

WAAL Policies & Procedure Manual

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Revised by Joann Carr, December 1985

Revised, 1988

Revised by Kathy Pletcher, 1990

Revised by Linda Piele, 1992

Revised and approved by the WAAL Board, November 12, 1996

Revised and approved by the WAAL Board, October 8, 1999

Revised and approved by the WAAL Board, July 21, 2000

Revised and approved by the WAAL Board, January 26, 2001

Revised and approved by the WAAL Board, April 21, 2009

Revised and approved by the WAAL Board, April 26, 2011

Revised and approved by the WAAL Board, April 30, 2020

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Documents which also may be useful include publications of:

The Wisconsin Library Association

The WLA Organization Manual is available from the WLA Office, the WAAL Chair, and the WAAL Vice-Chair/Chair Elect. The WLA Organization Manual includes the WLA Constitution, Bylaws, and Organization Chart, and much more.

Also available from the WLA office and the WAAL Chair and WAAL Vice-Chair/Chair Elect are other WLA documents including WLA Newsletter Guidelines, the WLA Records Schedule, and the current WLA Legislative Agenda.

The Association of College and Research Libraries

The ACRL Guide to Policies and Procedures is available from the WAAL Chair and the ACRL Liaison. A link from the WAAL Web page to the ACRL page also provides access to ACRL documents.

100 ORGANIZATION AND GENERAL PROCEDURES

101 ORGANIZATIONAL STRUCTURE OF THE WISCONSIN ASSOCIATION OF ACADEMIC LIBRARIANS

101.1 Name

The name of this association shall be the Wisconsin Association of Academic Librarians (WAAL), a Division of the Wisconsin Library Association (WLA).

101.2 Objectives

- A. To provide an opportunity for discussion and exchange of ideas for persons interested in the problems of university, college, technical, special and research libraries and library education.
- B. To encourage professional growth.

101.3 Membership

- A. Membership shall be open to all persons who are members of the Wisconsin Library Association.
- B. All members may attend meetings, participate in activities, vote, hold office, and receive mailings of the Association.

101.4 Officers

- A. Titles of officers shall be Chair, Past-Chair, Vice-Chair/Chair-Elect, Secretary, and Association of College and Research Libraries (ACRL) Chapter Liaison.
- B. Terms of office of Association Officers:
 - a. Officers, except the Secretary shall be elected for a term of three (3) calendar years.
 - b. The Secretary shall be elected for a term of two (2) calendar years.
- C. All officers shall be personal members of WAAL.
- D. Duties of Officers:
 - a. The Chair shall:
 - i. Be a personal member of ACRL during his/her term of office
 - ii. Make arrangements for the annual meetings
 - iii. Preside at meetings
 - iv. Act as liaison with other WLA divisions and sections.
 - b. The Past-Chair shall:
 - i. Serve on the WAAL Board and the Executive Committee for the year following his/her term as Chair.
 - ii. Provide assistance and historical continuity to the WAAL Board and the Executive Committee.
 - iii. Provide an update on legislative activities of WLA and invite a representative from LD&L as needed.
 - c. The Vice-Chair/Chair-Elect shall:

- i. Assist the Chair and succeed the Chair in office.
 - ii. Plan Division activities for the year the Vice-Chair shall serve as Chair.
 - iii. Appoint from the WAAL membership, all standing committees for the year the Vice-Chair shall serve as Chair.
 - iv. Be responsible for the development and continuation of the planning effort of the Executive Committee.
 - v. Prepare the Association budget for the year the Vice-Chair shall serve as Chair.
 - vi. Be a personal member of ACRL during his/her term of office.
- d. The Secretary shall:
- i. Record minutes of the WAAL Board meetings, the Executive Committee meetings and the Business meetings.
 - ii. Distribute minutes of the Business meetings to members of the Association.
 - iii. Distribute minutes of the WAAL Board and Executive Committee meetings to WAAL Board members and the WLA Executive Director.
- e. The ACRL Chapter Liaison shall:
- i. Represent WAAL at the ACRL Chapter's Council at the annual Conference and the Midwinter meeting of ALA.
 - ii. Report to the WAAL Chair any ACRL activity requiring action by WAAL.
 - iii. Report to the WAAL membership any information concerning ACRL that may be of interest and benefit to the membership.
 - iv. Keep ACRL Chapter's Council officers and ACRL Headquarters' staff informed of WAAL activities.
 - v. Be a personal member of ACRL during his/her term of office.

101.4 Committees

- A. WAAL Board
 - a. The WAAL Board shall consist of the elected officers of WAAL, the chairs of all WAAL standing and ad hoc committees.
 - b. The Board shall conduct the business of the Association between business meetings.
 - c. All officers and committee chairs shall be voting members of the Board.
- B. Executive Committee
 - a. The Executive Committee shall consist of the elected officers of WAAL.
 - b. This committee shall take necessary actions in the interest of the Association between meetings of the WAAL Board, shall perform other duties as specified by the Board, and shall report on its work at the regular meetings of the Board.
- C. The standing committees of the Association shall be those designated in the WAAL Procedure Manual.
- D. The Chair may appoint additional committees as deemed necessary to carry on the work of the Association.
- E. All committee chairs and committee members shall be personal members of WAAL.

101.5 Meetings

- A. WAAL Board meetings may be called by the Chair at such times and places as he/she may designate and must be called upon the written request of any three members of the Board.

- B. Executive Committee meetings may be called by the Chair at such times and places as he/she may designate and must be called upon the written request of any member of the Committee.
- C. Business Meetings
 - a. The Association shall normally hold one meeting in each calendar year at the WAAL Annual Conference.
 - b. Special meetings may be called by the Chair.
 - c. Notice of meetings shall be distributed at least thirty (30) days prior to the meeting.
 - d. Members present shall constitute a quorum.

101.6 Reports

- A. The Chair shall send reports of all meetings to the President of WLA and to others who request a copy.
- B. Each committee chair shall submit a written annual report of the committee's activities to the WAAL Chair.

101.7 Amendments to the Policies and Procedures Manual

- A. The WAAL Board shall approve amendments to the Policies and Procedures Manual before submitting them to the membership for comment.
- B. The proposed amendments, along with a brief justification/executive summary, shall be distributed to each personal member of the Association in a manner to be determined by the WAAL Board. Members shall be invited to share their comments with the Board.
- C. Amendments become effective when they have been approved by the Board.

101.8 Relation to Other Organizations

- A. WAAL shall be an affiliate of the Association of College and Research Libraries (ACRL) of the American Library Association (ALA) as the Wisconsin Chapter of the Association.
- B. WAAL may affiliate with other organizations with the approval of the membership and the WLA Board.

101.9 Rules of Order

The rules contained in the Standard Code of Parliamentary Procedure, latest edition shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation and the Bylaws of the Association. If the rules contained in the Standard Code do not adequately address the issue, then Robert's Rules of Order, Newly Revised, will be consulted.

101.10 Dissolution

The Division may be dissolved by a majority vote of its current membership present at the annual WAAL business meeting, or by the WLA Board. Notice that a vote on dissolution of the unit will be on the agenda of the annual WAAL business meeting and shall be sent to each member at least thirty calendar days prior to the meeting.

102 WAAL COMMITTEE STRUCTURE

102.1 WAAL Board

Membership on the WAAL Board consists of the WAAL Chair, Vice-Chair/Chair-Elect, Past-Chair*, Secretary, ACRL Chapter Liaison**, and WAAL Committee Chairs.

* Member of WLA Board of Directors

**Member of ACRL Chapters Council

102.2 Executive Committee

Membership on the WAAL Executive Committee consists of the WAAL Chair, Vice-Chair/Chair-Elect, Past-Chair, Secretary, and ACRL Chapter Liaison.

102.3 Standing Committees

The only standing committees of WAAL is Conference Planning. Others may be formed as needed or on an ad hoc basis.

103 WAAL CALENDAR

January	<ul style="list-style-type: none"> • New officers take office • New committee appointments become effective • WLA Volunteer Orientation attended by current Vice-Chair/Chair-Elect and Vice-Chair/Chair-Elect elected for next year • Early January, Professional Development Committee prepares to solicit nominations of undergraduate library student assistants for WAAL Conference scholarship program • First WAAL Board meeting • WLA Conference Planning Committee meets. Representative of WAAL Conference Committee attends. (Chair or Chair-Elect may attend instead)
Feb/March	<ul style="list-style-type: none"> • WLA Newsletter articles due early February
April	<ul style="list-style-type: none"> • Spring Conference held • Spring meeting of WAAL Board • Spring membership meeting held at conference • Co-chair of current conference committee recruits co-chair for next year's conference
May	<ul style="list-style-type: none"> • WLA Newsletter articles due early May • WLA office sends email to chair to recruit names for next election • Conference Planning Committee begins work on next year's conference. • Chair contacts new attendees of WAAL to thank them for attending
June	<ul style="list-style-type: none"> • ALA Annual Conference. ACRL Liaison or designee attends ACRL Chapters Council meeting. (Chair or Chair-Elect may attend as well.) • Conference planners submit request to ACRL for ACRL officer as speaker at spring conference by the deadline if they wish to do so. Note: Funding guaranteed by ACRL every three years.
July/Sept	<ul style="list-style-type: none"> • Chair welcomes new WAAL members • ACRL Liaison submits request to ACRL for reimbursement of remaining chapter budget by Aug. 15. • ACRL Liaison submits annual report to ACRL by mid-August.

	<ul style="list-style-type: none"> • Bylaws changes submitted to COO for approval by mid-July. • WLA Newsletter articles due early August
September	<ul style="list-style-type: none"> • Ballots distributed by WLA • WAAL committees meet and/or confer on goals and objectives for next year's activities.
Oct/Nov	<ul style="list-style-type: none"> • WLA Newsletter articles due early November • WLA Annual Conference • Fall meeting of WAAL Board • Association files are transferred to new officers preferably at WLA Conference and no later than December • Annual reports of WAAL committees submitted to WAAL Chair • Annual report of Chair submitted to WLA Board • Results of election announced • Vouchers for reimbursements from current year submitted by December 1

200 WAAL BOARD, EXECUTIVE COMMITTEE, OFFICERS

201 WAAL BOARD

201.1 Purpose

The WAAL Board is the governing body of the Association. It manages the Association business in accordance with the Policies and Procedures and it reports its actions to the membership.

201.2 Members

The WAAL Board consists of the Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, ACRL Chapter Liaison, and the Chairs of any WAAL Committee.

201.3 Term of Office

Assume office January 1, following the annual election. The Chair serves three years consecutively as Vice-Chair/Chair-Elect, Chair, and Past Chair. The Secretary serves a term of two years. Committee Chairs each serve a one-year term. The ACRL Chapter Liaison serves for three years. The Conference Planning Committee Co-Chairs serve on the board during the years that they lead the Conference Planning Committee.

201.4 Duties

- A. Plan and carry out the program of the Association.
- B. Approve establishment of standing or ad hoc committees and of subject or interest groups within the Association.
- C. Approve amendments to the Policies and Procedures before submission to the membership for comment.

201.5 Meetings

The WAAL Board meets at least twice each year and usually four times annually. Additional meetings may be held upon the call of the Chair or upon the written request of any three members of the Board.

202 EXECUTIVE COMMITTEE

202.1 Purpose

The Executive Committee takes necessary action in the interest of the Association between meetings of the WAAL Board, and performs other duties as specified by the Board.

202.2 Members

The Executive Committee consists of the Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, Member-at-Large and ACRL Chapter Liaison whose terms are delineated in 201.3.

202.3 Duties

Take necessary action in the interest of the Association which, for the sake of expediency, must be acted upon before the WAAL Board can be convened. Perform other duties as specified by the Board.

202.4 Meetings

The Executive Committee may hold meetings upon the call of the Chair or upon written request of any member of the Committee.

203 CHAIR

203.1 Principal Function

Serve as the chief officer of the Association, responsible for the direction and general supervision of all Association activities.

203.2 Liaison with Other Associations

- A. Submit the final WAAL budget proposal to the WLA Office.
- B. Represent WAAL at, or appoint a representative to attend, meetings of other associations or committees, as required.

203.3 Specific Activities

203.3.1. WAAL Board and Executive Committee

- A. Call meetings of the WAAL Board and Executive Committee, make provisions for such meetings, and prepare agenda.
- B. Preside at all meetings of the WAAL Board and Executive Committee.
- C. Recommend to the WAAL Board and/or the Executive Committee policies and activities to support the objectives and broaden the effectiveness of the Association.
- D. Write letters of appointment for each committee chair and member, including length of term, conditions of appointment, and duties.
- E. Write welcome letters to each new member of WAAL.

203.3.2. Budget

- A. Prepare a budget for items that fall outside of the annual WAAL Conference and submit requests to WLA office.
- B. Submit the final WAAL budget to the WLA office.

203.3.3 Membership (Business) Meetings

- A. Coordinate the planning of the WAAL Spring meeting and any additional membership meetings as required.
- B. Preside at all membership meetings of WAAL and report action to the WLA Board.
- C. Communicate WAAL Board and Executive Committee actions and activities to the membership at the membership meetings.

203.3.4 Election of Officers

- A. Monitor progress of the WLA Nominations Committee and review final slate of candidates prior to preparation of ballots.
- B. WLA manages notification of candidates and public communications.

203.3.5 Committees

- A. Request reports of committee meetings and activities and a written annual report, to be included in the WAAL annual report.
- B. May appoint additional committees with the advice of the WAAL Board.
- C. Ensure that all officers and Board members perform their duties.
- D. Write letters of appreciation to Board and committee members and others for their contribution and service during the year. Copies should be sent to the librarian's administrators as support for advancement and promotion.
- E. Alert the Vice-Chair/Chair-Elect to prepare appointments of committees and chairs. This process is to begin in May for the next year's Conference Planning Committee and in July for committees for the following year.

203.3.7 Procedure Manual

- A. Responsible for content of revisions to the WAAL Procedure Manual, with input from committee chairs, and approval of the board.
- B. Responsible for the forwarding of Procedure Manuals to incoming officers and committee chairs.

203.3.8 Conference Responsibilities

- A. Personally invite the ACRL Executive Director and ACRL President to WAAL Conference, in coordination with the conference planning chair.
- B. Leads the Business Meeting at the WAAL Conference.
- C. Assist the WLA Conference Planning Committee in encouraging proposals for WLA Annual Conference.

203.4 Reporting of Activities

- A. Submit to membership, at Spring membership meeting, a report of Association activities.
- B. Submit articles to the WLA Newsletter and ACRL Newsletter.
- C. Submit a brief annual report of Association activities for inclusion in the WLA Newsletter and to the WLA Board.
- D. Coordinate with WLA office information that needs to be posted to the website.

203.5 Meetings

- A. Expected to attend WAAL Board and Executive Committee meetings, conferences and receptions; attend WAAL Committee meetings as deemed necessary.
- B. Expected to attend regional and state conferences at which WAAL is sponsoring a program or reception.
- C. Encouraged to attend ALA Annual Conference and Midwinter Meetings; ACRL Chapters Council meetings, if ACRL Chapter Liaison cannot attend.
- D. Encouraged to attend national ACRL conferences.

203.6 Calendar

Ongoing	<ul style="list-style-type: none"> • Monitor activities of officers and committees
January	<ul style="list-style-type: none"> • Conduct first meeting of new WAAL Board • Notify each committee chair of reports required • Send list of committee chairs and WAAL Board to WLA Newsletter and also update the WAAL website. • If possible, attend ALA Midwinter, ACRL Chapters Council meetings • Work with Conference Planning Committee on plans for spring conference • Update spreadsheet of WAAL Board Members and Committee Chairs with their term dates • Submit items for February WLA newsletter • Initiate updates to Policies and Procedures, as needed
February	<ul style="list-style-type: none"> • Check plans for spring conference • Begin working on nominations for WAAL Board with Chair-Elect.
March	<ul style="list-style-type: none"> • Check plans for spring conference
April	<ul style="list-style-type: none"> • Plan agenda for spring membership meeting • Submit items for May WLA newsletter
April/May	<ul style="list-style-type: none"> • Preside at Membership meeting at spring conference • Conduct WAAL Board meeting • Report actions of membership meeting to WLA and ACRL Newsletter • Begin soliciting interest in membership for WAAL Board positions.
June/July	<ul style="list-style-type: none"> • If possible, attend ALA annual conference, ACRL Chapters Council • Submit items for August WLA newsletter

September	<ul style="list-style-type: none"> • Check plans for WLA Conference • Assist Vice-Chair/Chair-Elect in preparing WLA and ACRL budget requests, if necessary.
Oct/Nov	<ul style="list-style-type: none"> • If possible, attend WLA Annual Conference • Conduct WAAL Board meeting • Submit items for November/December WLA newsletter • Write annual report and submit it to WLA, and WLA Newsletter
December	<ul style="list-style-type: none"> • Send letters of appreciation to officers, committee chairs, committee members, etc.

204 VICE-CHAIR/CHAIR-ELECT

204.1 Principal Functions

- A. Assist Chair in performance of duties and perform other duties as the Chair may assign.
- B. Perform the duties of the WAAL Chair in his/her absence.
- C. Succeed to the Chair in the case of a vacancy in that office.

204.2 Specific Activities

- A. Attend all meetings of the WAAL Board and Executive Committee as a voting member.
- B. Work with chair to solicit interest and identify WAAL Board members for current year's nominations.
- C. Prepare WAAL committee appointments for year as chair and confirm membership status of all appointees.
- D. Review the functions, charges, etc., of WAAL for his/her term of office as chair.
- E. Administer the scholarships and awards for WAAL Conference.
- F. Identify mentors for WAAL scholarship winners.
- G. Assist the WLA Conference Planning Committee in encouraging proposals for WLA Annual Conference.
- H. Coordinate with Conference award winner(s) to host an online meeting of their presentation.

204.3 Meetings

- A. Expected to attend WAAL Board and Executive Committee meetings, conferences and receptions.
- B. Expected to attend regional and state conferences at which WAAL is sponsoring a program or reception.
- C. Encouraged to attend ALA Annual Conference and Midwinter Meetings; ACRL Chapters Council meetings, if ACRL Chapter Liaison and Chair cannot attend.
- D. Encouraged to attend national ACRL conferences.

204.5 Calendar

January	<ul style="list-style-type: none">• Take office on January 1 after election• Attend WLA Volunteer Orientation• Attend first WAAL Board meeting• Update application materials for scholarships• Send out call for scholarship applications in late-January
February	<ul style="list-style-type: none">• Send out second call for scholarships in mid-February• Identify group to vote on scholarships
March	<ul style="list-style-type: none">• Convene group to vote on scholarships and awards in early March• Notify scholarship award winners at least one month ahead of the conference
April/May	<ul style="list-style-type: none">• Attend WAAL Spring Conference• Begin soliciting interest in WAAL Board membership for following year with chair• Confirm WAAL Conference Committee membership and assist in identifying additional members
June	<ul style="list-style-type: none">• Coordinate with Conference award winner(s) to host an online meeting of their presentation.
July/Sept	<ul style="list-style-type: none">• Recommend appointees for WLA committees
Oct/Nov	<ul style="list-style-type: none">• If possible, attend WLA Fall Conference

205 PAST CHAIR

205.1 Principal Functions

- Act as an advisor to the WAAL Board and Executive Committee.
- Ensure continuity of Association activities.
- Represent the membership of WAAL on the WAAL Board and Executive Committee. Represent the WAAL division on the WLA Board and act as a spokesperson for WAAL on established policies.

205.2 Specific Activities

- Attend the WAAL Board and Executive Committee meetings as a voting member.
- Attend WLA Board meetings as a voting member.
- Perform other duties as assigned.
- Consult with WAAL Board and WLA office to select site and dates for Spring Conference 3 years hence.
- Serve as Association archivist.

205.3 Association Archives

- Ensure that WAAL Committee Chairs and Officers follow the WLA Records Management Policy.

- B. Make sure that former chairs and other officers send current records and all records for the last five years to their successor (Except for Conference Program and workshop records which are kept for the last ten (10) years).
- C. Make sure that former chairs and other officers send earlier material which is not ephemeral to the in the WLA office's shared filing system. In brief, this includes most Board material, all publications, and almost everything connected with conferences and workshops.

206 SECRETARY

206.1 Principal Functions

- A. Record the minutes of WAAL Board meetings, Executive Committee meetings and WAAL Membership meetings.
- B. Distribute minutes to appropriate individuals.
- C. Maintain WAAL Procedure Manual.

206.2 Specific Activities

- A. Attend WAAL Board and Executive Committee meetings as a voting member.
- B. Record minutes of WAAL Board meetings, Executive Committee meetings and Membership meetings, to include: date; place; members present and absent, with titles; invited attendees; statement of topics discussed and summary of discussion; motions, recommendations and resolutions; and reports of officers and committee chairs, either in the body of the minutes or attachments.
- C. Distribute minutes of the WAAL Board and Executive Committee meetings to all members of the WAAL Board, the WLA Executive Director, meeting attendees, and any additional individuals designated by the Board or Executive Committee.
- D. Post minutes of all WAAL meetings on WAAL website.
- E. Make changes to WAAL Procedure Manual after Board approval. Submit changes to Web site.

207 ACRL CHAPTER LIAISON

207.1 Principal Function

Represent WAAL at the ACRL Chapters Council meetings at the ALA Annual Conference and Midwinter Meetings.

207.2 Specific Activities

- A. Serve as a voting member of the WAAL Board and Executive Committee.
- B. Serve as a voting member of the ACRL Chapters Council.
- C. Report to the WAAL Chair on any items requiring action by WAAL.
- D. Keep WAAL Chair informed of changes in ACRL procedures, policies, etc.
- E. Keep ACRL Chapters Council officers and ACRL Headquarters staff informed of WAAL activities.

- F. Send list of WAAL officers with contact information to ACRL and request conference material (ribbons, information sheets).
- G. Report WAAL activities to ACRL publications (e.g. C & R L News and Chapter Topics).
- H. Report to the WAAL Board and general membership any information concerning ACRL that may be of interest and benefit to them (Board Meetings, WAAL Newsletter, email list, etc.).
- I. Submit yearly ACRL Strategic Plan Implementation Report, reporting WAAL activities tied to ACRL's strategic ideas and goals.
- J. Every 4th year request an ACRL Chapters Speakers Bureau representative to present at the WAAL conference.

207.3 Meetings Expected to Attend

- A. ALA Annual Conference in order to attend ACRL Chapters Council. Attendance at these meetings will be partially subsidized by WAAL project money, to the extent possible; the actual amount of funding will be determined annually, as part of the budgetary process.
- B. Encouraged to attend national ACRL conferences. Chapters Council does not meet at those times.
- C. WAAL Board and Executive Committee meetings, conferences, etc.

300 COMMITTEES AND OTHER APPOINTMENTS

301 GENERAL GUIDELINES FOR COMMITTEES

301.1 Organization and Membership

- A. Committees are authorized as established through the WAAL Policies and Procedures by the WAAL Board. Committees may be established or discontinued by the WAAL Board.
- B. Committees normally consist of three to five members, including the committee chair and where appropriate include a student member.
- C. The term of appointment is two years. Exception: Conference Committee chairs attend from the time of their appointment through the first meeting after the conference. All appointments are official only when the individual becomes a member of WAAL for the year of his/her term.

301.2 Duties of Committee Chair

- A. As a member of the WAAL Board, attend all WAAL Board meetings during the calendar year.
- B. Communicate with committee members outlining their functions and giving direction to committee activities.
- C. Communicate/publicize committee activities to the membership via the WAAL newsletter/web page/group e-mail list.

301.3 Committee Reports

- A. Progress reports of the meetings and activities of the committee should be presented to the WAAL Board at each Board meeting.
- B. The WAAL Chair may request a verbal and/or written report for the Membership meetings. A copy of any report should be given to the Secretary for inclusion in the minutes.
- C. A brief annual report of the committee's activities and accomplishments is to be filed with the WAAL Chair so that activities may be included in the WAAL Annual Report.

301.4 Committee Expenses

- A. Conference calls should be considered in lieu of meetings.
- B. Meals, lodging and mileage will not be reimbursed.
- C. Conference Committee members get complimentary registration.

302 CONFERENCE PLANNING COMMITTEE

302.1 Principal Functions

- A. Provide leadership and coordination in the development of the Spring Conference of the Association. Set general program content, themes, and dates.
- B. Work with other associations in the development of plans for joint conferences, workshops, etc.

302.2 Specific Activities

- A. Appoint subcommittees as needed to carry out specific activities in preparation for the Spring Conference (i.e. local arrangements, registration, brochures, publicity, evaluation).
- B. Use the WAAL Conference Planning Manual and the WLA Conference Planning Manual as a guide for conference planning activities. (Copy is available through the WLA office).
- C. Establish the conference budget and fees, keep accounts of all finances and vouchers for the conference.
- D. Contacts of vendors for support of conference events should be coordinated with the WLA Executive Director.
- E. Publicize WAAL sponsored programs at the WLA conference to the membership.