



LLAM Guidelines

(Updated May 18, 2016)

The LLAM Guidelines (updated May 18, 2016) replace the previously separate documents: LLAM Executive Board Functions (last updated May 23, 2014) and LLAM Committee Functions (last updated Dec. 5, 2013).

The **Law Library Association of Maryland (LLAM)** is established for educational and collaborative purposes. It is a nonprofit that promotes librarianship, develops and increases the effectiveness of its members and fosters a spirit of ethical cooperation among members of its profession, legal groups and the general public.

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I. Organization

LLAM is a regional chapter of the **American Association of Law Libraries**. LLAM members elect officers, construct and maintain a website, organize events and initiate special projects, such as workshops and surveys.

Officers consist of a President, Vice-President/President-Elect, Secretary, Treasurer, Immediate Past President, plus two Directors who oversee the administration of the Chapter. There are also a number of standing committees which carry out the Chapter's objectives.

II. Membership

Any person who is interested in law libraries and supports Chapter activities may become a member of LLAM. Dues are \$25.00 for regular members and \$10.00 for student/retired members, payable by September 1st of each year.

III. Activities and Services

Members are encouraged to be active in the association by attending events, joining committees and contributing articles and items of interest to the Chapter webpage. The Chapter works to foster outreach and collaboration with other library, attorney and access to justice organizations and it advocates for legal and library issues on the local, state and national level.

Meetings – The annual business meeting is held in the spring. Other meetings are held as needed. There are usually six to eight meetings per year. In even-numbered years, the Chapter holds a Legal Research Institute.

Webpage – The Chapter communicates to its members through an internet webpage which has notices of upcoming events, member and officer directories, Chapter Bylaws and documents, digital archives and articles of interest.

Placement – Through the LLAM Listserv and website, the Placement Committee transmits suitable library and information jobs to members, helps members locate new positions and assists employers in finding employees.

IV. LLAM Guidelines

The LLAM Guidelines are intended to assist Chapter leadership in interpreting and performing their duties and responsibilities. It is meant to be a working document and should reflect current policy and practice.

The current Board is responsible for maintaining and updating the LLAM Guidelines. All substantive changes need to be consistent with the Bylaws. An archival copy of each year's Chapter Guidelines should be kept in the Chapter files by the Secretary and Archives Committee.

V. Board of Trustees-Purposes, Tasks and Timetable

a. Overview of Board Structure and Governance

- The Board of Trustees consists of the President, Vice President/President-Elect, Secretary, Treasurer, Immediate Past President and two Directors.
- The Board of Trustees is responsible for maintaining communications and relations between the Chapter and the American Association of Law Libraries.
- The Board of Trustees approves an annual budget for the chapter and all major expenses over \$500.00.
- The Board of Trustees performs additional responsibilities as specified in the LLAM Bylaws and the LLAM Guidelines.
- On quorums, from the LLAM Bylaws, Article VII (5): "The act of a majority of the Board of Trustees shall be the act of the Board of Trustees. Four members of the Board shall constitute a quorum. Members of the Board who are attending remotely shall be counted toward the total required for a quorum."

b. President

Purpose:

The President, elected by the membership or appointed by Board will perform such duties as specified in the LLAM Bylaws or assigned by the Board.

Tasks include:

- Organizing and presiding at all Board of Trustees meetings
- Preparing the agenda for Board of Trustees meetings and distributing copies to Board members prior to the meeting
- In discussion with Board members, setting goals for the year and outlining the means of attaining those goals
- In consultation with Board members, appointing chairpersons and members of all committees, including Nominations and Grants, with due consideration for geographical distribution, type of library, experience and level of skill required

- Informing the Board and membership of activities and actions taken in the name of LLAM via email or the association website
- Proposing a timely budget to the Board of Trustees for consideration and approval
- Advising and assisting the Vice President/President-Elect with program planning
- Serving as liaison to standing and special committees and requesting reports from the Board and committees
- Serving as the chapter liaison to AALL:
 - Responding in a timely fashion to all communications and questionnaires from the parent body
 - Serving as the chapter's representative to the Council of Chapter Presidents and attending the annual meeting of the Council. The Chapter will reimburse the president's AALL annual meeting registrations fee
 - Completing the annual AALL chapter profile
 - Preparing an annual chapter report for submission to AALL. The President may request that all officers, directors and committee chairs contribute
- Reviewing the LLAM Guidelines at the end of each year and alerting the incoming President of any procedural changes that modify LLAM practices, policies or procedures

c. Vice President/President-Elect

Purpose:

The Vice President/President-Elect will serve as a member of the LLAM Board of Trustees and perform such duties as are assigned by the President

Tasks include:

- In the absence of the President, presiding at Business and Board of Trustees meetings
- In the event that the President resigns prior to the completion of the regular term of office or, in the judgment of the Executive Committee, is unable to perform the duties of the office, the Vice President/President-Elect, assumes the role of President for the remainder of the term
- Attending the annual meeting of the Council of Chapter Presidents at the AALL meeting, in company of the president, if he/she so desires
- Chairing the Program Committee, overseeing all aspects of planning meetings, including content, location selection, logistics, programming and budgeting

- Chairing the Legal Research Institute, which is hosted bi-annually, and overseeing all aspects of planning, including location selection, logistics, programming and budgeting (in even-numbered years 2016, 2018, etc.)
- Maintaining a file of program notes to be given to the archives at the end of the term.
- Reviewing the LLAM Guidelines at the end of each year and alerting the President of any changes that modify LLAM practices, policies or procedures

d. Secretary

Purpose:

The Secretary serves as a member of the Board of Trustees and attends and keeps minutes of all Board meetings. The Secretary provides copies of the minutes to all Board of Trustees members in a timely fashion.

In the event that the Secretary cannot attend a meeting of the Board of Trustees or Chapter, arrangements will be made in advance for an acting Secretary to perform the Secretary's functions.

Tasks include:

- Assisting the Archives Committee to ensure that chapter correspondence and other substantive chapter records are preserved
- Preparing letters of invitation, notification and appreciation deemed appropriate by the Executive Committee. In the event that these letters are drafted by another Board of Trustees member or member of the chapter, an electronic copy shall be sent to the chairs of the Archives Committee for inclusion in the LLAM Archives.
- Posting the approved minutes to the LLAM webpage through the Communications and Technology Committee Chair
- Maintaining a separate list of all Board decisions, votes and resolutions taken during the year
- Notifying the membership of proposed changes in the LLAM Bylaws at least thirty days prior to the meeting or election at which a vote is to be taken
- Maintaining a file of finalized minutes
- Coordinating and maintaining an online calendar with the communications and technology committee

- Supervising elections and official votes as called for in the Bylaws - This includes:
 - Coordinating with the Nominations Committee for the list of nominees and their bios
 - Preparing the Official Ballot, which is usually distributed and compiled through Survey Monkey - LLAM maintains a Survey Monkey account
 - Emailing members the ballots, biographies and instructions on voting; usually members have two weeks to vote, plus a reminder two days before the election closes
 - Counting and reviewing the Survey Monkey results
 - Notifying the President of the outcome of the election and then emailing the membership
 - If a Bylaw change is included, sending out a notice and the revised text at least 30 days in advance of the vote
- Undertaking any special assignment assigned by the President and serving as liaison to the membership and to selected standing committees
- Reviewing relevant LLAM Guidelines at the end of each year and alerting the President of any changes that modify LLAM practices, policies or procedures

e. Immediate Past President

Purpose:

The Immediate Past President will serve as a member of the Board of Trustees and participate in its discussions and deliberations.

Tasks include:

- Providing appropriate assistance to the incoming President to ensure a smooth transition of power and an effective continuation of chapter activities
- Turning over his/her files to the Incoming President
- Chairing the Nominations Committee

f. Directors

Purpose:

The two Directors serve as members of the Board of Trustees, attend Board meetings and participate in its discussions and deliberations.

Tasks include:

- Receiving, considering and voting on recommendations from the officers, the committee chairs and the membership
- Assisting in the preparation of meeting agendas by submitting appropriate suggested topics
- Undertaking any special assignment assigned by the President and serving as liaisons to the membership and to selected standing committees

g. Treasurer

Purpose:

The Treasurer serves as a member of the Board of Trustees and is responsible for maintaining an accurate and current record of the all financial transactions of the chapter.

Tasks include:

- Collecting all monies for the chapter and depositing the monies in LLAM Chapter accounts
- Disbursing monies as authorized by the Executive Committee and keeping receipts and/or documentation of all checks issued
- Drafting a budget and making revisions as needed based on input from the Board and Committees
- Renewing AALL Chapter Liability Insurance in October
- Preparing a formal written report of all financial transactions to date during the current financial year for presentation at every LLAM Board meeting. A formal written annual report will be presented at the annual meeting with review copies provided to each member of the Board of Trustees
- At the conclusion of his/her term, transferring financial records that will not be needed by the incoming Treasurer to Chapter archives
- Reviewing the LLAM Guidelines at the end of each year and alerting the President of any relevant changes that modify LLAM practices, policies or procedures

VI. Financial Guidelines

- Income from each meeting, seminar or other chapter event should be individually recorded.

- Cash or checks submitted for deposit in chapter accounts must be accompanied by supporting documentation such as receipts, registration forms, membership applications, etc.
- Requests for expenditure of Chapter funds must be accompanied by supporting documentation, such as an invoice or receipt.
- Photocopies of checks and original copies of supporting documentation are retained in the Treasurer's files for tax and audit purposes.
- Copies of all email correspondence relating to expense requests will be retained.
- In the instance of a questionable reimbursement request, the Treasurer will consult with the President.
- All checks should be deposited within one week of receipt.
- Checks and payments in excess of \$500.00 must be approved by the Board of Trustees.

a. General Accounting Procedures

The Treasurer maintains a general ledger record for the transfer of chapter income and expenses. Among the general ledger categories are:

Income

- Membership Dues
- Chapter Events – Separate category for each event
- Registration Fees
- Vendor Support
- Donations

Disbursements

- Officer and committee expenses authorized by Board actions or chapter policies
- Meeting and reception expenses, recorded by each event
- Web hosting
- Printing
- Grants
- Donations, gifts, prizes
- Miscellaneous expenses – includes supplies, bank charges, etc.

b. Online Payment Transactions

LLAM uses paypal.com for online payment transactions. The service allows individuals and businesses to transfer funds electronically. As of 2016, applicable fees are 2.9% + \$0.30 per transaction. The following are general PayPal practices:

- Paying annual dues and event registration fees
- Sending or receiving payments for online auctions
- Purchasing or selling goods and services
- Making or receiving donations

*See paypal.com for more information

VII. Expense Reimbursement Policies

a. General Expenses

- Requests for reimbursement must be submitted to the Treasurer with appropriate documentation, including receipts.
- Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by appropriate documentation detailing the income source.

b. Chapter Event, Meeting and Institute Expenses

Chapter members

- Registration fees will not be waived for any chapter member.
- Chapter members will not be reimbursed for expenses to attend any chapter meeting or annual educational institute unless they apply for and receive a chapter grant (except the president's AALL annual meeting registration)

Non-member speakers

- Non-member speakers will be reimbursed for parking, travel to airport (train or bus station) and meals other than those provided during the meeting.
- Non-member speakers will be reimbursed for travel at the current rates established by the U.S. Internal Revenue Service.
- The chapter will not cover expenses for the spouse or children of a speaker.

Vendors as speakers

- The Chapter will not reimburse the expenses or registration of vendors who speak at Chapter meetings or events.

c. Budget Process

The LLAM budget process starts in the summer. It includes input from the President, Vice President in his/her role as program chair, the Treasurer, committee chairs and Board members. The full Board will vote on its acceptance.

July/August/September

- The treasurer will prepare a report on the previous two years' expenses and income as a point of reference.
- The Secretary will give figures on the numbers of members and projected member dues income.
- The Vice President, while planning the year's programs, will estimate the total costs of the year's events.
- If it is a Legal Research Institute (LRI) year, the V-P will make a detailed estimated statement of its expenses and income.
- The Government/Vendor Relations Committee Chair will start approaching potential vendors for donations related to Chapter activities.
- Other Board members and Committee Chairs will be solicited for budget items.

September

- The President and Treasurer will compile the input and financials into a program year budget, with a special section on the LRI to be approved by the Board.

September-May

- The Treasurer will make monthly reports following the progress of the budget throughout the year.
- New expenses over \$500 and not in the budget should be approved by the Board.

d. Sample Request for Reimbursement

To: President and/or Board of Trustees
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From: Government Relations Committee Chair
 Re: Anticipated Expenses (include dates)
 Date:

Following are anticipated expenses to (explain purpose of request)

Photocopies of the Complete Revision 200 pages @ .05 per page x 22 copies \$230.00

Binders Style \$50.00

Divider tabs 20 sets x .99 = \$21.00

Postage Initial distribution \$20.00

Total \$

Explanation: These numbers are dependent upon the individual costs of the type of binding chosen. The number of handbooks mailed will be dependent upon the number of people who do not attend the chapter meeting. Tax has been included.

VIII. Leadership Calendar

May

PRESIDENT/IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> Announce the new Board at the general meeting and “hand over the lamb” to INCOMING PRESIDENT.
PRESIDENT	<ul style="list-style-type: none"> Registration forms for AALL Leadership Training and Luncheon are due to the AALL Executive Assistant to the Executive Director. Review the AALL Chapter Profile. Information regarding Chapter Annual Reports is sent out to Chapter Presidents. Schedule escorts for the Chapter VIP(s) at the AALL Annual Meeting and make the VIP aware of events and activities. Agenda items for the July AALL Board of Trustees meeting are due approximately six weeks before the meeting. Please contact the Chapter Council Chair to discuss the submission of an agenda item. Solicit input from BOARD OF TRUSTEES for the annual chapter report due in August.
VICE-PRESIDENT	<ul style="list-style-type: none"> Registration forms for AALL Leadership Training and Luncheon are due to the AALL Executive Assistant to the Executive Director.

	<ul style="list-style-type: none"> Completed AALL Annual Meeting Food and Beverage forms are due. Final count due in June.
SECRETARY	<ul style="list-style-type: none"> Send last year's minutes to Archives and files to new Secretary, if applicable.
TREASURER	<ul style="list-style-type: none"> Close accounts and provide copies of LLAM's annual treasury report for the LLAM Annual Business Meeting. Send last year's files and information to new Treasurer, if applicable.
MEMBERSHIP COMMITTEE	<ul style="list-style-type: none"> Send out membership notices.
BOARD OF TRUSTEES	<ul style="list-style-type: none"> Review and prepare annual budget for next fiscal year.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> Schedule Spring Fling event.

June

INCOMING PRESIDENT	<ul style="list-style-type: none"> Subscribe to AALL Council of Chapter President's email list. Register for the AALL meeting and receive reimbursement for registration fee. Plan the LLAM Dine-Around at the annual meeting. Appoint committee chairs, help draft members and discuss the committee's goals.
INCOMING VICE-PRESIDENT	<ul style="list-style-type: none"> Become signatory on the LLAM bank account. Consult with President on potential programs.
TREASURER	<ul style="list-style-type: none"> Change signatories on the bank account. Learn PayPal functions and uses.
BOARD OF TRUSTEES	<ul style="list-style-type: none"> Review committee forms, guidelines, policies etc. and recommends changes to the BOARD OF TRUSTEES. Review files and transfer to incoming officers or Archives chair as needed.
ARCHIVES COMMITTEE	<ul style="list-style-type: none"> Solicits LLAM Archives submissions from outgoing officers (ongoing throughout the summer).
COMMUNICATION AND TECHNOLOGY COMMITTEE	<ul style="list-style-type: none"> Assist with displays and brochure updates for AALL Annual Meeting and Conference (ongoing throughout the summer).
GOVERNMENT AND VENDOR RELATIONS COMMITTEE	<ul style="list-style-type: none"> Monitor announcements and developments emanating from the AALL Annual Meeting and Conference (ongoing throughout the summer). Relay government and member relations news to LLAM members (ongoing).
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> Coordinate with LLAM President and Communications and Technology Committee to provide displays and updated

	materials for AALL Annual Meeting and Conference (ongoing throughout the summer).
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July

PRESIDENT/IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> • Prepare Annual Report to AALL (due in August).
PRESIDENT	<ul style="list-style-type: none"> • Attend and participate in Chapter Leadership Training activities at the Annual Meeting. • Consider Chapter visit from an AALL Board member. • Set up chapter entry at the AALL annual meeting. • Verify the IMMEDIATE PAST PRESIDENT’s preparation of the Chapter’s Annual Report to AALL. • Familiarize yourself with the items on AALLNET pertaining to Chapters; update Chapter information. • Instruct COMMUNICATIONS AND TECHNOLOGY CHAIR to update the Board information on the LLAM website, within two weeks after the Annual Meeting. • Verify that chapter membership profile on AALLNET is current.
VICE-PRESIDENT	<ul style="list-style-type: none"> • Attend and participate in Chapter Leadership Training activities at the Annual Meeting, if desired.
TECHNOLOGY COMMITTEE	<ul style="list-style-type: none"> • Within two weeks after the Annual Meeting, update the Board information on the LLAM list.
GRANTS COMMITTEE	<ul style="list-style-type: none"> • Coordinate with LLAM Treasurer to arrange reimbursements for grant recipients.
MEMBERSHIP COMMITTEE	<ul style="list-style-type: none"> • Promote and process annual membership renewals. Provide membership statistics to LLAM Treasurer. Produce annual LLAM directory put up on the Chapter webpage (July-October). • Recruit new members, update forms and procedures for membership, and publicize the benefits of LLAM membership to non-members (July-May).

August

PRESIDENT/IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> • Submit Chapter annual report to AALL.
PRESIDENT	<ul style="list-style-type: none"> • Hold informal Board meeting, if desired. • Discuss annual budget with Board and committee chairs.

	<ul style="list-style-type: none"> • Verify that the chapter roster on AALLNET is current. Send updated information to the Executive Assistant to the Executive Director. • Submit a Chapter Visit Request Form if Chapter would like an AALL Board member visitor.
BOARD OF TRUSTEES	<ul style="list-style-type: none"> • Attend informal Board meeting, if possible.

September

PRESIDENT	<ul style="list-style-type: none"> • Agenda items for the fall AALL Board of Trustees meeting are due approximately six weeks before the meeting. Contact the Chapter Council Chair to discuss the submission of an agenda item.
BOARD OF TRUSTEES	<ul style="list-style-type: none"> • Approve budget.
MEMBERSHIP COMMITTEE	<ul style="list-style-type: none"> • Prepare a report for the TREASURER on the number of members renewed or expected to renew by October 1.
ARCHIVES COMMITTEE	<ul style="list-style-type: none"> • Submit any budget items to the Treasurer for inclusion in the general Chapter budget. • Collect materials including photography from LLAM meetings and events, and send materials to the AALL Archives as described in the AALL Archives Policy found on aallnet.org (ongoing).
COMMUNICATION AND TECHNOLOGY COMMITTEE	<ul style="list-style-type: none"> • Submit any budget items to the Treasurer for inclusion in the general Chapter budget. • Publicize LLAM meetings and events to members, and distribute chapter news through AALL communications channels.
GOVERNMENT AND VENDOR RELATIONS COMMITTEE	<ul style="list-style-type: none"> • Submit any budget items to the Treasurer for inclusion in the general Chapter budget.
GRANTS COMMITTEE	<ul style="list-style-type: none"> • Submit any budget items to the Treasurer for inclusion in the general Chapter budget.
MEMBERSHIP COMMITTEE	<ul style="list-style-type: none"> • Provide information on number of members and dues for budget cycle. • Submit any budget items to the Treasurer for inclusion in the general Chapter budget.
PLACEMENT COMMITTEE	<ul style="list-style-type: none"> • Submit any budget items to the Treasurer for inclusion in the general Chapter budget. • Collect and distribute law library-related job postings to LLAM members. Provide LLAM President and Secretary with regular reports of placement statistics (September-May).

PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Gather financial estimates and budget for programming to be incorporated into the general Chapter budget, with a sub-budget for the LRI if it is an even-numbered year • Schedule, coordinate, and publicize LLAM programs, meetings and social events. Coordinate AALL VIP visitors, as needed (September-May). • Schedule LLAM educational programs: September, October, November, January, March and April. In the years when a Legal Research Institute (LRI) is scheduled, the LRI may replace one or two months of programming.
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October

PRESIDENT	<ul style="list-style-type: none"> • Remind Treasurer that payment for Liability Insurance is due in October. • AALL Annual Meeting Scheduling forms are due in November. Specify the room set-ups and AV requirements for any function you wish to schedule on behalf of the Chapter. If the Chapter is not planning to sponsor any activities, simply check the box by "We WILL NOT be holding a function at the Annual Meeting," and return the form by the deadline.
TREASURER	<ul style="list-style-type: none"> • Payment for AALL Chapter Liability Insurance is due.
BOARD OF TRUSTEES & COMMITTEE CHAIRS	<ul style="list-style-type: none"> • Deadline for chapter budget proposals.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Schedule educational program.

November

PRESIDENT	<ul style="list-style-type: none"> • AALL Annual Meeting Scheduling forms are due in November.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Schedule educational program.

December

PRESIDENT	<ul style="list-style-type: none"> • Analyze funding to see if the Chapter can send (a) delegate(s) to the AALL annual meeting through the Chapter VIP Program. Refer to the Chapter VIP Program on AALLNET for sample expenses.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Schedule Holiday Party.

January

PRESIDENT	<ul style="list-style-type: none"> • Nominations for the next AALL Presidents' Council Chair are sought between January and February, per the Council bylaws. • Annual Meeting Registration Awards information is sent out. Each year, ten Chapters receive one free full Annual Meeting registration. The recipient information is due to the Program Manager at Headquarters by April 1. Grants Committee Chair will organize selection of the recipient. • Review the Chapter VIP Program on AALLNET and identify possible VIP delegates for the Chapter and extend an invitation, if financially appropriate. • Agenda items for the spring AALL Board of Trustees meeting are due approximately six weeks before the meeting. Please contact the Chapter Council Chair to discuss the submission of an agenda item.
GOVERNMENT AND VENDOR RELATIONS COMMITTEE	<ul style="list-style-type: none"> • Help coordinate Legislative Day at the Maryland General Assembly with other library organizations (January-February).
GRANTS COMMITTEE	<ul style="list-style-type: none"> • Update forms and procedures for grant applications, and create timeline for spring grant application process (January-February).
NOMINATIONS COMMITTEE	<ul style="list-style-type: none"> • Issue a call for candidate nominations (excluding current Nominations Committee members). • Recruit a slate of candidates for offices, at least one for each office, with all Presidential candidates being members of AALL.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Schedule Maryland Legislative Day program.

February

PRESIDENT/IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> • Chair the Nominating Committee when asked by the President.
PRESIDENT	<ul style="list-style-type: none"> • Represent LLAM at Maryland Library Legislative Day in Annapolis, or select a Chapter representative. • Information regarding the Chapter VIP Program will be sent out to all Chapter Presidents so the Chapter delegate can receive complimentary registration. • Annual Meeting Audio Visual Requirements forms are sent out and are due in April. • Annual Meeting Food and Beverage forms are sent out and are due in May.

	<ul style="list-style-type: none"> • In consultation with the immediate past president, appoint a nominations committee to select the slate of officers in February for the March election. • Appoint members of the LLAM Grants Committee in February to start the AALL registration and Chapter annual meeting grant process.
VICE-PRESIDENT	<ul style="list-style-type: none"> • Annual Meeting Activity Area Reservation and Store Product Sales Registration forms are sent to Chapter Presidents. If you wish to have a chapter display, use the Activity Area Reservation form. If the Chapter does not plan to have a display, be sure to mark that box on the form and return it by the deadline.
TREASURER	<ul style="list-style-type: none"> • Coordinates with PRESIDENT on approved grant payments (i.e. AALL Registration Grant).
NOMINATIONS COMMITTEE	<ul style="list-style-type: none"> • Provide list of nominees and candidate bios to the LLAM President and Secretary, in coordination with the LLAM President and Secretary. Announce newly elected officers to the President.

March

PRESIDENT	<ul style="list-style-type: none"> • Election of the next Chair of the Council of Chapter Presidents.
NOMINATIONS COMMITTEE	<ul style="list-style-type: none"> • Meet with nominations committee to make up prospective list of nominees and divide list among committee members. • Provide link to LLAM Guidelines and Bylaws to prospective candidates. • Submit the slate of candidates to the Board of Trustees in March and request candidate bios.
GRANTS COMMITTEE	<ul style="list-style-type: none"> • Collect applications and award grant(s) (March-April).
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Schedule educational program.

April

PRESIDENT	<ul style="list-style-type: none"> • AALL Annual Meeting Registration Awards information is sent out. Each year, ten Chapters receive one free full Annual Meeting registration. The recipient information is due to the Program Manager at Headquarters by April 1. • Information describing the AALL Leadership Training (typically scheduled on the Saturday immediately preceding the Opening Reception) will be sent out. In addition to the Leadership Training, a joint luncheon with SIS Chairs and
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	<p>Chairs-Elect and the Council's Annual Business Meeting are held. All individuals who are Chapter Presidents or Vice Presidents at the time of the Annual Meeting are expected to attend. If neither can attend, please name an alternate, preferably someone in a leadership position for the Chapter such as another Board member or a committee chair. Registration for these activities is usually due back to the Council Chair by the end of May.</p>
VICE-PRESIDENT	<ul style="list-style-type: none"> • Annual Meeting Audio Visual Requirements are due in April. • Information describing the AALL Leadership Training (typically scheduled on the Saturday immediately preceding the Opening Reception) will be sent out. In addition to the Leadership Training, a joint luncheon with SIS Chairs and Chairs-Elect and the Council's Annual Business Meeting are held. All individuals who are Chapter Presidents or Vice Presidents at the time of the Annual Meeting are expected to attend. If neither can attend, please name an alternate, preferably someone in a leadership position for the Chapter such as another Board member or a committee chair. Registration for these activities is usually due back to the Council Chair by the end of May.
SECRETARY	<ul style="list-style-type: none"> • Notify the membership about the slate of candidates for election, link to the election site and deadline for voting.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Schedule educational program.

IX. Committees – Purposes, Tasks and Timelines

a. Overview of Committee Structure and Governance

LLAM Committees are entrusted with handling the administrative and creative responsibilities that keep an organization vital.

- Chairs, co-chairs and members of committees are appointed by the LLAM President.
- Standing committees are convened on an annual basis. LLAM has several standing committees: Archives Committee, Communications and Technology Committee, Government and Vendor Relations Committee, Grants Committee, Membership Committee, Nominations Committee, Placement Committee and Programming Committee.
- The LLAM President also has the option of convening special committees of finite duration in order to accomplish particular tasks or projects.
- Committee chairs and co-chairs are responsible for keeping the LLAM President apprised of committee activities, providing reports to the LLAM Board of Trustees regarding committee

activities, assisting with annual budget estimates, maintaining committee materials that can be passed to subsequent committees or the LLAM archive and attending Board meetings.

b. Archives Committee

Purpose:

The Archives Committee identifies, acquires, organizes, preserves and publicizes materials in all formats relating to LLAM history. These materials include official correspondence, publicity materials, updates to procedures and by-laws, meeting minutes, financial records, contracts, insurance policies and other related LLAM documents. The Committee makes these materials available to its officers, members and the general public as appropriate. Archive materials are housed at the Thurgood Marshall Law Library at the University of Maryland Law School Law Library in Baltimore.

Tasks include:

- Identifying materials in all formats for addition to the archives
- Acquiring contributions related to chapter activities
- Following established standards for preservation and organization of archival materials
- Organizing records for easy access
- Preserving the materials
- Publicizing the availability of archival materials to promote the goals of LLAM

Timeline:

- *Summer:* Request submissions from outgoing officers for additions to the LLAM archives.
- *September:* Submit any budget items to the Treasurer for inclusion in the general Chapter budget
- *September – May:* Collect materials including photography from LLAM meetings and events, and send materials to the AALL Archives as described in the AALL Archives Policy found on aallnet.org.

c. Communications and Technology Committee

Purpose:

The Communications and Technology Committee manages all aspects of LLAM's information distribution to members and the public. The Committee manages LLAM's website, as well as large-scale communications using various media.

Tasks include:

- Managing online accounts and passwords
- Editing LLAM webpages
- Distributing LLAM news and announcements, including job postings
- Arranging online payment for LLAM events
- Creating displays for the AALL Annual Meeting and Conference, as well as other special events
- Coordinating with the AALL Public Relations Committee.

Timeline:

- *Summer:* Assist with displays and brochure updates for AALL Annual Meeting and Conference.
- *September:* Submit any budget items to the Treasurer for inclusion in the general Chapter budget
- *September – May:* Publicize LLAM meetings and events to members, and distribute chapter news through AALL communications channels.

d. Government and Vendor Relations

Purpose:

The Government and Vendor Relations Committee serves as a liaison for LLAM and its members to government entities and vendors. The Committee monitors issues and legislation, keeps members informed and promotes the concerns of Maryland law libraries.

Tasks include:

- Monitoring law library-related issues and legislation, particularly through online discussion lists and blogs
- Registering with the AALL Washington, D.C. office to receive updates and alerts
- Coordinating with the AALL Government Relations Committee and the AALL CRIV Committee
- Representing LLAM as MLA Legislative Panel Liaison
- Promoting Law Day (federal) and Maryland Library Day
- Working with vendors for contributions/donations to Chapter activities
- Keeping members informed of government and vendor news and changes
- Suggesting relevant topics on which LLAM may wish to take a position
- Communicating with government entities and vendors regarding library concerns
- Increasing visibility of law libraries around the state.

Timeline:

- *Summer:* Monitor announcements and developments emanating from the AALL Annual Meeting and Conference.
- *September:* Submit any budget items to the Treasurer for inclusion in the general Chapter budget
- *June – May:* Relay government and member relations news to LLAM members.
- *January/February:* Help coordinate Legislative Day at the Maryland General Assembly with other library organizations.

e. Grants Committee

Purpose:

The Grants Committee collects applications for annual LLAM grants to the American Association of Law Libraries (AALL) annual meetings, and selects recipients. The number, amount and deadlines for LLAM

grants may vary from year to year. The Committee may be convened to distribute other special LLAM grants, as needed. The committee also chooses the recipients of the AALL registration grant.

Tasks include:

- Determining criteria for distribution of LLAM grants
- Publicizing the availability of LLAM grants to members
- Inviting members to apply for grants
- Selecting LLAM grant recipients based upon pre-determined criteria
- Informing applicants of the names of winners
- Monitoring the grants process.

Timeline:

- *September:* Submit any budget items to the Treasurer for inclusion in the general Chapter budget
- *January – February:* Update forms and procedures for grant applications, and create timeline for spring grant application process.
- *March – April:* Collect applications and award grant(s).
- *July:* Coordinate with LLAM Treasurer to arrange reimbursements for grant recipients.

f. Membership Committee

Purpose:

The Membership Committee recruits and retains the LLAM membership.

Tasks include:

- Coordinating annual membership renewals
- Inviting new law librarians to join the organization

- Sending welcome letter to new members
- Contacting members who have not renewed their annual memberships
- Maintaining a directory of LLAM members, which can be access on the Chapter webpage through a password
- Providing membership statistics to the Treasurer each fall, so that AALL may calculate the price for annual renewal of chapter liability insurance and the budget committee can estimate membership income for the year's budget

Timeline:

- *September:* Provide information on number of members and dues for budget cycle.
- *September:* Submit any budget items to the Treasurer for inclusion in the general Chapter budget.
- *July - October:* Promote and process annual membership renewals. Provide membership statistics to LLAM Treasurer. Produce annual LLAM directory put up on the Chapter webpage.
- *July – May:* Recruit new members, update forms and procedures for membership, and publicize the benefits of LLAM membership to non-members.

g. Nominations Committee

Purpose:

The Nominations Committee is responsible for locating potential LLAM Board candidates and operating elections in cooperation with the LLAM Secretary.

Tasks include:

- Monitoring member involvement in the organization to determine candidates for office
- Communicating with the President about progress in securing candidates for upcoming elections
- Inviting members to serve as candidates
- Communicating a slate of candidates to the LLAM President and requesting bios from nominees.

- Working closely with the Secretary to ensure a fair and efficient election of officers.

Timeline:

- *January:* Issue a call for candidate nominations (excluding current Nominations Committee members).
- *January:* Recruit a slate of candidates for offices, at least one for each office, with all Presidential candidates being members of AALL.
- *February:* Provide list of nominees and candidate bios to the LLAM President and Secretary, in coordination with the LLAM President and Secretary. Announce newly elected officers to the President.

h. Placement Committee

Purpose:

The Placement Committee gathers job postings of potential interest to LLAM members and to other law library staff in Maryland.

Tasks include:

- Gathering relevant job announcements from national and regional online sources
- Editing job announcements, as necessary, before distributing
- Distributing job announcements through the LLAM blog and discussion list
- Archiving job announcements after three months
- Assisting potential employers by posting job announcements and fielding related questions
- Maintain monthly statistics of job postings distributed to the President
- Maintain an updated LLAM placement brochure for distribution at events, providing a copy of each new version to the Archives Committee
- Serve as the point of contact for library schools who seek speakers on the topic of law librarianship.

Timeline:

- *September:* Submit any budget items to the Treasurer for inclusion in the general Chapter budget
- *September – May:* Collect and distribute law library-related job postings to LLAM members. Provide LLAM President and Secretary with regular reports of placement statistics.

i. Programming Committee

Purpose:

The Programming Committee is responsible for scheduling educational programs and social events for the LLAM membership and, occasionally, for other audiences. The Programming Committee usually is led by the LLAM Vice President /President-Elect, with assistance from a co-chair and committee members.

Activities and events should be collectively self-supporting, with a prepared budget listing estimated expenses and income for all events.

Tasks include:

- Arranging speakers, locations, photography and occasionally catering for various educational events; most educational events are free to members
- Coordinating social events, such as the annual holiday party, the “Spring Fling” and after-work mixers; social events usually have registration fees to defray expenses
- Planning the Holiday Party which is both a social event and a money-maker for Chapter grants and charities through a silent auction or raffle
- Orchestrating the biennial Legal Research Institute which is usually a one one-day program, organized in even numbered years, in March or April
- Setting up the annual meeting or “Spring Fling” which includes the installation of officers, the transfer of the Lamb and is usually also a social event
- Coordinating with the Government and Vendor Relations Chair on the Maryland Legislative Day reception

- Setting up the annual LLAM service project which can be on a Saturday in Spring
- Coordinating with the Communications & Technology Committee to publicize upcoming events, including information about costs and parking; in particular, Committee members should ensure that events appear on the LLAM blog and calendar

Timeline:

- *Summer:* Coordinate with LLAM President and Communications and Technology Committee to provide displays and updated materials for AALL Annual Meeting and Conference.
- *September:* Gather financial estimates and budget for programming to be incorporated into the general Chapter budget, with a sub-budget for the LRI if it is an even-numbered year
- *September – May:* Schedule, coordinate, and publicize LLAM programs, meetings and social events. Coordinate AALL VIP visitors, as needed.
- The following months usually have LLAM educational programs scheduled: September, October, November, January, March and April. In the years when a Legal Research Institute (LRI) is scheduled, the LRI may replace one or two months of programming.
- *December:* Holiday Party
- *February:* Maryland Legislative Day may serve as the February program.
- *Spring:* LLAM service project
- *May:* Spring Fling event usually serves as the final event of the LLAM year

j. Special Committees

Purpose:

Special committees (such as the bylaws or budget committees) are established and their members are appointed by the LLAM President. Special committees are task-oriented and of limited duration.

Tasks include:

- Handling administrative tasks such as amending bylaws and updating procedures
- Providing support to the Programming Committee for large-scale events, such as the “Legal Research Institute”
- Assisting with other LLAM projects, as necessary

Timeline to be determined