

Archives

1. Must be an active member of the chapter.
2. Attends all chapter membership and board of directors' meetings.
3. May appoint additional chapter members to serve on an Archives Committee jointly with the incoming president. Notifies committee members of their appointment.
4. Is prepared to report orally on committee activities as called upon at any membership meeting. If unable to attend, arrangements shall be made for another board member or the President of LLAW to present the report.
5. Upon assuming office becomes familiar with materials and files already existing in the chapter archives.
6. Includes in the archives: documents and correspondence reflecting the development of the chapter; chapter publications; all versions of the chapter constitution, articles of incorporation and bylaws including revisions and amendments; chapter, executive board and board of directors meeting minutes; chapter annual reports and biographies; membership directories; and treasurers' records. Where possible, records will be kept in digital format.
7. Keeps aware of any discussions or recommendations taking place at the association level regarding archival material.
8. Participates in any association attempt to survey chapter archives content, etc.
9. Actively seeks out materials for the archives from chapter members. This includes being aware of current chapter activities and ensuring that proper documentation is received.
10. Contacts all board members and committee chairs at the end of each year regarding appropriate transfer of records to the archives.
11. Assumes responsibility for the proper housing and storage of the files.

12. In consultation with the president, develops retention policies for the chapter's archival material and regularly reviews the files for the scheduled removal of material. These policies should be developed covering items of both short and long term interest.
13. Makes archival material available to chapter members on request or to other interested persons as approved by the president. Availability may consist of either arranging for review of the files in person by the requesting individual or by furnishing copies to the requesting individual as appropriate.
14. Submits requests for funds in writing, with applicable receipts, to the treasurer. Where no invoice or receipt exists, issues a memo to the treasurer explaining the incurred expense. Unusual expenses will be taken by the treasurer to the president or board of directors for approval.
15. Submits an annual report of committee activities for the membership year in which they are chairs to the president and LLAW Briefs Blog editor by May 31.
16. Maintains records as necessary and turns this material over at the end of the year to the incoming chair or the chapter archives as appropriate.

Revised: April 2023

Government Relations

1. Must be an active member of the chapter.
2. Attends all chapter membership and board of directors' meetings.
3. Appoints committee members for his/her term as chair jointly with the incoming president. Due attention should be paid to the number of members needed for effective operation, geographical distribution, distribution by type of library, and level of skill and experience required. Notifies committee members of their appointment.
4. Is prepared to report orally on committee activities as called upon at any membership meeting. If unable to attend, arrangements shall be made for another board member or the President of LLAW to present the report.
5. Monitors executive, administrative and legislative action bearing on libraries.
6. Acts as an information clearinghouse on state and local matters pertaining to libraries, e.g. FOIA, Privacy.
7. Forwards pertinent information to the AALL Government Relations Committee.
8. Reports to the LLAW membership through the LLAW Briefs Blog on governmental matters pertaining to libraries.
9. Submits requests for funds in writing, with applicable receipts, to the treasurer. Where no invoice or receipt exists, issues a memo to the treasurer explaining the incurred expense. Unusual expenses will be taken by the treasurer to the president or board of directors for approval.
10. Submits an annual report of committee activities for the membership year in which they are chairs to the president and the LLAW Briefs Blog editor by May 31.
11. Maintains records as necessary during the year and turns this material over at the end of the year to the incoming chair or the chapter archives as appropriate.

Revised: April 2023

Grants

1. Must be an active member of the chapter.
2. Attends all chapter membership and board of directors' meetings.
3. Appoints committee members for his/her term as chair jointly with the incoming president. Due attention should be paid to the number of members needed for effective operation, geographical distribution, distribution by type of library, and level of skill and experience required. Notifies committee members of their appointment.
4. Is prepared to report orally on committee activities as called upon at any membership meeting. If unable to attend, arrangements shall be made for another board member or the President of LLAW to present the report.
5. Solicits grant applications from the active membership via the LLAW Briefs Blog or other promotional techniques.
6. Schedules committee meetings as necessary to evaluate grant applications, selects recipients in accordance with grant guidelines, and deals with ad hoc projects such as redrafting the grant application form or setting guidelines for decision making.
7. Informs applicants in writing of the committee's decision.
8. Gives the names of grant recipients to the LLAW treasurer for issuance of checks.
9. Announces grant recipients at LLAW meetings.
10. Evaluates the Grant Program at the end of the fiscal year (May 31), reports to the board of directors on its effectiveness and makes recommendations to the board on continued or additional funding.
11. Submits requests for funds in writing, with applicable receipts, to the treasurer. Where no invoice or receipt exists, issues a memo to the treasurer explaining the incurred expense. Unusual expenses will be taken by the treasurer to the president or board of directors for approval.

12. Submits an annual report of committee activities for the membership year in which they are chairs to the president and the LLAW Briefs Blog editor by May 31.
13. Maintains records as necessary during the year and turns this material over at the end of the year to the incoming chair or the chapter archives as appropriate.

Revised: April 2023

Membership

1. Must be an active member of the chapter.
2. Attends all chapter membership and board of directors' meetings.
3. Appoints committee members for his/her term as chair jointly with the incoming president. Notifies committee chairs of members interested in their respective LLAW committees.
4. Upon assuming office immediately becomes familiar with all types of membership as outlined by the association.
5. Is prepared to report orally on committee activities as called upon at any membership meeting. If unable to attend, arrangements shall be made for another board member or the President of LLAW to present the report.
6. Reviews membership application/renewal form on the LLAW website and the LLAW listserv for changes prior to the new membership term starting June 1 of each year. Works with webmaster to implement any changes.
7. Processes all new membership applications. Checks and records the amount and classification of membership upon receipt of the completed membership form, accompanied by a check or PayPal payment. Submits checks to the treasurer.
8. Maintains a membership file of all current members contact information.
9. Monitors non-renewals and emails follow-up notices starting in September to encourage continuing membership. Assures that non-renewals are dropped from the LLAW listserv by October 15.
10. Provides updates to any member email addresses when they occur, to the LLAW Listserv administrator.
11. Answers requests from current and prospective members for information on membership and actively participates in plans to encourage membership.
12. Welcomes new members by email. Include directory login and password, date of next business meeting, and links to website copyright statement and listserv policy.

13. Prepares annual membership directory in PDF form and forwards to website committee for posting on website by Nov 1. Update directory as needed and forward to website committee for posting on the website. Notifies members via listserv when directory is available and/or updated and provides login and password information.
14. Submits requests for funds in writing, with applicable receipts, to the treasurer. Where no invoice or receipt exists, issues a memo to the treasurer explaining the incurred expense. Unusual expenses will be taken by the treasurer to the president or board of directors for approval.
15. Submits an annual report of committee activities for the membership year in which they are chairs to the president and the LLAW Briefs Blog editor by May 31.
16. Maintains all membership forms and records as necessary during the year and turns this material over at the end of the year to the incoming chair or the chapter archives as appropriate.

Revised: April 2023

LLAW Briefs Blog

1. Must be an active member of the chapter.
2. Attends all chapter membership and board of directors' meetings.
3. Appoints committee members for his/her term as chair jointly with the incoming president. Notifies committee members of their appointment.
4. Is prepared to report orally on committee activities as called upon at any membership meeting. If unable to attend, arrangements shall be made for another board member or the President of LLAW to present the report.
5. Serves as editor of the LLAW Briefs Blog.
6. Regularly includes in the LLAW Briefs Blog: messages from the president; minutes of quarterly and board of directors meetings (including treasurer's report); notice of meetings and seminars; articles and membership news; amendments to the constitution and bylaws; call for committee volunteers (February.); AALL Annual Meeting reports (August); and year-end committee reports.
7. Updates social media sites with internal information: links to the LLAW Briefs Blog, program announcements, job postings, LLAW event photos, membership renewal reminders, notification of publications by members.
8. Makes recommendations to the board of directors regarding the LLAW Briefs Blog.
9. The LLAW Briefs Blog will be posted as updated. The blog will include two messages from current year President (one incoming to be posted in July and one outgoing message to be posted in May).
10. Posts LLAW Briefs Blog to LLAW website.
11. Serves as chapter liaison to the LLAW Council of Newsletter Editors (CONE)

12. Submit an annual report of committee activities for the membership year in which they are chairs to the president and the LLAW Briefs Blog editor by May 31.

Revised: April 2023

Nominating

1. Must be an active member of the chapter.
2. Attends all chapter membership and board of directors' meetings.
3. The immediate past president shall chair the Nominating Committee.
4. Appoints committee members for his/her term as chair jointly with the incoming president. Due attention should be paid to the number of members needed for effective operation, geographical distribution, distribution by type of library, and level of skill and experience required. Notifies committee members of their appointment.
5. Is prepared to report orally on committee activities as called upon at any membership meeting. If unable to attend, arrangements shall be made for another board member or the President of LLAW to present the report.
6. Becomes familiar with chapter members seeking out those with an interest and ability to serve the chapter. Active members are sought who have qualifications for specific offices and who will have the support of their employers and/or the time to devote to the office.
7. Attempts to nominate candidates with a regard to equitable geographical balance and balance by type of library. Seeks a vice president/president elect from a different metro area than the current vice president/president elect.
8. Assures that a slate of candidates, at least one for each office, is presented to the membership no later than March 1.
9. Requests and retains written acceptance from each candidate placed on the slate.
10. Assures that ballots are emailed to all paid active members by April 1.
11. Assures that only ballots received by April 30 are counted.
12. Sends emails to new officers confirming the election results.
13. Announces new officers after April 30th to the membership.
14. Submits requests for funds in writing, with applicable receipts, to the treasurer. Where no invoice or receipt exists, issue a memo to the treasurer explaining the incurred expense. Unusual expenses will be

taken by the treasurer to the president or board of directors for approval.

15. Submits an annual report of committee activities for the membership year in which they are chairs to the president and the LLAW Briefs Blog editor by May 31.
16. Maintains records as necessary and turns this material over at the end of the year to the incoming chair or the chapter archives as appropriate.

Revised: April 2023

Placement

1. Must be an active member of the chapter.
2. Attends all chapter membership and board of directors' meetings.
3. Is prepared to report orally on committee activities as called upon at any membership meeting. If unable to attend, arrangements shall be made for another board member or the President of LLAW to present the report.
4. Provides listings of available law library positions in Wisconsin for placement on the LLAW website.
5. Works to bring prospective law library employees and employers together.
6. Scans local newspapers, professional literature and web resources for advertisements and keeps ears open among colleagues for open positions.
7. Represents the chapter in discussions and education programs in the library and information science fields, particularly those dealing with law collections and law librarians.
8. Submits requests for funds in writing, with applicable receipts, to the treasurer. Where no invoice or receipt exists, issue a memo to the treasurer explaining the incurred expense. Unusual expenses will be taken by the treasurer to the president or board of directors for approval.
9. Submits an annual report of committee activities for the membership year in which they are chairs to the president and the LLAW Briefs Blog editor by May 31.
10. Maintains records as necessary during the year and turns this material over at the end of the year to the incoming chair or the chapter archives as appropriate.

Revised: April 2023

Program

1. Members of the program committee must be active members of the LLAW chapter.
2. At least one member of the leadership team, but preferably both, should attend all chapter membership and board of directors' meetings.
3. The Program Committee consists of at least the vice president/president elect of LLAW and a co-chair (hereinafter "the leadership team"). The co-chair shall be appointed by the President of LLAW. The committee may consist of additional members, with a goal of geographical balance. If the leadership team members are from the same metro area, the committee should seek to include at least one additional member who is from a different metro area.

The leadership team and/or the President of LLAW shall appoint committee members. Due attention should be paid to the number of members needed for effective operation, geographical distribution, distribution by type of library, and level of skill and experience required.

4. The leadership team shall be prepared to report orally on committee activities as called upon at membership meetings. If neither member of the leadership team is able to attend a membership meeting, arrangements shall be made for another board member or the President of LLAW to present the report.
5. The program committee shall solicit program ideas from chapter members and attempt to arrange for programs of greatest interest to the current membership.
6. The program committee is responsible for planning at least four programs per membership year. The committee will select program dates with a goal of maximizing membership attendance at meetings.

7. The program committee shall attempt to alternate programs on substantive legal subjects with those on various aspects of law librarianship.

Program committee members should become familiar with possible speakers and programs available to the chapter. The committee may find speakers through personal contacts, through other membership contacts, through professional recommendations or other means.

The committee may seek out opinions on the individual's performance as a speaker and may suggest topics to the proposed speaker, if warranted.

The committee shall inform speakers that their meal and registration fee will be complimentary and that they are invited to bring a guest.

8. A member of the committee (hereinafter coordinating member) shall obtain the speaker's permission to record the program and/or to distribute program materials to members or post program materials on the website or in the LLAW Briefs Blog, if desired.
9. A member of the committee (coordinating member or other) shall prepare an introduction for the speaker or delegate this responsibility to a chapter member who knows the speaker, if warranted.
(Obtaining a copy of the speaker's resume/CV may be helpful.)
10. A member of the committee (hereinafter venue coordinator) shall be responsible for communicating with the venue, confirming logistics, including equipment and internet access. This member may work with other committee members to establish a menu, and will negotiate any contract details with the venue, correcting any misunderstandings or omissions and ensuring that LLAWs needs and interests are addressed.
11. The venue coordinator or designee will work with the venue to establish a correct cost that includes food, gratuity, state/local taxes and other expenses.

12. A member or members of the committee will seek sponsorship, if so warranted, for part of the cost of the meeting. (Typically, a company might sponsor drinks or dessert.) The committee will attempt to spread sponsorship out, so as not to be always sponsored by the same vendor.
13. A member of the committee shall write the program announcement, including a per person price that is in line with the cost established per 11 & 12 above.
14. The venue coordinator or leadership team shall communicate with the LLAW treasurer regarding the cost and arrangements for payment.
15. A member of the committee shall send a copy of the program announcement to the Archives Committee chair for inclusion in the LLAW archives.
16. A member of the committee shall provide name tags at meetings and indicate menu choices on the name tags.
17. The committee shall maintain a list of members who attend each meeting.
18. In consultation with the LLAW President, the leadership team shall determine the order of the meeting / business meeting.
19. The leadership team or venue coordinator shall coordinate with the treasurer to pay the bill, paying close attention to ensure the costs reflect anticipated charges per 11 above.
20. The leadership team or coordinating member shall send a formal thank you letter to the speaker on the day following the meeting.
21. The leadership team shall submit other requests for funds in writing, with applicable receipts or invoices to the treasurer. If no invoice or receipt exists, they shall issue a memo to the treasurer explaining the incurred expense. Unusual expenses will be taken by the treasurer to

the president or board of directors for approval. (Note: All committee expenses must be funneled through the leadership team.)

22. The leadership team shall submit an annual report of committee activities for the membership year in which they are chairs to the president and the LLAW Briefs Blog editor by May 31.
23. The leadership team shall maintain records as necessary during the year and turn this material over at the end of the year to the incoming leadership team or the LLAW chapter archives as appropriate.

Revised: April 2023

Public Relations

1. Must be an active member of the chapter.
2. Attends all chapter membership and board of directors' meetings.
3. Appoints committee members for his/her term as chair jointly with the incoming president. Due attention should be paid to the number of members needed for effective operation, geographical distribution, distribution by type of library, and level of skill and experience required. Notifies committee members of their appointment.
4. Is prepared to report orally on committee activities as called upon at any membership meeting. If unable to attend, arrangements shall be made for another board member or the President of LLAW to present the report.
5. Becomes familiar with area communication media and forwards information as appropriate.
6. Develops and ensures good liaison relationships with related professional groups and institutions.
7. Maintains a current descriptive brochure for LLAW.
8. Prepares and distributes information to appropriate area associations, groups, etc. promoting the services and activities of the chapter.
9. Arranges for public relations booth in the exhibit area at AALL Annual Meeting and, if necessary, at any other conference, meeting, or event where LLAW wishes to promote the organization.
10. Submits requests for funds in writing, with applicable receipts, to the treasurer. Where no invoice or receipt exists, issue a memo to the treasurer explaining the incurred expense. Unusual expenses will be taken by the treasurer to the president or board of directors for approval.

11. Submits an annual report of committee activities for the membership year in which they are chairs to the president and the LLAW Briefs Blog editor by May 31.
12. Maintains records as necessary during the year and turns this material over at the end of the year to the incoming chair or the chapter archives as appropriate.

Revised: April 2023

Website

1. Must be an active member of the chapter.
2. Attends all chapter membership and board of directors' meetings.
3. Appoints committee members for his/her term as chair jointly with the incoming president. Due attention should be paid to the number of members needed for effective operation, geographical distribution, distribution by type of library, and level of skill and experience required. Notifies committee members of their appointment.
4. Is prepared to report orally on committee activities, including new social media activity, as called upon at any membership meeting. If unable to attend, arrangements shall be made for another board member or the President of LLAW to present the report.
5. Upon assuming office becomes familiar with content and layout of LLAW web site, and learns software used to update web site.
6. Updates and maintains LLAW web site per instructions of other committee chairs and officers.
7. Regularly monitors LLAW web site for outdated or dead links/content.
8. Updates social media sites with internal information: links to the LLAW Briefs Blog, program announcements, job postings, LLAW event photos, membership renewal reminders, notification of publications by members.
9. Updates the social media sites with external information: library-related news, hot topic discussions, links to research tips, etc.
10. Manages new connections/members of LLAW pages.
11. Continually stays abreast of social media management tools and skills.
12. Ensures the [LLAW social media policy](#) is followed.
13. Submits requests for funds in writing, with applicable receipts, to the treasurer. Where no invoice or receipt exists, issues a memo

to the treasurer explaining the incurred expense. Unusual expenses will be taken by the treasurer to the president or board of directors for approval.

14. Submits an annual report of committee activities for the membership year in which they are chair to the president and the LLAW Briefs Blog editor by May 31.
15. Maintains records as necessary during the year and turns this material over at the end of the year to the incoming chair or the chapter archives as appropriate.

Revised: April 2023