**Responsibilities of CMS Planning Committee for Interest Group Renewals**

**(Final version incorporating suggestions from Executive Committee)**

**April, 2013**

Each CMS Planning Committee member serves as a liaison for a CMS Interest Group (IG) and maintains a calendar for when each one is due to petition for renewal. Liaisons confirm viability of an IG and serve as primary points of contact for that IG by completing the following:

* As liaison, each Planning Committee member contacts the Interest Group Chair, and attends the IG meeting at ALA Midwinter and ALA Annual meetings if possible.

1. Initial contact after ALA Annual and sends FAQ for IGs

2. Contact prior to ALA Midwinter to request information about program. (IG programs at Midwinter are encouraged, but optional)

3. Contact prior to ALA Annual to request information about program

* The liaison brings to the attention of the CMS Planning Committee any concerns regarding the Interest Group including lack of volunteers to serve as Chair, no meeting held at ALA Annual, or potential for overlap with another Interest Group either in CMS or another unit in ALCTS
* Request that the IG Chair complete a report after Midwinter and Annual meetings and email the report to liaison and CMS Planning Committee Chair who forward to CMS Executive Committee

Each CMS IG petitions for renewal every five years according to the cycle defined by the CMS Executive Committee. The renewals are staggered so that only one or two Interest Groups are reviewed for renewal each year. This staggered schedule will spread out the workload for renewals and will also provide ongoing experience with the process for committee members.

CMS Interest Group Renewal Process:

1. The CMS Planning Committee member liaison for the IG assists the IG Chair during the renewal process. The liaison contacts the Chair(s) of the interest group in the fall and sends the Chair the petition form. The renewal petition should be completed and returned by the end of September of that year. The liaison explains the procedures for petitioning for renewal and answers any questions.
2. The Interest Group Chair completes a written response to the petition and returns it to the liaison by the deadline as determined by CMS Executive Committee.
3. The Planning committee liaison forwards the questionnaire to the CMS Planning Committee, and they discuss it online. If more information is needed or if responses need to be clarified, the liaison contacts the chair of the interest group and obtains this information. The CMS Planning Committee decides on whether to recommend renewal or non-renewal to the CMS Executive Committee.
4. The CMS Planning Committee Chair forwards the completed questionnaire and its recommendation for renewal or non-renewal to the CMS Executive Committee prior to ALA Midwinter for approval.
5. Once the group has been approved, the CMS Planning Chair will notify the Interest Group Chair as well as the other CMS Planning Committee members.