

Northeast Ohio
Regional
Library System



School | Public | Academic | Special
Maximizing Library Potential Together
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


Special Libraries

The Special Libraries Advisory Group serves as a resource to the Executive Director in the areas of membership, continuing education, and member services. The Advisory Group will ensure that NEO-RLS' goals are met by making recommendations related to the membership structure and promotional information, as well as the continuing education, professional development, and services needs of special libraries and archives.

Work in 2021-2022 includes:

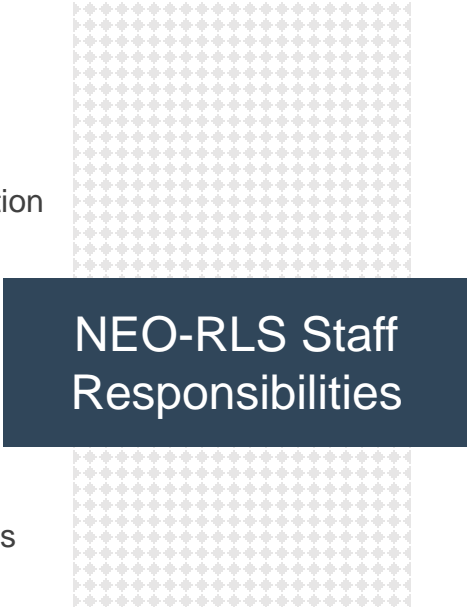
- Continued prospect identification for membership
- Advise regarding relevant speakers and topics
- Assist with implementation of marketing campaign to special libraries and archives

- 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