



## **ARL President's Institute Program Planning Task Force**

### **Charge**

This task force is charged by the Learning Network Committee to design the President's Institute program annually, including:

1. Selecting the Julia C. Blixrud Memorial Lecturer and Scholar
2. Identifying speakers, determining each session format, and supporting the facilitation and moderation of the program
3. Reviewing participant feedback to provide guidance for the next President's Institute Task Force

### **Membership**

Melissa Just (University of Southern California), vice president/president-elect of ARL, chair of task force

*Five or six subject-matter experts from across the research library ecosystem*

Staff leads: Jaymey Butler, director, Events, and Audrey Grace, director, Learning

### **Terms**

Members serve for 10 months starting May 2025 and concluding after the President's Institute in February 2026.

### **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 (May 20, 2025, 4:00 p.m.–5:00 p.m. EDT) (virtual)
- Monthly task force working meetings (virtual)
- Pre- and post-meeting work and closure (asynchronous)

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- Facilitation training (virtual)
- In-person attendance at the President’s Institute and onsite facilitation and logistics support

Beyond the time commitment, financial costs associated with task force membership for the individual or their institution will include travel expenses. Event registration fees and hotel accommodations are waived for task force members.

## **Decision-Making**

Reporting to the ARL Learning Network Committee, the President’s Institute Program Planning Task Force sets the institute program, including identifying potential sponsors as appropriate, with support from the director of Learning and the senior director of Engagement Strategy.

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 Committee, March 21, 2023

Approved by the Learning Network Committee, May 8, 2024

Approved by the Executive Director, April 4, 2025