# ARLIS/NA

**ART LIBRARIES SOCIETY of NORTH AMERICA** 

# Leadership Onboarding

Tools, Processes, and Tips for Effective Leadership Year-round



#### 1,000+ members

- 17 chapters
- 23 committees & subcommittees
- 4 divisions
- 4 sections

- 26 SIGs
- 9 special appointments
- 14 liaisons





#### Executive Board 2015-16







#### New 2016 Executive Board Members



Treasurer Matthew Gengler



Vice President/President-Elect Eumie Imm Stroukoff



Canadian Liaison Jennifer Garland



#### **TEI's Primary Responsibilities**

#### **Executive Director**



Robert J. Kopchinski Technical Enterprises, Inc. Oak Creek, WI +1 414-908-4954 x136

r.kopchinski@arlisna.org

- Governance
- Administrative
- Annual Conference



### **Contact Information**

- Found on AWS under Organization
- Executive Board
- Chapters, Committees, Divisions, Sections, SIGs, Editorial Board, Special Appointments
- Headquarters
  - Customer Care
  - Membership
  - Sponsorships and Exhibitors



#### Annual Cycle & Key Dates

<u>ARLIS/NA's cycle is defined by each year's annual conference.</u>
Seattle, WA (March 2016) – New Orleans (February 2017) = 11 month cycle

Monthly, Midyear (Aug/Sept) & Annual Executive Board meetings

Annual conference (Feb/March)

Special Funding Requests (typically late summer)

Project & Service Charters (Year-round)



#### Your Leadership Role & Responsibilities

- Communicate & report
- Coordinate your group's planning activities and projects
- Network & be knowledgeable



#### Guiding Documents, Forms & Reports

Administrative Documents & Tools section of the AWS under "<u>Organization</u>"

- Bylaws
- Policy Manual
- Strategic Plan
- Chapter Success Book
- Annual Reports
- Project & Service Charters



#### **Technology Matrix**

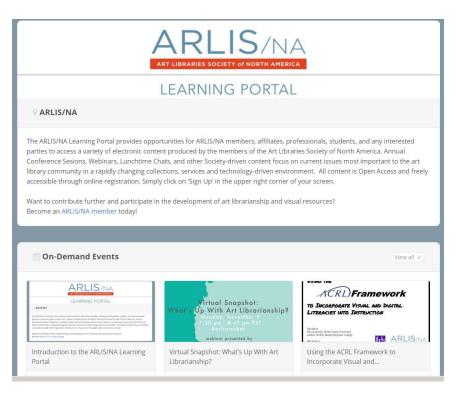
- Web
- Email
- Projects
- Meetings
- Other tools

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ARLIS/NA

#### Learning Portal

- https://www.pathlms.com/arlisna
- *New* Open Access
- Submission Guidelines for Content





#### Communications, Publications, & Outreach

- Publication Proposals
- Multimedia & Technology Reviews
- ARLIS/NA webpages (AWS)
- ARLIS-L postings
- News Section of the AWS
- ARLIS/NA social media







## TREASURERS

Mark Pompelia 2014–16 Matthew Gengler 2016-18

- Budgets
- Reports
- Investments
- Special Funding



# BUDGETS

- ARLIS/NA operates administratively from conference to conference ... but ARLIS/NA operates financially on a calendar year
- Main Operating Budget
- Summary Budget posted on AWS
- Creating the Budget



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### Main Operating Budget

Revenues

- Membership Dues
- Gifts and Contributions
- Investment Income
- Conference Revenue
- Publications Revenue

Expenses

- Publications Honoraria
- Executive Board Expenses/Travel Stipends
- Committee Expenses
- Grants & Awards
- Special Funding Requests
- Administrative Expenses
- Conference Expenses

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### Reports

**Balance Sheet** 

- Assets
- Liabilities
- Equity

Profit & Loss Statement

**Transaction Detail** 



### Investments

• Vanguard



### Special Funding Requests

- 1. Chapters (\$500 limit)
- 2. Committees, Sections, Divisions, SIGs (no limit)



### Special Funding Requests

#### Timeframe

- Call is issued in the weeks following the annual conference: the cycle for funding requests in the 2017 calendar year will begin in March-April 2016
- Deadline is approximately one month before the mid-year executive board meeting (usually in late summer) to allow for inclusion in the budget creation & review process
- Requests are presented by the treasurer and reviewed by the entire board
- Notification is sent in the weeks following midyear (usually by September-October)



### Special Funding Requests

Nature of the request

- Regular and routine activities are generally NOT funded
- Projects, events, or programming, etc. that relate to the Strategic Plan and/or produce results that can be shared or serve as a model for the Society ARE viewed more favorably



### Leadership Checklist

□Identify your group's Executive Board liaison and contact info.

- Read the sections of the ARLIS/NA Policy Manual that pertain to your group(s) and your role(s).
- □Put **important deadlines** on your calendar and set reminders for yourself.
- □Spend time talking with your group(s) about the new Strategic Directions document (to be announced soon) and start planning your group's activities for the year ahead.
- Determine with your group(s) what **goals and activities** you want to plan for *throughout the year*. Don't limit your activities to in-person meetings.
- Explore the **Technology Matrix** to identify what additional tools and support your group might want to take advantage of this year.
- Consider what **special funding** requests your group(s) may wish to submit (typically due in July, in time for the Executive Board to review at the mid-year EB meeting)



Looking Ahead!

- New ARLIS/NA Core Values & Strategic Directions
- Summer Educational Institute (SEI) University of North Carolina, Chapel Hill, June 7-10, 2016
- ARLIS/NA conference in New Orleans (February 2017)



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# Q&A