



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 Director



President

- Nominating Committee
- DSA Committee
- Awards Committee
- CPAC
- Appointments



VP | President-Elect

- Divisions
- Sections
- SIGs



Past President

- Strategic Planning Committee
- Grants



Treasurer

- Finance Committee



Secretary

- Cataloging Advisory Committee
- Documentation Committee



Education Liaison

- SEI
- Professional Development Committee
- Education Subcommittee
- Mentoring Subcommittee
- Educational Technology Subcommittee



Advancement Liaison

- Development Committee
- Diversity Committee
- Membership Committee



Canadian Liaison

- Public Policy Committee
- International Relations Committee
- Melva Dwyer Award Committee



Editorial Director

- Art Doc Editors
- ARLIS/NA Reviews Editors
- ARLIS/NA Multimedia & Technology Reviews Editors
- ARLIS-L Moderator
- Media Editor
- AWS Content Editor



Chapters Liaison

- Canada
- MOQ
- Ontario
- Northwest
- Northern California
- Southern California
- Mountain West
- Central Plains
- Mid-Sates
- Ohio Valley
- Twin Cities
- New England
- New York
- Upstate New York
- Mid-Atlantic
- Southeast
- Texas-Mexico

# ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

## *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  
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[r.kopchinski@arlisna.org](mailto: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

ARLIS/NA's cycle is defined by each year's annual conference.

- 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 "[Organization](#)"

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



## Technology Matrix

- Web
- Email
- Projects
- Meetings
- Other tools



# Learning Portal

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

A screenshot of the ARLIS/NA Learning Portal website. At the top, the ARLIS/NA logo is displayed. Below it, the text "LEARNING PORTAL" is centered. A navigation bar shows "ARLIS/NA" with a location pin icon. The main content area contains a paragraph describing the portal's purpose: "The ARLIS/NA Learning Portal provides opportunities for ARLIS/NA members, affiliates, professionals, students, and any interested parties to access a variety of electronic content produced by the members of the Art Libraries Society of North America. Annual Conference Sessions, Webinars, Lunchtime Chats, and other Society-driven content focus on current issues most important to the art library community in a rapidly changing collections, services and technology-driven environment. All content is Open Access and freely accessible through online registration. Simply click on 'Sign Up' in the upper right corner of your screen." Below this, a call to action reads: "Want to contribute further and participate in the development of art librarianship and visual resources? Become an ARLIS/NA member today!". A section titled "On-Demand Events" with a "View all &gt;" link follows. It features three event cards: 1) "Introduction to the ARLIS/NA Learning Portal", 2) "Virtual Snapshot: What's Up With Art Librarianship?" (Monday, November 9, 7:30 pm - 8:45 pm EST, #arlisnechat, webinar presented by), and 3) "Using the ACRL Framework to Incorporate Visual and..." (with the ACRL Framework logo).

## Communications, Publications, & Outreach

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



# ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

## 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

# ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

## 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

# ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

## 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 mid-year (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