

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.