Advancement Liaison

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Responsibilities:
The Advancement Liaison acts as a liaison between the Executive Board and the Membership Committee, Development Committee, and Diversity Committee.

Meetings Attended:
- Executive Board
  - Pre- and post-conference meeting (New York, Feb 24 & Mar 1, 2018)
  - Leadership Institute (New York, Feb 25, 2018)
  - Membership Meeting (New York, Feb 28, 2018)
  - Midyear meeting (Atlanta, Aug 10-11, 2018)
  - Monthly conference calls
- Monthly conference calls with Development Committee, Diversity Committee, and Membership Committee
- Ad hoc meetings to discuss business topics such as Conference Speakers of Color Fund, bundled chapter membership, ARLIS/NA volunteer form, future directions for development

Summary of Activities:
Membership:
- Coordinated information between ARLIS/NA Headquarters, the Membership Committee, and Chapters Liaison to create a proposal for bundled chapter and national membership.
- Edited the membership form to help clarify how to get involved with the Society
- Worked with Vice President/President Elect to create a new committees volunteer form.
- Worked with new Association management team to ensure that membership renewal process happened on time and with correct information.

Diversity:
- Worked with Secretary, Editorial Director, and Website editor to ensure that new Statements on Diversity and Code of Conduct are on the ARLIS/NA Website, Conference Website, and Policy Manual
Conference Speakers of Color Fund (Formerly Alternative Voices Speakers Fund)

- Worked with founding donor for the fund to clarify the purpose, intent, and eligibility of funded speakers, as formerly approved by the Board in 2012 but not well documented.
- Proposed a new name for the fund with the Diversity Committee to further clarify the purpose and eligibility of speakers for the fund.
- Created new documentation for the fund, including documenting past recipients of funding. Worked with Editorial Director and Website editor to publish documentation on the ARLIS/NA Web site. Created new documentation of workflows for the Conference Planning Manual. Edited the Policy Manual to reflect changes to the fund.

Development:

- Managed a leadership change mid-year, as former committee chair Patrick Tomlin had to step down due to changes in his role at his institution. Onboarded Gregg Most as incoming Development Committee chair.
- Proposed that the outgoing Advancement Liaison serve on the Development Committee after completing their term on the Executive Board, in order to maintain continuity of communications with development priorities.
- Under new leadership, the committee is evaluating the structure, sustainability, and effectiveness of how development and fundraising is carried out in the Society.

Ongoing issues:

- Turnover in association management in addition to technology-related issues has resulted in the Development Committee being locked out of the development database. The Society should decide whether this is the most effective tool and method for tracking development initiatives.