Chapters Liaison, Executive Board

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Responsibilities
The Chapters Liaison acts as a liaison between all regional chapters, except the Canadian Chapter, and the Executive Board. The Chapters Liaison also hosts meetings with chapter officers throughout the year, solicits chapter donations to the annual conference, solicits and submits chapter proposals for hosting the annual conference, and advocates for chapters at Executive Board meetings.

Meetings Attended
ARLIS/NA Annual Conference, New Orleans, LA
  • Chapter Leaders Roundtable, New Orleans, LA
  • Executive Board meetings, New Orleans, LA
  • Mountain West Chapter Meeting, New Orleans, LA
Chair virtual meetings Chapter Officers, summer and fall 2018
Executive Board Mid-Year Meeting, Santa Fe, NM
Texas-Mexico Chapter Meeting, Galveston, TX

Summary of Activities
Communication
  • Established communication systems and calendar
  • Conducted introductory meetings by phone with 14 chapter chairs
  • Produced a survey document based on the information gathered during those meetings
  • Thoroughly updated Basecamp account for chapter leaders, so it serves as a resource center for all aspects of chapter management, including documents on project management, funding requests, chapter archiving, chapter governance, board updates, conference planning, financial management, fundraising, insurance and liability, meeting minutes, rosters, technology support, and training
  • Connected chairs with appropriate committee and chapter officers to address specific issues related to such chapter business as mentoring, fundraising, and travel awards
  • Updated technology support information for chapters
  • Updated rosters and AWS chapter directory
  • Participates on chapter listservs
  • Authored four columns for chapter newsletters
Conferences
- Distributed updated Conference Planning Manual to chapters scheduled to host future ARLIS/NA conferences
- Updated the Proposal to Host guidelines, which were approved by the Executive Board in April 2017
- Solicited and submitted a successful proposal to host for the 49th Annual Conference
- Gathered information and provided guidance for chapters considering a proposal to host the 50th Annual Conference
- Solicited and helped coordinate chapter donations to the 2018 Annual Conference budget

Membership
- Instigated an inquiry into the feasibility of bundling ARLIS/NA and chapter membership
- Polled all chapters for preferences and concerns about bundling
- Working with the Membership Committee Chair, Advancement Liaison, and Executive Director to integrate chapters into the membership form
- Brainstormed recruiting efforts with chairs/presidents of chapters with low membership

Financial Management
- Guided U.S.-based chapters through the I.R.S. filing process during tax season
- Requested fundraising guidance for chapters from the Development Committee
- Alerted chapters to phishing scams targeting library association chapters
- Developing solutions to banking and PayPal problems arising from officer transitions
- Investigated and distributed information on regional liability coverage for those chapters that encompass U.S. territories and countries outside the U.S.
- Distributed updated special and annual funding rules for chapters

Onboarding
- Hosted a virtual meeting on officer onboarding in November
- Worked with a subset of officers from multiple chapters to develop a checklist for departing and incoming officers

Chapter Archiving
- Launched an investigation into chapter archiving practices with the Documentation Committee Chair
- Co-hosted a virtual meeting on chapter archiving with officers and members of the Documentation Committee
- Successfully submitted a request to allow chapters to deposit papers in the ARLIS/NA archives at the University of Illinois, Urbana-Champaign
- Working with the Documentation Committee Chair to ensure that chapter websites are being correctly archived by Columbia University, per agreement
- Coordinated the transfer of papers from the dissolved Delaware Valley Chapter to the ARLIS/NA archive at UIUC

Board Activities
- Successfully submitted proposed changes to Southeast Chapter bylaws
- Gathered board feedback for chapters
- Submitted a special funding request from the Southeast Chapter
- Kept board members abreast of chapter meetings, questions, and issues
**Planned Activities**

**January 2018**
I will complete and distribute the officer onboarding checklist and conduct virtual orientation meetings with new chapter chairs/presidents.

**February 2018**
The Chapter Success Book is overdue a revision. Previous Chapters Liaison, Rebecca Friedman, crafted a nearly complete revised draft, some of which is now out of date. I plan to complete her work with a new version in February 2018.

**March-June 2018**
I will focus on increasing chapter membership. Fifteen chapter chairs/presidents reported being very concerned with declining membership. I will develop a best practices guide for increasing membership and assist chairs that launch membership-building endeavors. I will compare ARLIS/NA membership to chapter membership in order to identify possible chapter recruits. The investigation into the feasibility of bundling membership is still ongoing. If bundling is not possible, we hope to recommend changes to the form that will increase chapter membership.

**July-October 2018**
Most chapters report they receive very few or no applications for their travel awards. I plan to study the success rate and impact of travel awards with the intention of either identifying methods for increasing award sizes and candidate pools or else recommending other beneficial uses for travel award funds.

**November 2018-February 2019**
I plan to focus on chapter fundraising before my term ends. I will investigate fundraising options and develop a guide for chapters that meets with the approval of the Development Committee.