

Association of College & Research Libraries
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Division-level Committee Annual Report and Work Plan Template

Committee

Committee: Appointments Committee

Charge: To recommend to the president-elect appointments to ACRL divisional committees for the year of his or her term of office.

Is the charge an accurate description of the committee's work?

- *Yes*

General information

Visit <http://www.ala.org/ala/mgrps/divs/acrl/resources/leadership/committees.cfm> to find your roster. Add "&next_year=1" to the url to see next year's roster.

2011-2012 Chair: John H. Pollitz

2011-2012 Vice-chair: NA

2011-2012 Board Liaison: Steven Bell

2011-2012 Staff Liaison: Katie Coombes & Erin Shackelford

Note: To report more than one activity/project, copy and paste the grid below as many times as needed.

2011-2012 Annual Work Plan				
Activity/Project Name:	Prepare for 2012-2013 appointments			
Identify the connection to the ACRL Plan for Excellence strategic goals or key performance indicators.	Specific area: Membership Description of connection: Creating structure to allow members to participate in ACRL committee structure is an enabler of achieving the Plan for Excellence goals.			
This activity/project is a:	<input checked="" type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> long-term project continuing past this membership year (timeframe: _____) Proposed completion date for the activity/project:			
Outline the plan for the activity/project and timelines. (e.g., financial*, technology, staff support),	Specific Actions	Party Responsible	Resources Needed	Anticipated Results
	Assign responsibility for specific committees to specific members of the Appointments Committee by October 26.	Appointments Committee members	Sign-up tool created by ACRL staff	Clear responsibilities established for committee members.
	Set the date for virtual training for the online appointments database to be held week of Feb. 20 by October 26.	ACRL Staff –Erin Shackelford	Doodle poll.	Date set for virtual training.
	Schedule appointments committee meetings for March to review the worksheets by November 1.	John H. Pollitz	Doodle poll.	Date set for committee review meetings.

2010-2011 report with 2011-2012 annual work plan proposal template

	Schedule iLinc virtual meetings for Nov. Appointments Committee meeting, online database training, March Committee meetings by November 14.	ACRL Staff –Erin Shackelford	-iLinc -dates for March meeting from John	Links for all meetings available to committee.
	Create worksheets for each division level committee and distribute to appropriate Appointments Committee member no later than December 1.	ACRL Staff –Erin Shackelford	Committee member assignments.	Committee members will have template for tracking recommendations and tool to organize committee slate for ACRL VP to review.
	No later than January 13, contact committee chairs alerting them that recommendations for the 2012-2013 appointment cycle will be due Feb. 1.	Appointments committee	-previous message as template provided by ACRL staff	Committee chairs aware of deadline and can encourage members to volunteer if they want to serve another term.
	No later than January 13, contact committee vice-chairs alerting them that they must confirm will serve as 2012-2013 chair by Feb. 1	Appointments committee	-previous message as template provided by ACRL staff -email addresses: available in online rosters	Vice-chairs aware of deadline.
	At Midwinter Leadership Council, make announcement about volunteer form.	John H. Pollitz Or Steven Bell	Time on agenda	Additional publicity and clarity on process
	No later than January 27 send reminder to committee chairs	Appointments committee	-previous message as template provided by ACRL staff	-Appointments committee has chairs for 2012-2013 cycle

	and vice-chairs of Feb 1 deadline.		-email addresses: available in online rosters	identified and any vacancies to be filled identified. -Appointments committee has recommendations to consider for preparing committee roster recommendations.
Assessment: How will success be measured (e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?	-Tasks completed on time			

Note: To report more than one activity/project, copy and paste the grid below as many times as needed.

2011-2013 Annual Work Plan				
Activity/Project Name:	2012-2013 appointments			
Identify the connection to the ACRL Plan for Excellence strategic goals or key performance indicators.	Specific area: Membership Description of connection: Completing the appointments process allows members to participate in ACRL committee structure and supports ACRL's achievement of the Plan for Excellence goals.			
This activity/project is a:	<input checked="" type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> long-term project continuing past this membership year (timeframe: _____) Proposed completion date for the activity/project:			
Outline the plan for the activity/project and timelines. (e.g., financial*, technology, staff support),	Specific Actions	Party Responsible	Resources Needed	Anticipated Results
	Attend virtual training session on online appointments database on Feb 23, 212.	-ACRL staff lead -Appointments Committee members attend	iLinc meeting	Clear understanding of how to prepare draft committee roster recommendations.
	-Committee members prepare	Appointments Committee	-Access to volunteer	Draft committee rosters

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	draft committee roster recommendations by March 5.	members	database -Committee worksheets -Recommendations from previous chair	
	Finalize recommendations by reviewing draft committee rosters as committee via virtual meetings March 5-March 30	Appointments Committee members	-Draft committee rosters -Iline meetings	Complete 2012-2013 committee appointments recommendation for ACRL VP Steven Bell to approve.
	Send appointment offers via online appointments database to committee volunteers by April 13.	Appointments Committee members	-Approved committee rosters	Volunteers are invited to serve.
	April 13-23 respond to declined appointments by sending appointment offers to replacement volunteers.	Appointments Committee members	-Approved committee rosters	Volunteers are invited to serve.
	Week of April 23 send reminder to appointees who have not officially accepted their appointment.	Appointments Committee members	Acceptance status in online appointments database.	Appointment rosters finalized.
Assessment: How will success be measured (e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?	-2012-2013 rosters complete.			

*Note: If resources are required beyond the \$150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

