Call for Volunteers

Steve Oberg, NASIG Vice President/President-Elect

NASIG members, it's that time again! I'm asking you all to consider volunteering to serve on one of our committees.

As you know, we are an all-volunteer organization. NASIG's ongoing success is largely due to the active participation in committees of people like you!

In a tradition started by Anna Creech when she was Vice-President/President-Elect, I'd like to give you as much information as possible to help you in making a decision to volunteer. I've included a brief description below of what each committee does so as to give you a sense of the possible workload. Of course, if you have any questions you can always get in touch with me directly, as well (see the Membership Directory for my contact information).

Awards and Recognition

The Awards & Recognition Committee coordinates activities related to the awards application process for the annual conference, in addition to recognizing the work of the committee chairs and board positions. Recurring committee activities include:

- revising and preparing award descriptions and applications as needed;
- coordinating publicity of the awards to ILS programs with the Student Outreach Committee;
- reviewing and evaluating award applications;
- ordering and distributing recognition items for award winners and outgoing leadership positions;
- serving as conference mentors to award winners at the annual conference;

- gathering conference feedback from the award winners for publication in the *Newsletter*;

Time commitment – varies by the time of year. The month of February, when we're reviewing applications, the busiest time for the entire committee, typically takes a few hours a week. Other times of the year should involve no more than a couple of hours a month.

Bylaws

The Bylaws Committee is charged to receive, review, notify and educate the membership about proposed revisions or amendments to the Bylaws; to disseminate the ballots for voting on revisions or amendments; and to tabulate the votes. Any NASIG member may submit a proposal to the Bylaws Committee for a change to the Bylaws, but Bylaws Committee members may not solicit these revisions/amendments. The committee itself remains neutral, though it does review the bylaws annually to ensure that they remain consistent and error-free. As such, it is a little difficult to say approximately how many hours per week Bylaws Committee members might spend on committee work, since the Bylaws Committee is specifically designed to be more reactive than active. If there are no proposed changes during the year, hours of service could be quite light. However, when a bylaws change comes down the pipe, committee members should be poised and ready to leap into action! Committee members will be called upon to review and comment on the change proposal and help the chair prepare and proof the final draft of the amendment which is passed to the Executive Board for approval and then on to a ballot for the general membership. All of this must happen within a set time

frame, so cat-like reflexes and a keen eye for common splices are valuable skills for the budding Bylaws Committee member.

Communications & Marketing

The Communications and Marketing Committee (CMC) educates and informs the NASIG membership with regard to the use and potential of electronic communications media in general, and the NASIG website, listservs, and social media forums in particular.

Members of CMC rotate on regular duties which include maintaining the NASIG blog, jobs blog, spam filter, and SERIALST monitoring. Members also moderate NASIG-L and maintain electronic lists for the entire organization and for individual committees—when committee rosters change each year, CMC updates the listservs and constantly updates NASIG-L with new and unsubscribed members. CMC members coordinate mounting and maintaining information on the NASIG website and social media profiles, and consider options for implementing new electronic services. For example, CMC has been investigating the possibility of including more site content in the main nasig.org site search, and members have worked on mounting the new NASIG logo on the website, social media sites, and other locations.

Approximate time spent on committee work may vary depending on the duty a member is assigned. This committee is unique in that members may not be required to spend large amounts of time on committee work each week, but they need to be communicative with other committee members about their availability. CMC is often handling membership communication issues that are time sensitive and need a quick response, so member availability is important. On average committee members could expect to spend 2-5 hours per week on committee duties.

Conference Planning

The Conference Planning Committee (CPC) is chaired by two NASIG members as co-chairs who are responsible

for leading the committee that organizes all the logistical planning for the NASIG Annual Conference. Chairing CPC is a great way to hone talents in organization and delegation, and will offer an opportunity to gain insights into how NASIG consistently offers such a great annual conference. Examples of CPC duties include developing the theme for the conference, coordinating the design of the conference logo, working with the Program Planning Committee (PPC) to ensure the conference space will be configured to ensure a great conference experience, developing/maintaining the Annual Conference website, planning receptions and other social events for the conference, and working closely with the conference registrar. The CPC co-chairs are required to attend the annual fall NASIG Board meeting at the next conference location and report to the Board relevant CPC activities. CPC co-chairs also commit to submitting periodic updates for the conference planning activities to the NASIG Newsletter. Time commitment for co-chairs varies at different points of the year, and is busiest in the months and weeks leading up to the Annual conference.

Database and Directory

As a regular committee member of D&D there is not much that needs to be done. Once a year, there is a large database clean-up project that involves the whole committee. At that time a committee member will probably spend 1 hour or so total reviewing their assigned section of the database.

The chair and co-chair do spend more time accomplishing tasks for D&D. There are four monthly reports that need to be run and those take no more than 30 minutes each to run and email out to the appropriate people. After the conference there are new memberships to create, and depending on how many individuals there are, it can take a few hours. Then there are general questions about member records or helping members get into their records that pop up through the year. Those questions can take anywhere from a few minutes to no more than an hour depending on the issue.

Evaluation and Assessment

The bulk of the committee's work is performed by the chair and vice-chair. The chair is the main contact between the Board liaison and other NASIG committees. The chair creates the conference evaluation form and solicits feedback from the Board and from committee members. The chair ensures that NASIG conference attendees are encouraged to fill out the evaluation form. The chair works closely with the vice-chair. They draft several committee reports and the other committee members review them and offer comments. They also manage the process of awarding a drawing prize to a NASIG member for filling out the evaluation. During the annual conference, the chair holds a committee meeting. After the conference, the committee members are given names of speakers that want individual feedback on their presentations. Committee members provide written feedback to the speakers assigned to them by the chair. It is hard to put a weekly time estimate on these activities but the busiest time for all committee members is in the couple of months before and after the annual conference. For committee members, a rough estimate on time commitment would be about one hour a week in the couple of months before and after the annual conference.

Membership Development

The amount of time spent on committee work per week depends on the charges given by the Executive Board. The work required to be completed by the Membership Development is not demanding if the work is divided equally among the committee members. Each member should be expected to contribute at least 3-4 hours a month at the most.

Ongoing tasks include sending via email welcome letters and non-renewals letters. A list is received once a month from the chair of the Database and Directory committee. Depending on the size of the list, this takes 30 minutes or less a month. It could take longer if the list is lengthy; however, the chair suggests dividing the list among the committee members.

Mentoring

The NASIG Mentoring Group's main responsibility is organizing the conference first-time attendees' reception, which usually takes place on the first day of conference. In preparation for this event, once registration opens, committee members begin sending out calls for mentors and mentees. The committee requests lists of first-timers from the Registrar on a weekly basis, and begins sending invitations out to first-timers. Two months before the conference, committee members contact CPC for first-timer's reception information and continue to work with CPC on reception arrangements. Once the lists of mentors and mentees is complete, committee members match up mentors with mentees. Mentors are provided with contact information of their mentees and vice-versa, to facilitate communication among each mentor-mentee pair. Committee members discuss logistics of the first-timer's reception by email or conference call and create a flyer for the first-timer reception that is inserted into first-timer's packets. The flyer is sent to CPC. During the first-timer's reception, volunteers from CPC and/or other committees (Continuing Education) help with greeting invitees and connecting mentees with mentors. In 2016 we organized door prizes for the reception, which involved giving away coupons, while trying to connect mentors with their mentees. That was the time were volunteers proved very helpful in providing some orientation to the first-time conference attendees. After the conference, the Mentoring Group sends out a survey to the reception attendees and collects feedback from responders. Within 1-2 months, the committee submits an annual report to the Board.

Nominations and Elections

The Nominations & Elections Committee solicits nominations for the Executive Board, reviews proposed candidates' qualifications, prepares a slate of candidates and the ballot, carries out the election, reports the results to the NASIG membership, and reviews any challenges to the election. Members spend approximately 15 hours total on committee work spread across the election timeline of 4-5 months

including 3 conference calls. The chair of the committee spends approximately 40 hours total on committee work during the year, including preparing board reports.

Program Planning

The Program Planning Committee (PPC) is charged with organizing the program schedule and recruiting speakers to present at the annual conference. The PPC chair and co-chair work with the board and PPC members to recruit speakers for vision sessions and work closely with the board liaison as well as vision speakers throughout the year leading up to the conference. The chair and co-chair prepare calls for proposals in the autumn before the spring conference and send out at least one call for proposals in late September or early October, depending on upcoming conference dates and extend or send out a second call in November. PPC members review the proposals in November and December. The chair and co-chair organize a conference call with all committee members in late December or early January to finalize the slate of presentations for Board approval.

Members of the PPC are assigned three to five sessions to coordinate in the months leading up to the conference. This includes: contacting speakers with specific requirements regarding their proposals; alerting speakers of their schedules; collecting and distributing data about their presentations. Committee work increases during the months leading up to the conference, but requirements during the fall and winter require fewer hours per week to complete committee duties and only basic housekeeping duties for the summer months (ensuring communications are working, offering suggestions for vision speakers).

PPC committee members and chairs work throughout the conference, ensuring that presenters are present, that they have everything they need for their presentation, and participate in the speakers' breakfast meeting where they meet with the speakers they are sponsoring. Continuing committee members and new committee members meet at the committee breakfast meeting and discuss issues from the conference as well as possible corrections or new procedures for the following conference.

Standards

NASIG's newest standing committee, the Standards Committee began its work in 2016. Please review the committee's charge on nasig.org to find more information about its activities. This is an important initiative that furthers NASIG's mission to develop and implement best practices and standards for the distribution, acquisition, and long-term accessibility of information resources in all formats and business models throughout their lifecycle.

Student Outreach

Currently, the main focus of the Student Outreach Committee (SOC) is brainstorming and implementing strategies for increasing awareness of NASIG as an organization with library school students. The committee works with library school ambassadors, current NASIG members who agree to liaise with library schools and to share information about NASIG and the e-resources/continuing resources/serials profession. The ambassadors assist the committee in maintaining accurate contact information for library school programs. The SOC committee also works closely with ambassadors to market the conference student awards to library school students. Committee work averages out to approximately one hour, every other week, with additional time spent during the conference award application season marketing the awards to library schools with no ambassador assignment. The majority of communication is through the committee listserv email. Typically, the chair and vice-chair collaborate on any draft proposals for new initiatives, solicit feedback from committee members, and then share this information with the board liaison.