

Northeast Ohio  
Regional  
Library System



School | Public | Academic | Special  
*Maximizing Library Potential Together*  
[www.neo-rls.org](http://www.neo-rls.org)

# NEO-RLS Advisory Groups

Betsy Lantz, Executive Director

Debbie Blair, Fiscal Officer

## Advisory Group Meetings

- Advisory Groups meet per a pre-arranged schedule for the year
- Advisory Group meetings are held throughout the year at the convenience of the Chair, members and NEO-RLS staff
- Advisory Group meetings last 1-1.5 hours with the exception of the CE Advisory Group
- Most Advisory Groups meet two times per year

## Advisory Group Meetings

- Additional Advisory Group meetings may be called as needed
- Advisory Groups may meet virtually
- Agendas and packets are sent out to Chair for approval two weeks in advance
- Packets are sent to members one week in advance
- Minutes for Advisory Group meetings are kept
- Recommendations from an Advisory Group will be forwarded to the Executive Director who will take to the Board or forward to the appropriate Standing Committee for further action

- As an Advisory Group Member
  - Regular Advisory Group attendance and participation
  - Note meeting dates on calendar
  - Review packet in advance of meeting
  - Let Chair know if unable to attend
  - Ask questions and provide input

## Your Leadership Responsibilities

**LEADERSHIP**

- As an Advisory Group Chair
  - Meet with Executive Director prior to first meeting
  - Reach out to your Advisory Group members
  - Review packet in advance and note questions, changes needed
  - Assign someone to take minutes
  - Take recommendations to Executive Director
  - Serve as a bridge (Past Chair) to the next Chair

## Your Leadership Responsibilities

**LEADERSHIP**

## Technology

*The Technology Advisory Group serves as a resource to the Executive Director and Fiscal Officer by developing a strategic technology plan ensuring that NEO-RLS' goals are met through the best possible application of available technology. The Advisory Group reviews the technology plan on a regular basis to maintain currency and effective operations for NEO-RLS. The Advisory Group advises on potential uses of technology for member services and benefits.*

Work in 2021-2022 includes:

- Revise technology strategic plan for NEO-RLS
- Provide input into implementation of technology plan

- Actively recruit volunteers
- Create and maintain rosters
- Set up distribution lists and SharePoint sites
- Schedule and attend meetings
- Connect new Chairs with past Chairs
- Meet with Chairs individually as needed

## NEO-RLS Staff Responsibilities

- Alert Chairs to potential issues/ideas for discussion
- Prepare recommendations for review and consideration
- Prepare agendas and packet information
- Distribute packets in a timely manner to Chairs and then to members after approval
- Provide relevant information as requested (e.g. analytics, financial reports, etc.)
- Maintain minutes as needed
- Follow up with creation and/or revision of deliverables

## NEO-RLS Staff Responsibilities