Leadership & Management Section Handbook

Version: December 2023
Revised: April 2025

Table of Contents

The purpose of this document is to orient Leadership & Management Section members to the activities of the Section. It also is designed to guide Leadership & Management Section member leaders on roles, responsibilities, and expectations. It serves as a supplement to information provided in the Core Handbook: How to Get Things Done in Core located online at: https://alacore.org/handbook/.

Section 1: Core Organizational Structure

Core: Leadership, Infrastructure, Futures, a Division of the American Library Association, is the national association that advances the profession of librarians and information providers in central roles of leadership and management, metadata and collections, and technology. Core members play a central role in every library, shaping the future of the profession by striking a balance between maintenance and innovation, process and progress, collaborating and leading. Our members serve in every level of responsibility for the implementation and maintenance of core services, from the practitioners who keep things running day-to-day to the innovators going in new directions to those making funding decisions, as well as the library school students who will shape the future. What do these folks have in common? They are all working to build and maintain the best spaces and services for their communities and staff.
Core is governed by a Board of Directors that is elected from the membership on an annual basis. Core is comprised of several components, including Sections, Committees, and Interest Groups. Sections are networks that focus on specific areas of library work and let members tailor their experience to their areas of interest. Members can join as many sections as they like. Core has 6 Sections: Access and Equity, Buildings & Operations, Leadership and Management, Metadata and Collections, Preservation, and Technology.

Leadership & Management (L&M) Section Purpose

Core's Leadership & Management(L&M) section provides library workers from any positional level or library type a place to connect for learning opportunities and information sharing within the profession. We help members explore and develop skills related to leadership, project management, strategy and planning, vision, evaluation and motivation - while connecting the theoretical constructs to real and practical experience.

L&M Section Activities
Section Objectives

- Identify and develop leaders at every level
- Explore best practices for inclusion by using an equity lens to examine leadership structures
- Lead within our governance structure, grow micro-opportunities and virtual engagement
- Develop and provide mentoring programs and leadership institutes
- Grow and maintain cohorts from leadership programs to expand member sections

Our Section is led by the L&M Leadership Team which consists of at least four members, two of which will be Chair and Vice Chair. The L&M Leadership Team is appointed by either the Chair or the Core Board Liaison.
Within our Section, we have five Committees and six Interest Groups.

Committees

- Leadership Team
- Member Experience
- New Leaders and Managers
- Human Resources Development
- Management Best Practices

Interest Groups

- Consortium Management
- Dialogue with Directors
- Library Consulting
- Middle Managers
- Technical Services Managers in Academic Libraries

Working Groups

- Leadership & Management Competencies Working Group

Committee Chairs and Committee Members are appointed by the L&M Leadership Team. Each Committee should have a Chair or two Co-Chairs. The Co-Chairs will be appointed from the Committee membership. Appointments are made in one- or two-year terms and are from July 1 to June 30. It is a best practice to rotate committee chairs to allow all members an opportunity to lead. Appointments should be made by late April/early May to allow members to plan to attend ALA Annual if desired. Attendance at ALA Annual and Core Forum is encouraged but is not mandatory.

Interest Group Chairs for the following year are generally recruited by the current chairs. If there are no current chairs, the Leadership Team will recruit from the Section membership.

Organizational Chart
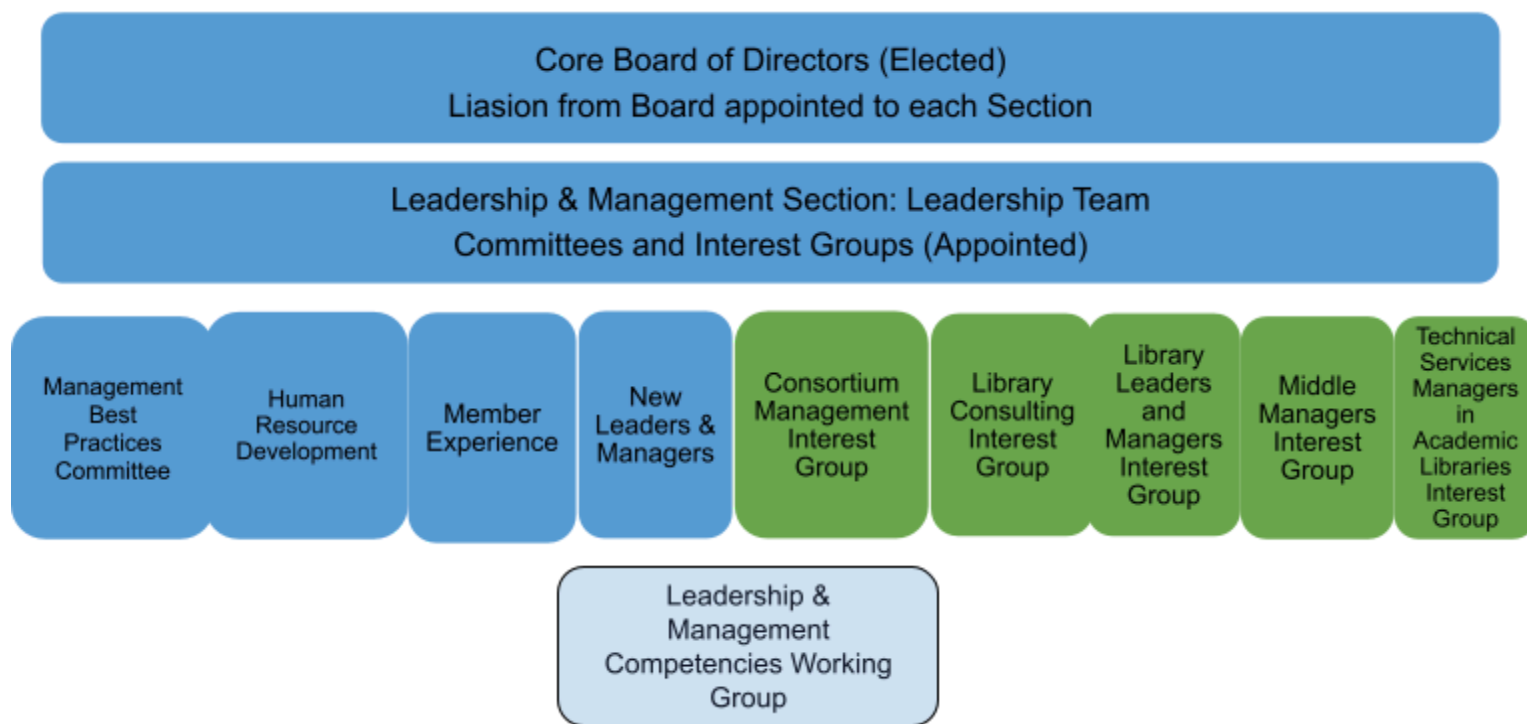
Section 2: Leadership Team Purpose, Expectations, and Activities

Charge

Manages the Core Leadership & Management Section, ensures that the Section is meeting goals and fulfilling objectives.

Deliverables

- Leadership and ongoing communication both within the section and between the section and Core leadership/other sections
- Annual plan for section content development and projects
- Appointments to section committees as needed
- Recommendations for representatives to ALA groups and/or external groups, as needed
- Reviews Core Forum proposals and makes recommendations to Core Forum Committee.

Expected Time Commitment

- 1-2 virtual meetings per month
- Minimum of 4 hours a month to read emails and respond to committee chairs, section members, etc.

Desired Skills, Knowledge, and Experience

- Interest or experience in leadership and management in library and information work
- Interest or experience in leadership, project management, team building and communication
- An understanding of section projects and interests, preferably through service on a section committee

Team Expectations

- Volunteer Management: The Leadership Team is responsible for appointing all committee and interest group volunteers. Volunteers should submit interest through the Volunteer Form. Committee Leadership team members will assign at least one member to manage appointments in the Committee Volunteer Admin System. This member will review volunteer submissions, alert committee chairs of possible members, and then appoint the volunteers that the committees would like accepted. Committee Chairs and Interest Group Leaders are also appointed through this system. The Leadership will maintain the L&M Roster. The Leadership Team will be comprised of four to eight members, including two Co-Chairs, or a Chair and Vice Chair.

- Communication and Meetings: The Leadership should meet at least six times per year; more frequency may be required if needed to complete planned work. Traditionally, the Leadership Team plans and leads the L&M Committee Chairs and Committee Members meetings at ALA Annual. Attendance at ALA Annual is encouraged to attend but not mandatory. In addition, Leadership Team members should send at least one member to any Section Leader meetings that are held,

as well as attend Core Board meetings when invited to do so. Participation in Core Forum is highly encouraged. The Leadership Team is responsible for keeping L&M Chairs informed of key Core happenings and information. The Leadership Team will meet with Core Chairs approximately twice per year.

- Program Management - If your committee has a deliverable to plan and implement in-person and virtual programming please review the following:
    - ALA Annual: Please submit a minimum of two programs for consideration at ALA Annual. The may be a pre-conference or regular session. Please ensure a variety of topics and presenters are included in your submissions. Speakers should not be limited to committee members only. The quality of the proposal does matter, our sessions will be critiqued amongst many submissions.
    - Core Forum: Please submit at least one breakout session for consideration at Core Forum. Speakers should not be limited to committee members only. The quality of the proposal does matter, our sessions will be critiqued amongst many submissions. Submissions for poster sessions and pre-conferences are highly encouraged.
    - Webinars: Please submit at least two webinars annually for consideration as a Core webinar offering. Up to three speakers per selected webinar will receive a stipend of $150.
    - Other Divisions: If time allows, or your committee is interested in submitting to other ALA Divisions conferences and webinars, you are encouraged to do so, as long as you have completed the above.

Section 3: L&M Committee Expectations and Activities

Details of interest groups and committee organization, chairs duties and reports are available here: https://alacore.org/handbook/category/chairs-toolkit/

Management Best Practices

- Charge: TBD

- Activities: TBD

- Committee Chairs: Committee chairs will communicate volunteer needs with the Leadership team. Committee chairs will vet volunteers for their committee and then communicate with the Leadership team if the volunteer should be accepted or declined. Committees should be large enough to ensure a diverse representation of Core members can participate. A balance of factors should include but are not limited to: experience level in the profession, race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status. The ideal size of a committee will vary between committees, but, in general should be between 6-12 members including the Co-Chairs.

- Committee Meetings: Committees should meet at least four times per year; more frequency may be required if needed to complete planned work. L&M Chairs are responsible for keeping their committee/interest group members informed of key Core happenings and information. Traditionally, the L&M Committee Chairs and Committee Members have met at ALA Annual. It is encouraged to attend but not mandatory. Meeting agendas, minutes, proposal submissions, presentations, etc. should be created, shared, and saved in your Committee's Google Drive located at: https://drive.google.com/drive/folders/11me8sRBWfMsBKT40IOLwEijJNjCT4pFT If you do not have access to your Committee or Interest Groups folder, please contact the Leadership Team.

- Reports: Core staff will notify Committee and Interest Group Chairs when reports are required to be submitted. Traditionally, reports are completed twice per year and due in December and May. These reports are required.

- Core Connect: Core Connect is a website that serves as a message board for Core. Each Section has its own page. Please create an account and learn to use Connect. It is the main communication tool from ALA/Core to its members. It is located at: https://connect.ala.org/core/home. A tutorial for how to use Connect is available at:
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XUib-CRwQoIyiXETsc8yfLsuZ.POYPT4gPetTFvAsU?startTime=1610132070000

Human Resources Development

- Charge: Provides opportunities for professional development and conversation around human resource issues in library and information settings.

- Activities: TBD

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Member Experience

- Charge: Assesses and analyzes L&M Section member experience, in order to ensure that the Section is meeting the needs of members. Develops effective outreach to inform and connect with Section members.

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New Leaders and Managers

- Charge: Provides a community for individuals who are new to or interested in leadership and management issues in library and information settings.

- Activities: TBD

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Section 4: L&M Interest Group Expectations and Activities

https://alacore.org/handbook/committee-charge-template/

Interest Group Expectations

Members: Each Interest Group should have a minimum of one Chair. Ideally, an Interest Group will have an addition 1-2 members in addition to the Chair (total of 2-3).

Planning Meetings: Interest Groups should meet as needed to plan and implement the work/activities of the group. Meeting agendas, minutes, proposal submissions, presentations, etc. should be created, shared, and saved in your

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Consortium Management Interest Group

- Charge: Serves as a forum for discussion, community building, and professional development for consortium staff and anyone interested in the work of library consortia, cooperatives, and systems. The group seeks to raise awareness, foster best practices, and empower libraries and consortia to work together more effectively for impactful partnerships.

- Activities:
  - Facilitate year-round discussion in the ALA Connect group.

- Convene professional learning webinars and events at least twice annually.

- Participate in Interest Group Week, held the first full week of March each year.

- Plan an in-person discussion (not a program) at the ALA Annual Conference.

Library Consulting

- <u>Charge</u>: Supports professional development by providing programs, information exchange, and networking opportunities of interest to independent librarians, library consultants, state library and regional library consultants, and anyone who wants to push the boundaries of librarianship.

- <u>Activities</u>: The group's conveners have committed to providing the following activities throughout the year:
  - Facilitate year-round discussion in the ALA Connect group.

Library Leaders and Managers (possible merger)

- <u>Charge</u>: Organizes, moderates, and distributes summaries of virtual and face-to-face discussions on topics of interest to leaders and managers at all levels and types of libraries.

- <u>Activities</u>: TBD

Middle Managers

- <u>Charge</u>: Provides a forum to examine and encourage the research and practice of library administration, especially on the middle management level, and to encourage the improvement of such management in libraries.

- <u>Activities</u>: The group's conveners have committed to providing the following activities throughout the year:
  - Facilitate year-round discussion in the ALA Connect group;
  - Plan an in-person discussion (not a program) at the ALA Annual Conference.

Technical Services Managers in Academic Libraries

- <u>Charge</u>: Meets and discusses informally problems within the field of technical services which are common to the administration of small- to medium-sized academic and research libraries.

- <u>Activities</u>: The group's conveners have committed to providing the following activities throughout the year:
    - Facilitate year-round discussion in the ALA Connect group;
    - Hold a virtual program or discussion during the year;
    - Participate in Interest Group Week, which is held the first full week of March each year;
    - Plan an in-person discussion at the ALA Annual Conference.

Section 5: Working Group Expectations

Leadership & Management Competencies Working Group

- <u>Charge</u>: This Working Group will revisit and review the <u>LLAMA competencies</u> with the intention of updating (if necessary) and adopting them.

- <u>Activities</u>: TBD

Annual Checklist by Month for Committees
(suggested, you may adjust as you see fit)

July

- Plan annual committee goals

- Schedule virtual meetings for the year

- Update committee members that could not attend Annual via Email or Virtual Meeting

- Begin brainstorming programming ideas for ALA Annual, Webinars, and Core Forum

August

- Finalize proposal ideas for ALA Annual

- Hold meeting (virtual or email)

- Recruit new committee members if needed

September

- Submit proposals for ALA Annual

October

- Attend Core Forum (optional but encouraged)

November

- Update committee members that could not attend Core Forum via Email or Virtual Meeting

December

- Typically, notifications for accept/decline of ALA Annual proposals are sent in December. Based on this information determine if any proposals that are declined for Annual should carry forward for Core Forum or Webinar consideration. If Webinar, submit. Core Forum are due traditionally in March.

- Finalize Webinar ideas

- Complete December Report

January

- Submit Webinar proposals

- Core Board presentation select date

February

- Review annual goals and assess progress

- Finalize proposal ideas for Core Forum

March

- Hold meeting (virtual or email)

April

- Send IG and Committee volunteer email solicitation for next year

May

- Submit proposals for Core Forum

- Select Committee Co-Chairs for next term and inform B&O Leadership

- Complete May Report

June

- Attend ALA Annual (optional but encouraged)

- Plan in person committee meeting at Annual (optional but encouraged)