

Executive Institute Program Planning Task Force

Charge

This task force is charged by the Learning Network Committee and the Advocacy and Public Policy Committee to design the Executive Institute program, including:

1. Advising on the Institute's topic and/or focus
2. Helping to identify speakers, determining each session format, and supporting the facilitation and moderation of the program
3. Reviewing participant feedback to provide guidance for the next Executive Institute Task Force

The task force works with relevant experts in the field, the executive director; and, as appropriate, the Board of Directors, to develop and plan the biannual Executive Institute.

Membership

The task force is composed of:

- two to three ARL member representatives as identified through the annual expression of interest/nomination process
- member representative liaison from the Advocacy and Public Policy Committee
- three ARL staff members appointed by the executive director
 - senior director, Scholarship and Policy
 - director, Events
 - director, Learning

Optional members include:

- member representative liaison from the other association committees, including the Learning Network Committee
- experts who can advise on the topic of the Institute

Terms

Members serve for ten months starting in January and concluding after the Executive Institute in October.

Meetings and Time Commitment

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

- Task force kickoff and orientation (virtual)
- Monthly task force working meetings (virtual)
- Pre- and post-meeting work and closure (asynchronous)
- Facilitation training (virtual)

In addition, Executive Institute attendance and facilitation support is strongly encouraged/expected.

Decision-Making

Reporting to the ARL Learning Network Committee and the Advocacy and Public Policy Committee, the Executive Institute Program Planning Task Force advises on the institute program, including identifying potential sponsors as appropriate, with support from the director, Learning.

The staff lead is ARL senior director, Scholarship and Policy.

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 its deliberations and activities.

Approved by the Executive Director October 18, 2024