

Association Meeting Program Planning Task Force

Purpose

The Association Meeting Program Planning Task Force determines the program and speakers for each Association Meeting.

Charge

The Association Meeting Program Planning Task Force is charged with creating and determining the program and speakers for each Association Meeting. It works with the Member Engagement Outreach Committee, the senior director, Leadership and Organizational Development, the director, Events and Programming, the executive director, Board, and other Association Committees to develop and plan activities and programs for each Association Meeting.

Membership

- The Task Force is composed of five to seven ARL member representatives as identified through the annual expression of interest/nomination process.
- Separate from the Task Force itself, a larger consultative group of the current chair or designate from each Association Committee helps the Task Force brainstorm program topics and speakers.
- The Task Force shall be chaired by an ARL member representative appointed by the Member Engagement and Outreach Committee.
- The Task Force includes the senior director, Leadership and Organizational Development and the director, Events and Programming, both appointed by the executive director.

Terms

- A Task Force member serves a one-year term.
- A larger consultative group member serves a one-year term.
- The term lasts approximately twelve months, from immediately after a Fall Association Meeting through the following year's Fall Association Meeting, (approximately November through the following October, one Spring Association Meeting and one Fall Association Meeting).
- The staff leads serve on the committee until reassigned or until departure from the Association.

Meetings

- The Task Force meets as needed to conduct the work of its charge.

Areas of Responsibility

Program Planning Practices:

- Topics reflect current trends or members' interests
- Topics are relevant to research libraries and the research community, including higher education
- Topics and presentation should be scoped for high level senior leaders
- Programs should educate, inform, and inspire action
- Programs should provide opportunities for member engagement in a variety of ways
- Speakers should be identified who are dynamic and can present a clear and interesting message
- Planners should share best practices with speakers for avoiding references contrary to ARL's values
- Planners should make sure that speakers are aware of the ARL member representatives as the audience
- Planners should make sure that speakers agree to adhere to ARL's Code of Conduct
- Program format practices:
 - Individual speakers
 - Panels of two to four speakers
 - Panel with member representatives to provide reactions
 - Small group discussions
 - Unconference (sign up topics, facilitated)
 - Hunchery, lightning rounds

Program Planning Timeline:

- As soon as possible after the Fall Association Meeting, brainstorm topics for programs using program topic responses from the most recent Association Meeting evaluation and retaining any unused topic ideas from the most recent Association Meeting.
- Six months prior to the Association Meeting:
 - Hold an initial conference call with the Task Force and the larger consultative group for program brainstorming, then involve the larger consultative group via email as needed.
 - Hold monthly conference calls with the planning Task Force to determine program and schedule.
 - Work with the Association Meeting host(s) to determine reception(s) and other events (when holding an in-person meeting).

- Five to six months prior to the Association Meeting:
 - Start contacting possible speakers.
 - Provide the program plan to the Board for their information.
- Two months prior to the Association Meeting:
 - Finalize programs and speakers.
 - Finalize length of the Business Meeting.
- Six weeks prior to the Association Meeting, share the program schedule with ARL member representatives.
- One month prior to the Association Meeting, the ARL staff works with speakers to coordinate panels and gather slides, bios, and other information needed from speakers.

Decision-Making

The Task Force makes recommendations to the Member Engagement and Outreach Committee and, as appropriate, to the executive director.

Code of Conduct

The Task Force adheres to the ARL Code of Conduct in all of its deliberations and activities.

Approved by the Member Engagement and Outreach Committee November 9, 2020