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Letter to AALL Chapter Presidents regarding AALL Chapter Visits, May 21, 1990

Martha Brown

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PROFESSIONAL DEVELOPMENT
MARTHA BROWN

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May 21, 1990

To: Chapter Presidents and Presidents-Elect

From: Martha Brown, Director, Program

Re: Chapter Visits 1990-1991

Attached are the 1990-91 Chapter Visit schedule, the Chapter Visits Policy, Chapter Visits Checklist, and the form you should return to me by July 15, 1990.

Headquarters will coordinate the arrangements for all concerned. I am aware that some invitations have already been extended and accepted. Please include those as well, for the record.

The visits are an important part of our officers' and Board Members' schedules. We ask you to return the forms quickly, so we can work with you to select the dates most convenient to all.

cc: Executive Board

1990-91 CHAPTER VISITS

CHAPTERS TO RECEIVE A VISIT OF THE PRESIDENT OR VICE PRESIDENT/PRESIDENT ELECT

**Chicago Association of Law Libraries
Colorado Association of Law Libraries and
Dallas Association of Law Librarians
Houston Area Law Librarians
Law Librarians of Puget Sound
Law Librarians's Society of Washington D.C.
Mid-America Association of Law Libraries
Phoenix Area Association of Law Libraries
Southeastern Chapter of the AALL
Southern California Association of Law Libraries
South Florida Association of Law Libraries
Southwestern Association of Law Libraries
Virginia Association of Law Librarians
Western Pacific Chapter of the AALL**

CHAPTERS TO RECEIVE A VISIT FROM MEMBERS OF THE EXECUTIVE BOARD

**Association of Law Libraries of Upstate New York
Atlanta Law Libraries Association
Greater Philadelphia Law Library Association
Law Librarians Association of Wisconsin
Law Librarians of New England
Law Library Association of Greater New York
Law Library Association of Maryland
Michigan Association of Law Libraries
Minnesota Association of Law Libraries
New Jersey Law Librarians Association
New Orleans Association of Law Librarians
Northern California Association of Law Libraries
Ohio Regional Association of Law Libraries
Southern New England Law Librarians Association
Western Pennsylvania Law Library Association**

CHAPTER VISITS POLICY

1. Each Chapter is guaranteed a visit from either the President or the President-Elect every other year (Hereinafter called "officers").
 - A. The Chapter may request a specific Officer, and every effort will be made to accommodate the request.
 - B. In the "off" year (i.e. non-officer year), the Chapter may request a visit from another member of the Executive Board.
 - C. If a Chapter is celebrating a particular event or having a special program in a particular year, an attempt will be made to honor the request for an officer to visit the Chapter even though the Chapter is not scheduled for a visit that year.

2. Requests for Chapter visits will be handled centrally through the Headquarters.
 - A. By August of each year, the Executive Director will contact Chapters which are eligible for Chapter visits from Officers during the year and those eligible for a visit from a Board Member. (Currently, this would be 13 Chapters each).
 - B. On a specially developed form with a specified reply date, the Chapter President will indicate whether a Chapter visit is desired. If the Answer is affirmative, the Chapter provides the following information on the form:
 1. Date and location of program.
 2. Second choice for dates and location.
 3. Whether the Officer or Board Member will be asked to present any part of the substantive program or just speak about AALL activities generally.
 4. Whether the Chapter has a preference for which Officer or Board Member making the visit.
 5. Name, address and telephone number of the Chapter person to contact.
 - C. The Executive Director will accumulate responses and suggest group Chapter visits whenever possible. The Executive Director first contacts the President to choose Chapters for visitation and then the President-Elect. The Executive Director apportions the remaining requests for visits among Board members.
 1. In the event that neither Officer can attend a scheduled meeting and the Chapter is unable to reschedule it, the Executive Director will suggest a substitute from among the members of the Board.
 2. After the agreements among the Officers regarding which Chapter each Officer will visit for the year and the Board Members' visits are set by the Executive Director, he or she will notify the Chapter Presidents and confirm the dates and arrangements.
 3. Headquarters staff will be available to assist the Officers and Board Members with travel arrangements for Chapter visits.
 4. After July 15, 1987, any requests for Chapter visits will be referred by the Officer or Board Member to the Executive Director.

Approved July, 1986

CHECKLIST FOR AALL CHAPTER VISITS

1990 Chapter Presidents' Handbook - Joan T. White, Editor

- _____ 1. Headquarters will send to the Chapter President a Chapter Visit Request form no later than the second week of June. You will either receive a request form for the President and Vice President/President-Elect or a request for a member of the Executive Board. Headquarters will advise which representative your chapter can request that year. The form should be returned to Headquarters by mid-July.
- _____ 2. After receiving the name of the AALL Representative, a letter should be sent to the individual informing them of the location and the dates of your chapter function.
- _____ 3. When your chapter begins to publicize the chapter meeting in which the AALL representative will participate, a copy of the announcement(s) should be sent to the AALL representative who will be visiting your chapter.
- _____ 4. When your chapter has finalized its plans, inform the AALL representative. The chapter is responsible for the AALL representative when she/he arrives at your meeting site.
 - _____ A. Made sure hotel accommodations have been arranged for the AALL representative if she/he is staying overnight.
 - _____ B. The Chapter President or a designated chapter member is responsible for transporting the AALL representative. This means picking them up at the airport, train or bus station, returning them to the same location and insuring that someone will transport them (if necessary) during her or his chapter visit.
- _____ 5. The chapter is responsible for all registration fees, meals, hotel accommodations and expenses as well as transportation costs during the visit. AALL is responsible for transportation to and from the chapter visit.
- _____ 6. When the final program is distributed to the chapter members, a copy should be sent to the AALL representative.
- _____ 7. Along with the chapter program, a biography of the chapter and any interesting facts concerning the chapter should be sent to the AALL representative. This will enable the representative to converse more easily with members and will better assist her/him during the chapter visit.
- _____ 8. If the AALL representative is to speak, please advise her/him how long you would like her or him to talk and if there is a particular area of the association's business you would like to be emphasized.
- _____ 9. Two to four weeks prior to the AALL representative's visit, a C.V. or resume will be sent to the Chapter President from Headquarters. This will be useful when preparing the introduction of the AALL representative's talk.
- _____ 10. During the AALL representative's stay, try to arrange a lunch or some other social gathering between the AALL representative, the officers and board members of your chapter. This type of social gathering will allow everyone to get to know each other a little better and should provide useful insights into the different organizations.
- _____ 11. If there is time in the agenda, arrange for a visit to an area law library that would be of interest to the AALL representative.
- _____ 12. After the chapter visit has concluded and the dust has settled, remember to send a thank-you letter to the AALL representative.

[Something my chapter does is to get a small gift for the AALL representative that reflects the meeting site. This is usually placed in the representative's room during the visit. This small token has always been appreciated and will be a reminder of the visit. J.White 5/90]

**CHAPTER VISIT REQUEST FOR THE PRESIDENT
AND THE VICE PRESIDENT/PRESIDENT ELECT**

Name of Chapter: _____

Date(s) of Meeting: _____

Location of Meeting: _____
(name of Institution, hotel or facility, and city and state)

Your Chapter is eligible for a visit of the President or Vice President/President-Elect. Do you want a visit in 1990-1991 _____ Yes _____ No

Do you prefer (check one) _____ President _____ Vice President/President-Elect _____ Either Office

If neither the President nor the Vice President/President-Elect can attend, would another member of the Executive Board or the Executive Director be acceptable?
_____ Yes _____ No

If "yes" to the above, do you have a preference for another member of the Executive Board to attend? _____ Yes _____ No. If yes, who? _____ If you have no preference, you will be notified of the selection.

The AALL Representative will speak about the Association at your meeting. In addition, will he/she be requested to meet with the Chapter Board, serve as a speaker on an educational program or panel (what subject?), etc. Please try to be as specific as possible, giving dates and times for events: _____

If there are any items related to potential travel problems to the meeting site or any comments on the plans for your Chapter meeting that the AALL Representative should know about in advance, please state: _____

Name of Person to Contact to Make Final Arrangements: _____

Institution/Firm: _____

Address: _____

Business Telephone () _____ Home Telephone () _____

COMPLETE AND RETURN TO MARTHA BROWN, DIRECTOR, PROGRAMS BY JULY 15, 1990

STRATEGIC PLAN PROVISIONS INVOLVING CHAPTERS

GOAL: I. TO SUPPORT THE PROFESSIONAL DEVELOPMENT OF LAW LIBRARIANS
OBJECTIVE: A. Improve opportunities for individuals to attend educational programs
Strategies
1. Repeat a successful workshop from an Annual Meeting twice during the year with cooperation of local Chapters, solicited on a rotating basis.
2. Encourage members of Chapters to attend the Annual Meeting by offering free registrations to Chapters, to be awarded to a member who has not previously attended an Annual Meeting.
OBJECTIVE: B. Provide information about law librarians and their areas of expertise.
2. Continue to perfect the ongoing system of gathering and analyzing speaker and program evaluations from national and local education programs, and organize into a data base.
OBJECTIVE: C. Provide expanded opportunities for professional development of law librarians.
2. Continue to provide and expand the opportunities for AALL leaders to share expertise through the Councils' activities and through leadership training programs provided by the Association.
GOAL: II. TO IMPROVE THE QUALITY OF LAW LIBRARIES AND LEGAL COLLECTIONS
OBJECTIVE: A. Improve access to legal and government information
8. Assist non-law librarians in developing and using basic legal collections.

GOAL: III. TO ENCOURAGE QUALIFIED INDIVIDUALS TO ENTER AND REMAIN IN THE PROFESSION OF LAW LIBRARIANSHIP.

OBJECTIVE: A. Strengthen library school curricula to support educational needs of future law librarians.

1. Participate in ALISE programs and activities and encourage ALISE members to participate in AALL national and local activities.

3. Aim to have a legal research or law librarianship course taught in every accredited library school in the United States and Canada.

6. Encourage law libraries to participate as sites for library school traineeships, internships, and fellowship programs.

GOAL: IV. TO ENHANCE THE STATURE OF LAW LIBRARIANS AND LAW LIBRARIANSHIP

OBJECTIVE: A. Promote the services, products and activities of law librarians

4. Incorporate presentations and materials on the promotion of law libraries and law librarianship into training sessions and Headquarters services aimed at chapter leaders.

6. Encourage law librarians to write articles on law libraries and law librarianship for publication in non-AALL publications.

OBJECTIVE: B. Develop and maintain relationships with other domestic, national and international law and library associations

1. Continue to invite officials and members of other library and legal associations to participate in education programs.

3. Encourage chapter placement officers to establish liaisons with local bar associations and legal and court administrators' associations.

5. Develop programs specifically aimed at particular library or legal audiences (e.g. court administrators) to explain the value of law library services and law librarians.

GOAL: V. TO INFLUENCE STATE AND NATIONAL INFORMATION POLICY

OBJECTIVE: A. Maintain an effective government relations program

1. Encourage national and local workshops on lobbying skills.

OBJECTIVE: B. Increase law librarians' awareness of information policy issues

3. Assist chapters and SIS's to increase their members' awareness of and capabilities for monitoring information policy issues.

GOAL: VI. TO FOSTER DIVERSITY IN THE PROFESSION BY INCREASING MINORITY MEMBERSHIP AND PARTICIPATION

OBJECTIVE: A. Increase the Association's minority membership as a percentage of total membership

3. Provide visits and printed materials to high schools, colleges, and library schools.

OBJECTIVE: B. Support the professional development of minority law librarians

1. Offer education programs for and by minority members.