

Committees Summary

We need:

Middle School B.o.B.

Chair (Butterfield Jessica)
Assistant Chair
Questions Committee Head
Questions Committee Asst
Question Editors
Book Selection Committee Head
Book Selection Committee Asst
Book Selection Readers
Facilities Committee Asst
Volunteer Head
Volunteer Asst(s)

High School B.o.B.

Chair
Assistant Chair
Questions Committee Head
Questions Committee Asst
Question Editors
Book Selection Committee Head
Book Selection Committee Asst
Book Selection Readers
Facilities Committee Asst
Volunteer Head
Volunteer Asst(s)

*Everyone will write questions

Committee Job Descriptions

Vice President:

Assists the President with tasks such as taking minutes, backup for communicating with committee heads/members if the President is unavailable.

MIDDLE SCHOOL BATTLE OF THE BOOKS COMMITTEE

Middle School Battle of the Books Chair (1 person, year round)

- Reports to the President and Vice President
- Coordinates meeting dates, with the Executive Board and High School Program Committee
- Keeps middle school committees on timeline, checking in with Subcommittee Chairs, helps as needed
- Administers surveys for voting purposes
- Updates the full membership on the activities and progress of the middle school program
- Manages the Middle School Battle of the Books Google group
 - Keeps information up to date, including adding new participating library emails addresses and removing old member addresses

- Will be a member of the Leadership Team for the Regional Battle Day

Middle School Battle of the Books Assistant Chair (1 person, year round)

- Works closely with the Chair to accomplish their tasks and goals
- Fills in for the Chair if needed
- Takes over as Program Chair when the current Chair's term is up
- Is responsible for competition day welcome packets and program
- Takes minutes at all meetings for the chair

The Middle School Battle of the Books Questions Subcommittee

Question Subcommittee Coordinator (1 person, February - June, a bit on Battle Day)

Question Subcommittee Assistant Coordinator (1 person, February - June, a bit on Battle Day)

- Ensuring the necessary amount of questions
- Sending question writing assignments and editing assignments
- Collecting edited questions from question editors
- Further editing and refining the pool of questions
- Distributing practice questions to participating libraries in June
- Creating rounds and distribution outline for the regional event.
- The Question Committee Coordinator will be a member of the Leadership Team for the Regional Battle Day

- **Question Writers (Everyone, February - April)**

- Each question writer will be assigned a specific number of books and questions must be written for each title
- Questions must be submitted via the online form found on <http://mhbattleofbooks.org/> by the due date (set by Chair and Coordinator)

- **Question Editors (6 people, May)**

- Question editors should be experienced in the B.O.B. program
- Responsible for editing questions for their designated books
- Dividing questions into Local (Practice) and Regional Battle pools
- Sending completed questions to the Chair of the Question subcommittee.

The Middle School Book Selection Subcommittee

Book Selection Subcommittee Coordinator (1 person, lowkey year round)

Book Selection Subcommittee Assistant Coordinator (1 person, lowkey year round)

- Remind coaches to post recommended books to the online form throughout the year
- Maintain a master list of suggested books that is annotated with commentary on titles

- **Subcommittee Roles (2-3 people, lowkey year round)**

- Read the suggested titles and critique them for interest, genre diversity, content and the ability to write questions for the program.
- Suggest 12-15 titles in October for everyone to read and vet.

- Throughout the year, read all titles suggested via the online form

The Middle School Facilities Subcommittee

Facilities Subcommittee Assistant Coordinator (1 person, Spring and Battle Day)

- Coordination and dissemination of information regarding regional event facility
- Reporting all anticipated expenses to the Treasurer and Financial Liaison
- Responsible for contracts and scheduling
- Site visits
- Payment to facility, if necessary
- Set up/break down of the regional event including coordination of equipment from MHLS
- Writing and sending thank you notes to the facility after the regional event
- Returning all equipment to the Mid-Hudson Library System
- Reporting final expenditures to the Treasurer and Financial Liaison
- The Facilities Committee Chair will be a member of the Leadership Team on Regional Battle Day

Volunteer Coordinator (1 person, Summer and Battle Day)

Volunteer Assistants (2-3 people, Summer and Battle Day)

- Recruit & train the necessary volunteers for the Regional Battle Day
- Plan and implement all room assignments for volunteers
- Work with Question Committee Chair to distribute questions to judges/rooms
- Act as liaison between the program and the volunteers
- Check in volunteers at Regional Event
 - o Assemble/distribute info folders containing rules and pronunciation guides
 - o Assemble and distribute goodie bags for volunteers
- Write and send thank you notes to volunteers after event
- The Volunteer Coordinator will be a member of the Regional Battle Day Leadership Team.

The volunteer positions include:

- Judges
- MCs
- Timer/Scorekeepers
- Runners to escort teams to battle rounds
- Master Scorekeeper
- Bake Sale coordinator (?)

HIGH SCHOOL MID-HUDSON BATTLE OF THE BOOKS PROGRAM SUBCOMMITTEE

High School Battle of the Books Chair (1 person, year round)

- Reports to the President and Vice President
- Coordinates meeting dates, with the Executive Board and High School Program Committee
- Keeps high school committees on timeline, checking in with Subcommittee Chairs, helps as needed
- Administers surveys for voting purposes
- Updates the full membership on the activities and progress of the middle school program
- Manages the High School Battle of the Books Google group
 - Keeps information up to date, including adding new participating library emails addresses and removing old member addresses
- Will be a member of the Leadership Team for the Regional Battle Day

High School Battle of the Books Assistant Chair (1 person, year round)

- Works closely with the Chair to accomplish their tasks and goals, fills in as needed
- Takes over as Program Chair when the current Chair's term is up
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- Collecting edited questions from question editors
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- Distributing practice questions to participating libraries in June
- Creating rounds and distribution outline for the regional event.
- Question Committee Coordinator will be on the Leadership Team for the Regional Battle Day

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- Each question writer will be assigned a specific number of books and questions must be written for each title
- Questions must be submitted via the online form found on <http://mhbattleofbooks.org/> by the due date (set by Chair and Coordinator)

- **Question Editors (5 people, May)**

- Question editors should be experienced in the B.O.B. program
- Responsible for editing questions for their designated books

- Dividing questions into Local (Practice) and Regional Battle pools
- Sending completed questions to the Chair of the Question subcommittee.

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Book Selection Subcommittee Assistant Coordinator (1 person, lowkey year round)

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- Maintain a master list of suggested books that is annotated with commentary on titles
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Facilities Subcommittee Assistant Coordinator (1 person, Spring and Battle Day)

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