Northeast Ohio Regional Library System



School | Public | Academic | Special Maximizing Library Potential Together 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





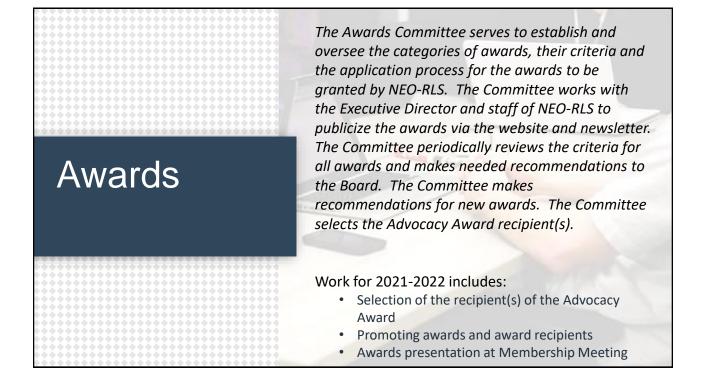
• As a Committee Chair

- · 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

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Your Leadership Responsibilities

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- 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



