

Association of Christian Librarians (ACL)

Liberal Arts Section (LAS) Leadership Manual

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Introduction

This Manual has been developed in an effort to make the functioning of the ACL Liberal Arts Section more professional and systematic, and to enable seamless transitions between leaders. We recognize the difficulty of establishing systematic efforts when Section leaders are geographically distant from each other and when each elected leader has a full set of responsibilities in their home institution.

However, beginning in 2003-2004 period, a number of documents have been created and included here which will be of use to future leaders. The Section has also begun to plan for future activities and services. Therefore, we want to include these documents and plans in a tangible format to assist those who have accepted the responsibility of leadership for the Section.

Although it may be difficult to respond immediately to questions and comments from other section leaders, it is critical that elected leaders give high priority to Section business.

Therefore, members of the Section leadership shall reply to postings within five days whenever possible. Gross failure to communicate with other Section leaders or failure to provide a reasonable explanation of inaction may result in a replacement being found at the upcoming conference.

The Table of Contents for the Manual lists sections for each elected leader. These sections contain timelines and sample documents (including ballots, e-mail messages, and the meeting agenda, etc.). The person who served in a certain leadership capacity has also included notes for the next year and/or next person to fill the office.

Purpose

The Liberal Arts Section is one of three sections within the Association of Christian Librarians (ACL). It exists to add specialized benefits to a specific section of the members of ACL. The Liberal Arts Section exists to enable and encourage librarians as they serve excellently as Christians in liberal arts colleges and universities.

Membership

Membership in the Liberal Arts Section (LAS) is limited to members of ACL who work at liberal arts institutions, or who feel this section fits them best; and, as with ACL, the LAS has two levels of membership.

Full members: one who meets the criteria for full membership in ACL. A full member shall be a Christian librarian subscribing to the purposes of the ACL who is affiliated with an institution of higher learning. A full member is eligible to serve on the LAS Board.

Associate members: one who meets the criteria for associate membership in ACL. An associate members shall include the following individuals who are in agreement with the purposes of ACL:

- 1) Christian librarians not affiliated with institutions of higher learning.
- 2) Non-librarians.

Associate members may not serve on the LAS Board, but are entitled to all other benefits of LAS.

Contacts

LAS members can learn about section business and contact LAS board members through the ACL website, [acl.org](http://www.acl.org), the Liberal Arts Section of the website, <http://www.acl.org/index.cfm/get-involved/liberal-arts-section/>, through the ACL discussion list with a subject starting (Liberal Arts Section), and through the ACL Office at (937) 766-ACLL (2255).

Meetings

The Liberal Arts Section will have at least one business meeting and one board meeting at each ACL annual conference. The LAS business meeting is open to all, though only LAS members may make motions or vote.

The LAS board meeting is for board members, and is open to other LAS members at the discretion of the LAS chair. One of the LAS board meetings at each annual conference will include the passing of the role of chair to the new chair.

The parliamentary procedure authority for LAS is Alice Sturgis' "The standard code of parliamentary procedure."

ACL LAS Officers

All election positions shall be for a term of three years' service, with the exception of vice-chair, which shall be a two-year term. If an officer must resign or is asked to leave a position, or is elected to a new position, the elected replacement will fill the position for the length of the original term.

The person who is elected as Chair will fulfill this role for two years. In the final year of his/her three year term, the Chair will serve a final year as Immediate Past Chair/Member At Large.

During officer meetings and through correspondence, Members-at-Large and other officers may assume leadership in a specific area of Section life (i.e. manual, nominations, program coordinator, website). These responsibilities will typically last for one year, unless the office wishes to continue and the other officers agree. More than one elected leader may assist in a certain area. The purpose of these additional responsibilities is to match Section needs with the interests and gifts of elected leaders.

Chair

[Years one and two of three year term]

Responsibilities & timeline

During the year:

- Provides direction for the Liberal Arts Section and its Action Items
- Creates a summary of the results of the Section meeting evaluation and distribute them, along with a plan for improvement, to the rest of the Section leadership.
- Cooperates with the ACL webmaster to keep Section web pages up-to-date
- Replies to questions and comments from other Section leaders promptly, preferably within five days

Before Conference:

- Requests adequate facilities (including computer projection) and time for the meeting at the Annual Conference
- Responds to requests from Conference planners for information for binder (including the section meeting agenda) Provide information for conference notebook as requested
- Develops the evaluation form for the Section meeting
- Works with Secretary to collect copies of e-mail messages sent to ACL listserv and other documents created by Section leaders for inclusion in the Manual
- Works with Vice Chair to create up-to-date electronic copies of the Liberal Arts Section Manual for all newly elected and current leaders
- Confirms that all leaders will attend the Conference and works with leaders to makes arrangements to cover responsibilities if leaders cannot attend

At Annual Conference:

- Moderates the Liberal Arts Section business meeting
- Moderates any Liberal Arts Section officers meetings
- Actively assists in the Liberal Arts Section's presentation
- Distributes up-to-date Manuals to all elected leaders

After the Conference:

- Creates a summary of the results of the evaluation and distributes them, along with a plan for improvement, to the Section leadership
- Becomes a Member-at-Large during the third year of the term

Vice Chair

[Two year term]

Responsibilities & timeline

During the year:

- Replies to questions and comments from other Section leaders promptly, preferably within five days
- Other duties as assigned by Chair

Before Conference:

- Submits copies of e-mail messages sent to ACL listserv and other documents created to the Chair and Secretary
- Works with the Chair to provide newly elected and current leaders with an up-to-date LAS Manual at the annual Conference

At Annual Conference:

- Works with the Immediate Past Chair to assist the Nominations Coordinator in the elections by distributing and counting ballots
- Attends all Section and leadership meetings
- Actively assists in the Liberal Arts Section's presentation

After the Conference

- Other duties as assigned by Chair

Secretary

[Three year term]

Responsibilities & timeline

During the year:

- Replies to questions and comments from other Section leaders promptly, preferably within five days
- Collect emails sent to ACL listserv pertaining to LAS business and archive them
- Other duties as assigned by Chair

Before Conference:

- Maintains copy of Liberal Arts Section Manual in electronic format
- Works with Chair to arrange for substitute Secretary if unable to attend the Conference

At Annual Conference:

- Attends all Section and leadership meetings
- Takes minutes at all Section and leadership meetings
- Actively assists in the Liberal Arts Section's presentation

After the Conference

- Distributes copies of minutes from Section and leadership meetings to all elected leaders
- Notifies the Chair and Nominations Coordinator (if there is one) of leadership positions which will become vacant at the next Conference

Members-at-Large

[Three year term]

Responsibilities & timeline

Members-at-Large are not elected to a specific capacity, but may volunteer to coordinate certain aspects of Section life. As their interests and/or the needs of the Section change, a Member-at-Large may perform different duties from year to year, but the Member-at-Large who volunteers to coordinate something shall follow- though on that work for the course of one year.

NOTE: the Immediate Past Chair shall assist the Nominations Coordinator and Vice Chair? in distributing and counting election ballots during the Section meeting.

During the year:

- Replies to questions and comments from other Section leaders promptly, preferably within five days
- Other duties as assigned by Chair at the Annual Conference and throughout the year

Before Conference:

- Submits copies of e-mail messages sent to ACL listserv and other documents created to the Chair and Secretary

At Annual Conference:

- Attends all Section and leadership meetings
- Actively assists in the Liberal Arts Section's presentation

After the Conference

- Sends email address and other contact information to the Chair and other LAS officers

Examples of Potential Member-at-large Duties

Program Coordinator

Responsibilities & timeline (as applicable)

During the year:

Depending on potential format of the program at conference:

- Solicits and reviews nominations for panel speakers or other presenters
- Solicits other Section members to facilitate small-group discussions (if needed)
- Other duties as assigned by Chair

Before Conference:

- Contributes to agenda for Section meeting (description of panelist, etc)
- Works with Chair to arrange for someone to introduce panelists and small group discussions if unable to attend the Conference

At Annual Conference:

- Introduces the panel and small-group discussion portions of the Section meeting, if requested by Chair
- Takes notes about topics for future panel discussions
- Solicits topics for the panel discussion during the Section meeting at the next annual conference

After the Conference:

- Posts topics to ACL listserv for a vote by Section members
- Informs Section leaders and ACL members of the chosen topic

Program Coordinator

Responsibilities & timeline

During the year:

- Depending on the availability of other section leaders, the Program Coordinator may also plan the panel discussion, recruit presenters, etc. (see description for Panel Coordinator for more details)
- Other duties as assigned by Chair

Before Conference:

- Submits copies of e-mail messages sent to ACL listserv and other documents created to the Chair and Secretary

At Annual Conference:

- Takes notes about topics for future panel discussions

After the Conference

- Solicits topics for the panel discussion during the Section meeting at the next annual conference
- Posts topics to ACL listserv for a vote by Section members
- Informs Section leaders and ACL members of the chosen topic

Panel Coordinator

Responsibilities & timeline

During the year:

- Solicits and reviews nominations for panel speakers
- Helps panelists identify relevant background readings (articles, web sites, etc.) Helps panelists write small group discussion questions
- Solicits other Section members to facilitate small-group discussions (if needed) Other duties as assigned by Chair

Before Conference:

- Contributes to agenda for Section meeting (description of panelist, suggested readings, discussion questions)
- Confirms that Section leaders are prepared to serve as discussion leaders
- Submits copies of e-mail messages sent to ACL listserv and other documents created to the Chair and Secretary
- Works with Chair to arrange for someone to introduce panelists and small group discussions if unable to attend the Conference

At Annual Conference:

- Introduces the panel and small-group discussion portions of the Section meeting, if requested by Chair

Nominations Coordinator

Responsibilities & timeline

During the year:

- Requests nominations starting in January or February for open leadership positions through the ACL Listserv or other means.
- Confirms that nominees are willing to have their names on the ballot
- Other duties as assigned by Chair

Before Conference:

- Requests brief biographical sketches and pictures from each nominee, gets information to the Chair for inclusion with the meeting agenda
- Creates and duplicates the paper ballot for use during the election at the Section meeting, or arranges for ballots to arrive, if unable to attend Conference
- Submits copies of e-mail messages sent to ACL listserv and other documents created to the Chair and Secretary
- Works with Chair to arrange for someone to introduce nominees if unable to attend the Conference

At Annual Conference:

- Introduces nominees for consideration by Section members, if requested by Chair
- Distributes and counts ballots for election (working with the Vice Chair and Immediate Past Chair)

After the Conference

- Receives a list of positions which will become vacant at the next Conference from the Secretary

Website Coordinator

Before Conference:

- Maintains local copy of Section pages and images
- Becomes informed about policies and procedures for submitting and updating pages
- Submits updated content to ACL webmaster
- Eight weeks before conference, gets digital pictures and biographical statements for nominees from Nominations Coordinator. Post statements and pictures to web site.
- Four weeks before conference, gets digital pictures and biographical statements for nominees from Nominations Coordinator. Submit photos and statements to the ACL Office for inclusion on the website.
- Submits other Section information to site as requested by other officers and/or Section members.

At Annual Conference:

- No special responsibilities

After Conference:

- Submits updated officer information (length of term, etc.) to the ACL Office
- Submits minutes from Section and Officers' meetings to ACL Office

By-Laws

The Liberal Arts Section will follow ACL's by-laws as listed in the annual edition of the ACL Membership Handbook in the members section of the ACL Website. By-laws of the Foundation for the Advancement of Christian Libraries. This document is found on the Association of Christian Librarians website."

Nominees for elected positions shall submit a 100-300 word description of themselves, their leadership strengths, and availability to work on Section business. This statement shall be submitted to Section membership through the ACL listserv, along with a digital picture 8 weeks in advance of the annual conference. These pictures and statements will be posted to the Section web site. At the Section meeting, candidates shall stand to read this statement, so that members in attendance can associate faces and names. Nominations for positions will not be accepted at the annual meeting unless there are no candidates for a position.

Appendix: LAS Calendar of Tasks

Date	Tasks	Person
At Conference	1. Collect email addresses of all officers, especially those newly elected	Secretary
	2. Assign tasks as needed – for new officers in particular	Chair
Immediately after conference (4 weeks max)	Distribute minutes and email addresses of all officers	Secretary
July	1. Send information regarding new officers to ACL office for web page revision (including photos)	Member-at-Large - Website Coordinator
	2. Send minutes and any other information needed to ACL for addition to web page	Member-at-Large - Website Coordinator
August/ September	Follow up with officers regarding any tasks assigned at conference – make sure everyone is clear on their assignments and deadlines	Chair
Fall	Work on tasks as assigned	LAS Officers
Fall/Spring	1. Consider whether LAS will sponsor a workshop at ACL – a. Topic b. Speaker c. Logistics of having this as a separate workshop or part of LAS meeting	Program Coordinator
January February/ March	2. Begin to prepare ballot for new LAS officers needed a. Determine offices to be filled b. Seek nominations through the listserv	Member-at-Large - Nominations Coordinator
January/ February March	1. Contact nominated individuals; see if they are willing to serve a. If yes, request bio b. If no, seek further nominations c. Keep LAS officers apprised of progress	Member-at-Large - Nominations Coordinator
	2. Complete ballot by April 15 a. Preferably 2 names per office b. Send to LAS officers for final review	Member-at-Large in charge of nominations