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 York, NY
- Chapter Leaders Roundtable, New York, NY
- Executive Board meetings, New York, NY
- Central Plains Chapter Meeting, New York, NY
- Texas-Mexico Chapter Meeting, New York, NY

Chaired virtual meetings with Chapter Officers, summer 2018 and winter 2019
Executive Board Mid-Year Meeting, Atlanta, GA
Texas-Mexico Chapter Meeting, Austin, TX

Attended monthly ARLIS/NA Executive Board Meetings via telephone

Summary of Activities
Communication
- 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.
- Participated on chapter listservs.
- Authored eight newsletter columns for chapter newsletters.

Conferences
- Distributed updated Conference Planning Manual to chapters scheduled to host future ARLIS/NA conferences.
- Solicited and submitted a successful proposal to host for the 50th Annual Conference.
- Solicited and helped coordinate chapter donations to the 2018 Annual Conference budget.
Membership
- Pursued an inquiry into the feasibility of bundling ARLIS/NA and chapter membership.
- Polled all chapters for preferences and concerns about bundling.
- Worked with the chapter chairs/presidents, the Membership Committee Chair, the Advancement Liaison, the Canadian Liaison and the past Executive Director to develop a plan to integrate chapters into the membership form.
- Chapter chairs/presidents elected to standardize regular membership fees in order to be included on the membership form, which necessitates voting by multiple chapters. (As of this submission, four chapters still need to conduct a vote.)

Financial Management
- Guided U.S.-based chapters through the I.R.S. filing process during tax season.
- Solicited fundraising guidelines from new Development Committee Chair Gregory Most, who authored and distributed "Chapter Fundraising Guidelines," which outlined best practices, as well as policies.
- Conducted a virtual meeting of chapter officers to discuss fundraising and awards.
- Alerted chapters to fraudulent email campaigns targeting library association chapters.
- Investigated and distributed information on regional liability coverage for those chapters that encompass U.S. territories and countries outside the U.S.
- Facilitated financial requests from chapters.
- Performed tasks associated with the reestablishment of the Midstates and Southeast Chapters' non-profit status with the Internal Revenue Service, following notification from the IRS that the chapter neglected to file its 990-N form in 2016.
- Solicited chapter donations to support the ARLIS/NA Annual Conference and communicated to AEG the need for them to deposit those donations after two months of inactivity.

Onboarding
- Distributed a checklist for departing and incoming officers.
- An updated Chapter Success Book has been submitted to the Executive Board for approval.

Technology
- Like many other ARLIS/NA units, chapters were challenged by bots and targeted attacks, which attempted to gain access to chapter accounts.
- Technology-related requests were delayed by occasional unresponsiveness from ARLIS/NA's management company, AEG, but the following was also accomplished:
  - Texas-Mexico archived an old listserv and moved to an ARLIS/NA-hosted listserv.
  - Ohio Valley resumed its normal web presence after losing access to its site.
  - After experiencing posting delays and other technological problems, the Texas-Mexico listserv is working normally.
  - The Central Plains and Southern California chapter both held meetings using the ARLIS/NA's GoToMeeting account.
- Problems still outstanding include:
  - The California Chapters listserv moderators have received reports that many members may be removed from the directory.
  - The Central Plains Chapter does not yet have a functioning WordPress site, as requested.

Board Activities
- Successfully submitted proposed changes to multiple chapter bylaws.
• Gathered board feedback for chapters.
• Kept board members abreast of chapter meetings, questions, and issues.