.org/educationcareers/emerging-leaders-participant-rosters)
  - 2007: *Roster not listed on ALA Website*
  - 2008: *Roster not listed on ALA Website*
  - 2009: *None Sponsored*
  - 2010: Jennifer Spriggs
  - 2011: Matthew Jabaily, Stephanie Hill
  - 2012: *None Sponsored*
  - 2013: Caitlin Moen
  - 2014: Jenifer French
  - 2015: Bethany Tschaepe
  - 2016: Madison Sullivan
  - 2017: Annelise Tillman
  - 2018: Raina Tuakoi

D. Handbook
- Purpose: The LearnRT Handbook Committee is responsible with drafting and maintaining a handbook outlining LearnRT projects, roles and responsibilities of board officers and committee chair, and other pertinent planning information.
- Membership makeup: Past-president will serve as chari. 1 chair plus up to 5 members. Term is 1 year, and can be repeated an unlimited number of times.
- Meetings: Set by the chair, as needed
- Responsibilities: In the first year, this committee drafted all the initial content (FY18). In the second and subsequent years, the handbook should be reviewed by all board officers and committee chairs and updated as needed. New content should be added as needed.
- Dates & Deadlines:
  - April/May: Contact all committee chairs and officers to review and recommend change prior to the end of their term.
  - June: Finalize revisions and additions based on feedback and submit to board prior to ALA Annual.
- Processes & Procedures: This document is not as formal as the bylaws, and is meant to document procedure. The first edition was reviewed by all committee chairs and board members and then approved by the board. Each year afterwards, any major changes should be reviewed and made by the committee. Changes do not need to be approved by the board unless there is some major procedural change that they should review.
- Important Documents: the handbook! (this doc - circular reference!)
- Training: none specific, just pass things on from one year to the next
- Future Project Ideas: Might split the sections into separate docs within a handbook "folder" for easier browsing?

E. Long Range & Strategic Planning
- Purpose: This committee shall be responsible for long-range planning and making recommendations to guide the future direction of LearnRT. The committee shall organize a strategic plan as needed. It shall monitor the structure of LearnRT on an ongoing basis and recommend to the Executive Board, and through it to the membership of LearnRT, the creation, responsibilities, and, if needed, discontinuance of committees. This committee ensures that we are fulfilling our purpose as stated in the bylaws. This committee will help steer future actions and set goals. The Vice President shall serve as the chairperson.

- Membership makeup: Vice President always serves as chair, as indicated in the bylaws. Membership can be made up of board members and general membership, as determined by the Vice President. Includes involvement from VP Elect once elected.
- Meetings: No regular meeting scheduled. In 2018 we are planning to use our Midwinter meeting slot to discuss long range planning.
- Responsibilities: This committee helps set strategic goals or direction to help guide board decision making. There are a lot of ideas out there, and sometimes difficult to determine which to pursue. Also, this committee helps lead into the VP's year as President, and to get some group input and buy-in for their ideas/direction.
- Dates & Deadlines: Organize strategic plan as needed.
- Processes & Procedures:
- Important Documents: Maintain mission and vision statement (If applicable)
- Training:
- Future Project Ideas:

F. Membership
- Purpose: The LearnRT Membership Committee strives to connect with its membership and recruit new members to our round table. The Membership Committee works closely with the Communication and Marketing Committee.
- Membership makeup: 1 or 2 chairs with 2-3 members.
- Meetings: TBD
- Responsibilities:
  - Receive membership updates from ALA. The updates arrive from the ALA Staff Liaison There are multiple lists from multiple months in a single email. The lists are used to create three lists: New Members, Returning/Current Members and Leaving Members.
  - Login to Mailchimp (mailchimp.com) (A tutorial on using MailChimp for Learn RT is available at: Recording of MailChimp Tutorial: https://www.dropbox.com/s/0g3wn3cimum4rnk/Mailchimp-learnRT.mp4?dl=0
  - Create Mailing lists for New, Returning Members and Dropped Members
  - Update templates as needed with information about upcoming LEARN RT Events, etc
  - Email using templates created
  - Delete lists.
- Dates & Deadlines: TBD
- Processes and Procedures: TBD
- Important Documents: Overall statistics document - update with new information as needed. https://docs.google.com/spreadsheets/d/1cdaqw8b1s8fDLT_gveig-GzXaPGr-Qn_PZAH_F3DLKg/edit?usp=sharing
- Training: TBD
- Future project ideas: TBD

G. Newsletter
- Committee Charge: The Newsletter Committee is responsible for compiling, creating, and distributing the LearnRT newsletter. This newsletter shall consist of the relevant happenings and interests of the roundtable.
- Membership Makeup: Editor (chairperson), Assistant Editor and other members appointed by the Round Table. The Editor/Assistant Editor shall be appointed to staggered two year terms and the Assistant Editor shall succeed the outgoing Editor
- Meetings: TBD

- Responsibilities: TBD
- Dates and Deadlines: Issues are released September (i1) December (i2) March (i3) all electronic / PDF, and June (i4) in print
- Processes and Procedures:
  - Format: 3 out of 4 issues are done in PDF and distributed digitally. The June issue is printed and mailed (and also shared at conference), and is also available in PDF format for online distribution.
  - The previous chair has a template that she uses to design it, which is done in InDesign. Past issue are stored locally on the editor's computer.
  - As far as distribution, the updated member list is obtained from ALA Staff Liaison each quarter before the issues go out, and that is where they are emailed / mailed for the print issue.
- Important Documents: TBD
- Training: TBD
- Future Project Ideas: In the future, LearnRT could store all issues in an archive that is available to all board members, a more "central" location. There were some older issues stored on our ALA connect site, but since they are in the process of upgrading, I'm not sure what will carry over. - but backups exist.

H. Nominations
- Committee Charge: The Nominations committee secures and prepares a slate of candidates for Learning Round Table's annual election, and announces election results.
- Membership makeup: A special Nominating Committee shall be appointed by the President for each election of members of the Board and chaired by the Past President. It makes sense to have current VP on this committee, if they have time.
- Meetings: TBD
- Responsibilities: The Nominating Committee shall nominate at least one candidate for each office to be filled at the next election. The Committee shall obtain written consent and statement of purpose from each nominee, and other information in accordance with standard ALA election procedures.
- Dates & Deadlines:
  - Slate of candidates (names & email addresses) are due to the staff liaison mid-October
  - Send out candidate info form to all nominated candidates in mid-November.
  - Candidates must fill out the candidate info form by the end of December.
  - Announce slate of candidates to members in January.
  - Elections take place in the Spring.
  - Staff Liaison will contact candidates to inform them if they were elected, once the results are in.
  - Committee posts results to listserv.
- Processes & Procedures:
  - The names of the nominees shall be mailed to all members in good standing in accordance with the provisions and timetable of the ALA Nomination and Election Procedures, that is; no later than six weeks prior to the Annual Conference.
  - Typically, a call for nominations goes out in August/September, and is shared via the email list, social media channels, and word of mouth. The nominating committee can also reach out and recruit individuals to be nominated. Members can self-nominate, or can be nominated by someone else. If a member is nominated by someone else, the committee should email the member to ask if they accept the nomination. All nominees should be emailed at the end of the nomination period to confirm that their nomination has been received.

- The committee sends the list of nominees to the ALA Staff Liaison, who will then check to confirm they are a member in good standing. If they are not, if their membership has lapsed, then they have time to renew their membership before the end of the year.
- The nominating committee needs to send out the candidate information form to all nominees in the late fall. The ALA Staff Liaison provides the link to the online form when it becomes available.
- The Nominating Committee shall present candidates to the Board at the Midwinter meeting preceding an election for positions of Vice-President, Secretary, Treasurer and Directors. Other nominations for these offices may be submitted in writing by any ten members one month prior to the deadline set by the ALA Staff Liaison. Any such nominations shall be included on the official ballot. No candidate shall be nominated whose written consent has not been filed with the Nominations Committee. No candidate shall be nominated who is not a personal member in good standing of LearnRT at the time of nominations.
- The names of the nominees shall be mailed to all members in good standing in accordance with the provisions and timetable of the ALA Nomination and Election Procedures, that is; no later than six weeks prior to the Annual Conference.
- Candidates receiving a plurality of the votes cast are elected. In the event of a tie vote, the winning candidate shall be determined in such a manner as ALA staff may determine.
- Successful/not successful (as opposed to win/lose) - everyone is a volunteer with a bid for office.
- Changes to bylaws are due at the same time as any nominations.
- Spring is announcement of election results (winners), and staff notifies candidates before we make announcement to membership.
- Strategies for recruiting candidates: Get to know candidates, are they running for other offices, potentially over-extended? Look to current committee members/chairs to move up to board. Look for current board to move up into office. Let ALA staff liaisons know if we need help finding volunteers, or knowing what positions are open.
- Important Documents:
  - Google form to accept nominations: https://docs.google.com/forms/d/1l2jJD_mbR8vuqwz8AnolyU_dGuP_VAk9jUB_weh6NA4/edit
  - Responses from form: https://docs.google.com/spreadsheets/d/1MmceJGmbez6YBKyGXAuvNcCo-C11vFDWQpeaR-Ys01g/edit#gid=1939194631
  - Google doc describing each position: https://docs.google.com/document/d/10mqrdl-qfHy2rk-e_j-_GRTGpGR0CBU4tyHCVDyyQtY/edit
  - Committee notes: https://docs.google.com/document/d/1xM3eEm5VTXQV5ayK9U9VmYv8cp_uPQZFxgxHT_u1M3Q/edit
- Training
  - 2016 webinar training: http://ala.adobeconnect.com/p20qiveidc8/
- Future Project Ideas
  - None at this time

I. Online Learning
- Committee Charge: The Online Learning Committee provides web-based learning opportunities through LearnRT.
- Membership Makeup: TBD

- Meetings: TBD
- Responsibilities: Develop sessions following ALA MidWinter and ALA Annual Conference. The goal is to bring one of our sessions from each to a web-based format and build on the conference buzz.
- Dates & Deadlines:
  - July: Follow up with ALA Annual presenters to be possible presenters for online format.
- Processes and Procedures:
  - The session is hosted using webinar learning software such as Adobe or GoToWebinar
  - Session is advertised via: Membership Emails, Social Media, LearnRT Newsletter, LearnRT ListServ, LearnRT website and any other PR Avenues we can pursue.
  - The session is recorded and then made available via the LearnRT Website.
- Important Documents: TBD
- Training: TBD
- Future Project Ideas: TBD

J. Pat Carterette Professional Development Grant
- Committee Charge The Pat Carterette Professional Development Grant committee is responsible for promoting this grant opportunity, receiving and reviewing grant applications, and selecting recipient for the grant on an annual basis.
- Membership makeup: 4-5 members, one committee chair, one year terms for all (but can continue multiple years)
- Meetings: TBD
- Responsibilities: Reviewing and revising grant application, promoting grant opportunity, receiving and reviewing grant applications, and selecting recipient for the grant on an annual basis.
- Dates and Deadlines:
  - Deadline - February 15 - submit recommendation to LearnRT Board for approval in March/April
  - Recipient will be notified prior to the ALA Annual Conference.
  - Press Release announcing recipient sent to ALA (via ALA Staff Liaison).
  - Award will be presented during the LearnRT Training Showcase at the ALA Annual Conference
- Processes and Procedures:
  - Finalize the annual steps and calendar for awarding the scholarship; advertise (and market) for applicants; review applicants; notify winner and see to award details.
  - Share notes following each committee meeting in order to keep Board updated on progress.
  - Scholarship Recipient is assigned a mentor, which should be the President. The mentorship is loose and very informal. It serves more as a connection to LRT/ALA. It gives the recipient someone they can call or email or maybe have a cup of coffee with at a conference or just contact with a question about their career/professional development or just needs to talk.
- Important Documents:
  - Grant application (managed by ALA): https://www.surveymonkey.com/r/2018PCG
  - There is also a document that they have used to draft the description each year, and I think there is also some type of scoring form. A press release is created each year based on the description, and that is used for promotion.
- Training: TBD
- Future Project Ideas:
  - Check in about this at the end of 2017 term: At some point, we will want to nail down some actual dates (beyond the application 2/15 deadline) so the chair has something to follow. *Also, we have a number of documents that we're using (e.g., scoring, advertisement), which we'll want to keep someplace, rather than having the previous chair email them to the incoming chair.*
  - Add documents/files to the new ALA Connect, once it becomes available.

     ○ Find ways to continue having monies coming into the account so as to perpetuate the scholarships.

K. Supervisor Success Symposium
- Committee Charge: The Supervisor Success Symposium Committee coordinates high-quality professional development activities around the topic of supervisory training, a special initiative of the Learning Round Table.
- Membership Makeup: 1 chair plus 5 members, additional volunteers may be engaged on project work if needed. Term is 1 year for chair and members, but there is no limit to the number of terms that may be served.
- Meetings: TBD
- Responsibilities: Chair is responsible for scheduling meetings, keeping the group on track, communicating with additional volunteers. Prepare reports to board consists of brief summaries of committee work provided for each Board meeting
- Duties: Conducted a survey, planned project to develop three training modules that will be completed during this upcoming year (2017-2018).
  - This committee is fairly new; it's my understanding that it was an outgrowth of the original Supervisor Success Symposium hosted by WebJunction.
- Dates/deadlines:
- Processes & Procedures:
- Important Documents: https://drive.google.com/open?id=0B9AXO_tAL_sqQ3NpSFkzVDBSd0k
- Training:
- Future Project Ideas:
  - Create facilitator guides for training modules
  - Explore other online training needs for supervisors
  - Establish a regular schedule for surveys to determine training needs

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VII. Big Idea List/Future Project Ideas
- Discussion Groups
  - This is not something LearnRT is doing currently. Leaving it here for reference. I think this came from MAGIRT, and they may have quarterly discussion groups online or something.
  - We are going to have a discussion group at Annual this year (2018),but that falls under conference programs.
- Liaisons to Other Organizations: We don't currently have this, but some other round tables do. It is something to consider.
  - We did partner with EBSCO and NoveList on the survey regarding Readers' Advisory training which they are implementing. I have signed up to take the training with NoveList to see what they ended up doing.
  - This section is listed because another Round Table used it. Some RTs have a formal position for the liaison to other groups. LearnRT does not, but that doesn't mean we don't have people who act in the role. It could be a future idea to create an official position, but in the meantime it is worth acknowledging that board members frequently take on the role of liaison.
- Report Templates

VIII. Contact Information
- Danielle M. Ponton , Staff Liaison dponton@ala.org