

Northeast Ohio  
Regional  
Library System



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

# NEO-RLS Committees

Betsy Lantz, Executive Director

Debbie Blair, Fiscal Officer

## Committee Meetings

- Committees meet per the posted Board Calendar and must meet in-person
- Committee meetings are generally held at 9:30 a.m. before the Full Board meetings or 1:30 p.m. after Full Board meetings
- Committee meetings last 1-1.5 hours
- Most Committees meet two times per year except Finance and Personnel which meet 4 and 3 respectively

## Committee Meetings

- Additional committee meetings may be called as needed
- Agendas and Committee packets are sent out to Chair for approval two weeks in advance
- Committee packets are sent to members one week in advance
- Minutes for committee meetings must be kept per Bylaws and Ohio Sunshine Laws
- Motions coming to the Board from Committees do not need a second

- As a Committee member
  - Regular Committee 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
  - Participate in required DEIA training

## Your Leadership Responsibilities

**LEADERSHIP**

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

## Your Leadership Responsibilities

**LEADERSHIP**

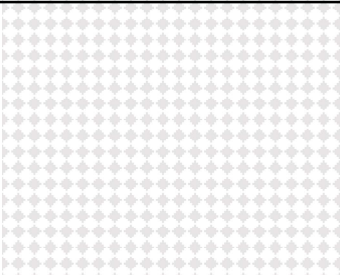
## Awards

*The Awards Committee serves to establish and oversee the categories of awards, their criteria and the application process for the awards to be granted by NEO-RLS. The Committee works with the Executive Director and staff of NEO-RLS to publicize the awards via the website and newsletter. The Committee periodically reviews the criteria for all awards and makes needed recommendations to the Board. The Committee makes recommendations for new awards. The Committee selects the Advocacy Award recipient(s).*

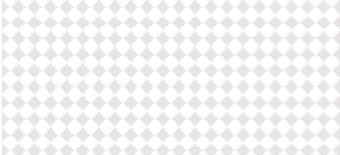
Work for 2022-2023 includes:

- Selection of the recipient(s) of the Advocacy Award
- Promoting awards and award recipients
- Awards presentation at Membership Meeting

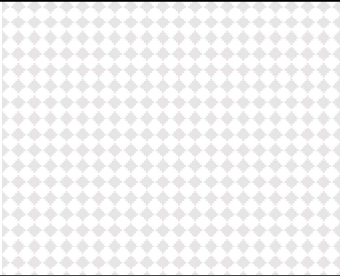
- Actively recruit volunteers for Committees and Advisory Groups
- Create and maintain Committee and Advisory Group rosters
- Set up distribution lists and SharePoint sites
- Schedule and attend meetings
- Connect new Chairs with past Chairs
- Meet with Chairs individually as needed



## NEO-RLS Staff Responsibilities



- Alert Chairs to potential issues/ideas for discussion
- Prepare recommendations for Committee and Advisory Group 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

