

CONTRIBUTING TO YOUR ASSOCIATION, CONSORTIUM
OR CLUB BY BEING A CHAIR
WLA, Casper, Oct. 1, 2010

1. Introduction

- a. Name
- b. Experience
- c. Made most of the oversights/mistakes mentioned here; hope you can learn from me
- d. Why am I doing this? Richard Landreth asked people to submit program ideas, so I volunteered.
- e. Overview: some back ground information and reasons to contribute to your association, consortium or club; what you can do while you hold office, and what you can consider as you leave. Ask questions anytime.

2. Background on contributing:

- a. What form can the contributions take?
 - i. Time and Labor:
 - 1. Read posted minutes, newsletters
 - 2. Set up an RSS or accumulator to keep up with changes
 - 3. Answer emails, requests for comments, or surveys; be specific, suggest alternatives—take notes during conference to help you remember suggestions
 - 4. Come to meetings, be part of a quorum and vote
 - 5. Serve on a committee, task force, or board
 - 6. Staff a registration table
 - 7. Introduce a speaker
 - ii. Money
 - 1. Dues/tithes
 - 2. Materials: food for legislative reception
 - 3. Support a break at WLA
 - 4. Bake sales/raffles—contribute an item, buy a ticket
- b. Why should you?
 - i. Volunteering is good for your physical and mental health: Joining and participating in one group cuts in half your odds of dying next year (Bowling Alone).
 - ii. It's good for the organization:

1. Many of the social and civic organization in the United States depend on volunteers to run for office, work on committees. Robert B. Putnam's Bowling Alone: America's Declining Social Capital, 2000, discussed the changes in social activities and volunteerism in the United States.

i. **Declining Social Capital: Trends over the last 25 years**
Attending Club Meetings **58% drop**
Family dinners **43% drop**
Having friends over **35% drop**

2. Aging workforce: Approximately one-fourth (187 of 812) of the Wyoming library workforce surveyed plans to retire within the next five years (Wyoming Workforce Survey, 2008, 4)

c. So, what's happening in Wyoming? My civic organization has a smaller membership. We have no AAUW in Laramie any more.

i. WYLD Strategic Plan: **Strategic Area: TRAINING**

1. **Strategic Direction A:** Determine training needs and **then find appropriate training avenues for WYLDcat Members' leadership positions** (Governing Board, Training Committee)
2. **Strategic Direction E:** **Coordinate Training with WLA** so some aspects of training needs are met via WLA activities (Training Committee)

ii. WYLD Bylaws revisions: Response to these changes.

d. Your suggestions welcome and necessary.

3. Thinking about doing it

a. Did you volunteer or were you asked? What's the difference? I'll tell you in a moment.

i. Volunteer:

1. Think about your time and your interests

a. What's in it for you?

i. You're healthier physical and mentally

ii. You'll learn from others

- iii. You'll improve your skills: the dreaded Roberts Rules of Order
 - iv. You'll network
 - v. You'll add to your resume
 - vi. You'll makes a difference
 - vii. What do you offer the organization? Your point of view (Wisdom of Crowds, James Surowiecki, Diversity, independence, decentralization, and aggregation)
- b. Do you care about what you're asked to do?
2. What support would you have?
- a. From your boss and co-workers? Would you be off the clock or on? Does your boss expect you to contribute to your community or professional organization? Vehicle, reduced responsibilities? An ear?
 - i. How would your organization benefit?
 - b. From your family? Flexibility, creativity, no griping, no interruptions?
3. What can you find out about the position
- a. Written guidelines: laws, bylaws, web page or pages, club procedures, plans, newsletters—one issue is how do you find out about these resources—ask, poke around, look at publications,
 - b. Who are you representing:
 - i. Yourself
 - ii. Your demographic—front line employee, Sandwich generation, non-technie?
 - iii. Your library
 - iv. Your region
 - v. Your type of library
 - vi. Your interest group
 - vii. All interest groups
 - c. What are the expectations?—Whose are they?

- i. They volunteered too
 - ii. Others ideas are helpful
 - iii. It evens out the workload, catches oversights and errors
 - c. Think about what other resources might be available to you—other volunteers
 - d. Running meetings/ tracking responsibilities:
 - i. See “Running an online Meeting” below or on the WYLD Training committee wiki.
 - ii. Communicate with your organization; let them know what’s happening
 - iii. What if nothing’s happening? What can you do? Where can you go?
 - 1. Is it someone else?
 - a. Go back to your research into the group—is there a president, a chair, an old hand? Speak up.
 - b. If nothing changes, get out.
 - 2. Is it you? Are you over-extended or an emergency has arisen?
 - a. Tell people, ask for help
 - b. Don’t delay
5. Assessment/Evaluation/ Finishing up
 - a. How do you know you’re done? You met your goal? Your term is up?
 - i. What reporting is required? To whom by when?
 - ii. Recommend what to improve and what went well. Save what your report.
 - iii. Write down what you learned and share it.
 - iv. Enjoy your sense of accomplishment, participation, and think about what else you might do.
 - b. Your reward will be that others will ask you to do more.
6. Summary: Contributing can be rewarding, good for you and for the organization, you’ll learn from it and make a difference.
7. Questions/comments.

HOW TO RUN AN ONLINE MEETING

WYOMING LIBRARY ASSOCIATION

	Chair	Participants
Before the meeting	<p>Review notes from last meeting remind participants Collect items for agenda Prepare draft agenda a week before: Include start and ending times Who is doing the presentations Links to materials Possible next meeting dates and times Be realistic about what you can accomplish during a meeting. Provide links to documents Know who is taking the notes Prepare a list of participants Download software if any Yugma Test equipment if any Know how to operate it—at the barest minimum: Wiki Shut down other windows Have backup in place</p>	<p>Prepare presentation, materials Review draft agenda Report if you can't come Read documents Download software if any. Experiment with the software Test equipment if any Shut other open windows</p>
During the meeting	<p>Start on time in a room with no interruptions If it's the first meeting, introductions. Have parking lot Stay on task Summarize actions at the end of the meeting—what went well and what didn't Set next meeting date and time</p>	<p>Be on time in a room with no interruptions Generally identify yourself at first (voice not recognizable at first) Don't multitask Recognize that differences of opinion sometimes produce the most powerful results when common ground is found. Participate! Volunteer!</p>
After	Put date and time of next	Put date and time of next

<p>the meeting</p>	<p>meeting on WSL calendar and personal calendar Schedule meeting on Yugma Report dates, time, participants to WSL Review notes Draft agenda for next meeting Set tickler for materials to prepare or action to take</p>	<p>meeting on personal calendar Set tickler for materials to prepare or actions to take</p>
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