

President's Institute Program Planning Task Force

Charge

This task force is charged by the Board to:

- Develop the President's Institute program including selecting the Julia C. Blixrud Memorial Lecturer and scholar.
- Select the speakers, determine each session format and moderate the program.
- Evaluate and review the participant feedback to provide guidance for the next President Institute Task Force.

Membership

- Trevor A. Dawes, vice president/president elect of ARL, (Delaware), Chair
- 5–6 subject matter experts from across the member institutions
- Staff leads: Jaymey Butler, director, Events and Audrey Grace, director, Learning

Terms

Members serve for 9 months starting April 1, 2023 and concluding after the Institute in early 2024.

Meetings and Time Commitment

The committee meets as needed to conduct the work of its charge; it will meet at least twice annually during the two Association meetings.

Areas of Responsibility

The time commitment for task force members is estimated to be two to five hours per month, which includes:

- Task force orientation and kick off (virtual)
- Monthly task force working meetings (virtual) with asynchronous work in between.
- Pre- and post-meeting work and closure (asynchronous)
- Attendance at the institute is encouraged

Decision-Making

Reporting to the vice president/president elect, the program planning task force sets the institute program, including identifying potential sponsors as appropriate.

All logistics and related planning are the responsibility of the director of Events.

Code of Conduct

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

Approved by the Executive Committee

March 21, 2023