



Association of College and Research Libraries

Board Orientation for

Beth McNeil, Kara M. Whatley, Joe Mocnik, 2 TBD Directors-at-large

May 31, 2022, 10:00 AM to 12:00 PM (CT)

[Zoom Login Information](#)

10:00 a.m.

1.0 Welcome & Introductions— Julie Garrison (5 min.)

- Reminder break at 11:00 a.m.

10:05 a.m.

2.0 Framework for Governance and Leadership— Julie Garrison (5 min.) #1.0, [#2.0](#)

2.1 Review the new work of nonprofit Boards

10:10 a.m.

3.0 Strategic Planning— (15 min.) Julie Garrison, Jay Malone [#6.0](#)

3.1 History and role of Strategic Planning: when to consider new strategic plan—JG

3.2 Five Strategic Goals and Enabling Programs and Services—JG

3.3 Core Commitment to EDI—JG

3.4 3.5 Advancing the Plan for Excellence: Division-level Committee Annual Work Plan
[#9.0](#), [#9.1](#) & Board role—JM

Q: To what extent can new Board members propose projects?

Q: Are there unfinished initiatives or projects that need support of new Board members?

3.6 Purpose of Strategic Planning & Orientation Session (SPOS)—JM [#16.0](#)

10:25 a.m.

4.0 Roles & Expectations of ACRL Board members— (15 min.) Julie Garrison, Erin Ellis, Carolyn Allen, Jay Malone, Allison Payne [#3.0](#)

4.1 Expectations for Board members and differing role of Directors-at-Large, Budget & Finance Chair, Division Councilor, and Executive Committee members—JG, EE, CA

4.2 Board working groups

Priority Setting Working Group—JM

EDI Goals & Objectives—JM

4.8 ALA Connect communities for communication, documents, and virtual votes—AP
[#18.0](#)

4.9 Who speaks for ALA/ACRL—JM [#17.0](#)

4.11 What do current Board members feel took the longest to learn and understand about their role? What do they know now that they wish they had understood at the beginning of their term? —All Current Board members

10:40 a.m.

5.0 ACRL Budget Process— (20 min.) Carolyn Henderson Allen, Jay Malone, Allison Payne

- 5.1** Upcoming B&F meetings: June 2, 10am-12pm CST (virtual); June 26, 8-11:30 EST (Washington, DC) [#4.0](#), [#5.0](#)
- 5.2** Overview of annual cycle [#10.0](#)
- 5.3** B&F Committee's role [#10.1](#)
- 5.4** Board's Role [#10.1](#)
- 5.5** Association budgets (revenue generating; no allocations from ALA) [#11.0](#)
- 5.6** Major revenues/expenses, two-year budget
- 5.7** Reading the ACRL spreadsheets [#12.0](#)
- 5.8** Funding for the Future: ACRL's pivot from an intentional spend down budget to a net positive (over two years) budget, five-year plan.

11:00 a.m. Break (10 minutes)

11:10 a.m.

6.0 Board Liaison Role— (15 min.) Julie Garrison, Erin Ellis, Carolyn Allen, Jay Malone [#7.0](#), [#7.1](#), [#7.2](#), [#13.0](#), [#15.0](#)

- 6.1** Review of Board liaison and representative role (Liaisons to sections, committees, communities of practice, ALA BARC/PBA, ALA Council virtual and F2F expectations/roles)—JG, EE, CA
- 6.2** Communication and participation—JG
- 6.3** Working with staff liaisons and guidance to committees on Annual Work Plans—JM

11:25 a.m.

7.0 Working with Staff — (5 min.) JM [#14.0](#)

- 7.1** Role of staff— look at committee work plan document for roles
 - 7.1.1** Communication preferences, cc: JM
 - 7.1.2** Teaming with staff to work with Committees (Board, staff, committee partnership)

11:30 a.m.

8.0 Current issues & topics before the ACRL Board – All (15 min.)

- 8.1** ALA (ALA Operating Agreement Working Group, Transforming ALA Governance, ALA Finance & Accounting) —JM
- 8.2** Strategic use of ACRL financial resources—CHA
- 8.3** Role of EDI Committee and how does ACRL manifest the Core Commitment?—JM

11:45 a.m.

9.0 Meetings and Resources— (5 min.) Allison Payne

9.1 Meetings: Fall and spring virtual, “Typical” schedule at Annual Conference under discussion. [#8.0](#)

9.2 Resources—[Board Manual LibGuide](#), [Guide to Policies & Procedures](#), [ALA Connect](#), Briefing Books

11:50 a.m.

10.0 Questions for us? (10 min.)

FYI, future topics to be addressed in upcoming Fall 2022 Orientation

- Refresher and new questions
- Meetings:
 - Preparation
 - Documents
 - Agenda setting
 - Travel
 - Attendance
- Current Role of ACRL and ALA
 - Legal entity
 - Tax status
 - Political speech and IRS regulation (election info)
 - History
 - ALA Structure
 - ALA Budget
 - Operating agreement
 - Indirect Costs/overhead
 - ACRL structure
 - ACRL Staff responsibilities (Board manual list)
 - ACRL Bylaws
 - Other?

Documents and Board Manual LibGuide

Documents and Links to the [ACRL Board Manual LibGuide](#)

- Doc 1.0 The New Work of Nonprofit Board (sent via email due to purchased copyrighted material)
- [Doc 2.0 Centre Point Board Governance as Leadership Summary](#)
- [Doc 3.0 Guide for Board Members](#)
- [Doc 4.0 Eli Mina Board Effectiveness](#)
- [Doc 5.0 Brief Summary Robert's Rules of Order](#)
- [Doc 6.0 Plan for Excellence](#)
- [Doc 7.0 Board Liaison Check List](#)
- [Doc 7.1 Committee Letter Template for Board Liaisons](#)
- [Doc 7.2 Section Letter Template for Board Liaisons](#)
- [Doc 8.0 Meetings Overview](#)
- [Doc 9.0 Annual Reporting](#)

- [Doc 9.1 Committee Report and Work Plan Template & Memo to Committee Leaders](#)
- [Doc 10.0 ACRL Budget Planning Process](#)
- [Doc 10.1 ACRL Budget Workflow Chart](#)
- [Doc 11.0 ALA Operating Agreement](#)
- [Doc 12.0 ACRL Financial Reporting](#)
- [Doc 13.0 Guidelines for Board Liaisons](#)
- [Doc 14.0 ACRL Staff Contact](#)
- [Doc 15.0 ACRL/ALA Acronyms](#)
- [Doc 16.0 SPOS Overview](#)
- [Doc 17.0 Use of ACRL's Name](#)
- [Doc 18.0 ALA Connect & ACRL Board](#)
- [Doc 19.0 ACRL Structure Chart](#)