

*Created by Candice Benjes-Small, Radford University, Rebecca K. Miller, Virginia Tech, Jennifer Resor-Whicker, Radford University, and Rory Patterson, Liberty University*

*August 2015*

## **October/November**

### *Elections*

- VLACRL holds its elections electronically prior to the VLACRL business meeting at the Virginia Library Association Annual Conference.
- A new co-chair is elected to the chapter on an annual basis.
- The secretary/treasurer is elected every other year (odd-numbered years).
- The **past chair** should contact VLA about sitting on the VLA Annual Conference planning committee.

### *VLA Business Meeting*

- The **chair** and **co-chair** are responsible for planning and running a business meeting during the VLA annual conference.
- During this meeting, officers often take the time to update the chapter on chapter activities, thank individuals involved, and offer brainstorming time for the chapter to consider what it would like to see in the coming year.

### *Conference-within-a-conference*

- VLACRL runs a “conference within a conference” during the VLA annual conference. The **past chair** takes the lead on this, with support from the **chair**. Major responsibilities include attending the conference and helping assist with details related to the poster session.

**November/December**

*ACRL Funding*

The **chair** should contact ACRL (look for the ALA staff member listed as Chapters Liaison) and:

- 1) Provide current officer information
- 2) Have co-chair added to Chapters Council listserv

ACRL will give each chapter \$1/member.

- This money can only be used for ALA-approved activities, such as mailings or food.
- It CANNOT be used for travel or honorariums.
- ACRL will provide brochures and other literature for VLACRL to give out to members at chapter events.

**January/February***ACRL membership list*

The **secretary/treasurer** contacts ACRL (look for the ALA staff member listed as Chapter Liaison) and:

- 1) Requests spreadsheet with list of ACRL members residing in Virginia
- 2) We can only ask for this spreadsheet once a year, so **do not** lose it!

*Planning the Spring Program*

The **chair** takes the lead on putting together the spring program, with support from the co-chair, secretary/treasurer, and the past chair. Things to know:

**BUDGET.** The executive director (ED) of VLA (Lisa Varga) oversees all the finances for us. Our budget is created by figuring out our costs, estimating how many attendees we will have (we usually aim for 50-75), and then dividing the first by the second to develop a registration fee. If we lose money, VLA will cover it. If we make money, VLA retains it. Start the conversation with Lisa earlier than later! *Costs:* speakers' fees; travel and lodging for speakers; food for speakers; space rental, and meal costs for attendees.

**LOCATION.** A central location is preferred; the session should be as accessible as possible to the most number of libraries. We have always found our colleagues at other institutions to be a tremendous help when scouting out and securing space. For example, Karen King, at the UVA Business Library, and the librarians at Sweet Briar have been fabulous. Always consider parking for attendees; parking problems will sink a program. Set and confirm your location early!

**DATE and TIMES.** Aim for early April to mid-May, but avoid the week of Memorial Day. Often, you have to go with whatever is available at the chosen location. The program itself should start around 9:30 or 10 a.m. and conclude around 3 p.m.

**SPEAKERS.** We usually aim for experts outside the state, but regionally available, to cut down on travel costs. At the VLA business meeting, we brainstorm themes for the spring program; ideally, possible speakers will come from this discussion. We might also have a morning guest speaker, and an in-state afternoon speaker.

**\*\*Important\*\***- When inviting speakers, make sure s/he is not planning to present elsewhere within in the state around the same time. We do not want speakers to piggyback other presentations onto the trip VLA is paying for. **\*\*** Need some kind of "Do not compete" clause.

PROGRAM CONTENT. Traditionally, we have a morning session and an afternoon session, with a break for lunch and some time for networking/registration at the beginning. A short business meeting should be squeezed in somewhere.

---

*Example: 2008 program*

9:30-10: Registration

10-12: Susan Gibbons, “Studying Students”

12-1:15 Lunch

1:30-2:45 Mary Ellen Spence and Matt Ball on Student Advisory Committees

---

FOOD. Participants have indicated they would like coffee/tea and snacks in the morning during the registration portion. If snacks will not be provided, explain to registrants why (e.g., keep costs down.) When selecting lunch choices, make sure there is a vegetarian option.

REGISTRATION. VLA handles the money and the registration. Many locations have a maximum cap, so it is important that the registration process be centralized. The Secretary should communicate with Lisa Varga ahead of time to create the registration and schedule. When advertising registration, the Secretary will provide the payment information. Two weeks before the conference, s/he communicates with Lisa Varga about the final registrant list. The Secretary will periodically check in with Lisa to see if people have registered but never paid. If there is a waitlist for the program, the Secretary may, after warning the registrant, drop him or her and replace with a waitlisted person. If a program fills, the Secretary should immediately tell people desiring to register that they are on a waitlist.

WAITLIST. If registration is full, the Secretary should ask if the person wants to be on the waitlist. If so, s/he should NOT pay unless others have dropped out and we are sure there is room for him/her.

### Feb/March

#### *Communication about the Spring Program*

- The **secretary/treasurer** creates mail announcements about the spring program at least 6 weeks before the program.

### April/May

#### *VLA Annual Conference Planning*

- VLACRL submits its proposals for VLA fall conference.
- This process is done by peer review for the “conference within a conference,” and is facilitated by the **Past Chair**, with support from **all officers**.

#### *Facilitating the Spring Program*

- **All officers** should attend the Spring Program.

#### AT THE SPRING PROGRAM:

Provide to registrants

- Day’s agenda
- List of registrants with e-mail addresses and institutional affiliation
- Flyer of upcoming events
- Any handouts provided by speakers
- ACRL and VLA swag
- Nametags
- Markers for nametags

The **chair** should make sure presenters have everything they need (technology needs, handout assistance, etc.)

The **secretary/treasurer** should be at location at least half an hour before registration to set up reg. table.

*Planning for Summer Regional Programs*

The **co-chair** is responsible for taking the lead on planning and running the summer regional programs.

There should be 2 summer regionals: one in the “eastern” part of the state, one in the “western.” Could also possibly do northern vs. southern. Summer regionals:

- 1) Give people an opportunity to network with others in their region
- 2) Opportunity to see and tour libraries around the state
- 3) Offer an informal panel of speakers on a theme or topic
- 4) Have no formal registration fees

SITES: Choose two libraries in different parts of the state. Libraries that have recently gone through some kind of renovation are good possibilities. Requirements of site hosts:

- A librarian from the institution needs to attend the presentation and the lunch.
- The library should offer assistance in setting up the space, providing details about parking, and suggestions for lunch.

PROGRAM/PRESENTATION: It should be interactive and discussion/workshop driven. In-state speakers are best.

AGENDA: Each usually start at 10 a.m., the session goes to 12 noon, those who are interested take a library tour, and the group goes to lunch. The programs are over by 2 p.m.

### June/July/early August

#### *Summer Regional Programs*

The **co-chair** is responsible for taking the lead on planning and running the summer regional programs.

#### *ACRL Chapter Report*

- The ACRL Chapter report is also due to ACRL at the end of each July. It is critical that this report is completed, since ACRL requires this in order to give funds to chapters. The current **chair** is responsible for completing this report.

### Late August

- The **chair and co-chair** begin advertising for officer positions.
- The **chair and co-chair** advertise VLA conference and “conference within a conference.”
- The **past chair and chair** collaborate to make sure the VLACRL conference-within-a-conference is on track.