Northeast Ohio
Regional
Library System
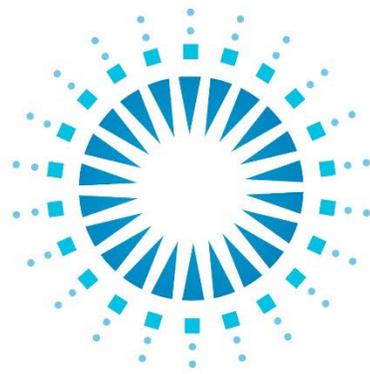
# NEO-RLS
# Advisory Groups

Betsy Lantz, Executive Director

Debbie Blair, Fiscal Officer

# Advisory Groups

- Marketing/PR
- Special Libraries (Academic, School, Special)
- Technology
  - Chaired by Board or non-Board members with a Board liaison
  - May meet virtually

- CE Emerging Tech
- Information Technology
- Youth Services
  - Facilitated by the Continuing Education Coordinators
  - May meet virtually

## 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

  - Participate in DEIA training

## 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 2022-2023 includes:
- Review annual Tech survey results
- Review progress on Technology Plan implementation