

**Contributor acknowledgement campaign**

- Review nominations
- Work with Andrea to select contributors to receive acknowledgements
- Chris Maas & Meme Marlow

**Outreach Committee Chair**

- Set the monthly Outreach Committee agenda
- Facilitate monthly Outreach calls
- Ensure that Outreach Committee activities move forward and have sufficient volunteers
- This is a great opportunity for somebody who may not have other commitments in the community and can focus on making sure Outreach follows its mission.

**Press Release Coordinator**

- Write or find somebody to write and email press releases for new Evergreen major releases, ALA programs, community annual report, and any other community news that should be highlighted.

**Annual Report Co-Editor - Andrea has volunteered (thanks Andrea!)**

- Work with Rogan to establish timeline and content for the community annual report
- Administer the Evergreen library annual survey to get data for the report.
- Find and work with volunteers to follow up with known Evergreen libraries who have not yet responded to the annual survey.
- Collect content from report contributors and write content as needed. Read and copy edit collected content.
- Work with other volunteers to proofread final content.

**ALA Meetup Coordinator**

- Work with Outreach Committee members to identify a topic for the Evergreen program at ALA Annual.
- Write up a description for the program and submit it via the ALA Conference Exhibitor/Affiliate Submission Site.
- Order any required a/v equipment for the program.
- Serve as primary contact between ALA and the Conservancy (soon, MOBIUS) to ensure outstanding invoices are paid.