

MAGIRT Organizational Manual

Revised October 22, 2013

Contents

- I. [Introduction](#)
- II. [Officers](#)
- III. [Nominatile](#)

II. Officers

a. General

- MAGIRT elects the following officers via the ALA election process: Chair, Secretary, and Treasurer. The term of office of Chair shall be a total of three years: one year as Vice Chair, one year as Chair and one year as Past Chair.²
- All officers must be personal members of MAGIRT.³
- All officers serve as members of the Executive Board.⁴
- Officers are expected to attend meetings outside MAGIRT as required by ALA as listed in the [Round Table Coordinating Assembly Handbook](#).⁵
- Any officer or committee member who fails to contribute to the duties and responsibilities of the office or committee can be removed. Vacancies are filled at the discretion of the Chair in consultation with the Executive Board and/or Committee Chair.⁶
- The Chair, Vice Chair and Past Chair are responsible for all fundraising, and shall work with the Executive Board, MAGIRT Committees, and ALA as necessary to coordinate fundraising activities including, but not limited to, sponsorship of programs and events related to MAGIRT activities.⁷

b. Chair

- The Chair shall be the chief executive officer of MAGIRT and Chair of the Executive Board.⁸
- The Chair is responsible for calling and conducting all Executive Board, Membership and Business meetings.
- The Chair is responsible for securing all

- The Chair of MAGIRT is responsible for forwarding contact information for new committee chairs, discussion group coordinators, task force chairs and liaisons to the Secretary for the roster; for further information, see [Section XIII](#).
- The Chair serves as a member of the Nominations and Awards Committee.¹¹

c. **Vice Chair**

- The Vice Chair shall assume the responsibilities and perform the duties of Chair in the event of absence, death, disability or resignation of the Chair, and serve as Chair in the year following their term as Vice Chair.¹²
- Vice Chair serves as Chair of the Program Planning Committee in order to plan the program(s) that will occur during their year as MAGIRT Chair.
- The Vice Chair plans social events and/or local tours for the Midwinter and Annual conferences.
- The Vice Chair serves as mentor to the MAGIRT-sponsored Emerging Leader or Emerging Leaders project group.
- The Vice Chair serves as a member of the Nominations and Awards Committee.¹³

d. **Secretary**
The Secretary shall be responsible for maintaining the MAGIRT roster, including the contact information for all members, and for providing the roster to the Chair and the Vice Chair. The Secretary shall also be responsible for providing the roster to the Nominations and Awards Committee. The Secretary shall also be responsible for providing the roster to the Program Planning Committee. The Secretary shall also be responsible for providing the roster to the Midwinter and Annual conferences. The Secretary shall also be responsible for providing the roster to the Emerging Leader or Emerging Leaders project group. The Secretary shall also be responsible for providing the roster to the Nominations and Awards Committee.

MAGIRT Archives. For further information about the MAGIRT Archives, see [Section XII](#).

- Immediately following the annual meeting, the Secretary compiles and maintains

III. Nominations and Elections

a. Elections for MAGIRT will be held according to standard ALA procedures. The Nominations and Awards Committee consults prior to election deadlines to nominate the offices of chair, secretary and treasurer.¹⁸

b. Nomination process:

- The Chair of the Nominations and Awards Committee will review the MAGIRT roster to determine impending vacancies for officer positions, and communicate with the Executive Board to determine leave periods for officers.

- o The Chair of the Nominations and Awards Committee will review the MAGIRT roster to determine impending vacancies for officer positions, and communicate with the Executive Board to determine leave periods for officers.

Meetings. All Cataloging and Classification Committee meetings are open to any member of ALA.

iii. Education

Purpose. To provide for continuing education in geospatial librarianship through organizing sessions at ALA conferences, publications, and via the World Wide Web. The Committee may also undertake projects to study and encourage education in geospatial librarianship at library schools and in other venues.

Membership. A Chair and as many members as necessary to accomplish the work of the committee.

Duties. Chair is the MAGIRT representative to the [ALA Library Education Assembly](#). The Chair should also survey the present status of education for map librarianship in the US and Canada, facilitate web-based or other learning opportunities for members and non-members and confer with the MAGIRT Executive Board to decide on a continuing education for the annual conferences when appropriate.

Meetings. All Education Committee meetings are open to any member of ALA.

iv. Geographic Technologies (GeoTech)

Purpose. To provide a forum within MAGIRT and ALA highlighting current and relevant issues, applications, and practices relating to emerging geographic information sciences and technologies. The Committee seeks to address the questions, opportunities, and challenges around such emerging technologies through the creation of high-quality and tangible outputs that will benefit the larger geospatial library community.

Membership. A Chair and as many members as necessary to accomplish the work of the committee. Members of the GeoTech Committee are expected to actively participate on projects and/or subcommittees, in discussion forums, and in an advocacy role for geographic technologies.

Duties. The GeoTech Committee works in partnership with other MAGIRT and ALA Committees, Task Forces, and Discussion Groups to propose and conduct workshops, programs, produce various resources guides in various formats, and advocate and promote educational opportunities and outreach activities to further increase the knowledge of geographic technologies to those working with a s v id2j 1670 Td()Tj0.24 0 .3i37s

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flow across all of MAGIRT's online avenues, including but not limited to ALA Connect, LibGuides, the MAGIRT website, Facebook and LinkedIn,

- Evaluating the integrity and appropriateness of the MAGIRT Communication Flow Chart,
- Establishing and maintaining the procedural

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Produce and distribute each issue through a variety of channels.

Serve as a member of MAGIRT's Publications Committee and attend virtual and (when possible) in-person meetings at conferences.

Keep committee chair and members informed of any newsletter or production issues.

Publications Distribution Manager position description: Duties and responsibilities of the Publications Distribution Manager include the following:

Maintain stock of MAGIRT publications, keep records of all distribution transactions and communicate said transactions involving MAGIRT monies to the MAGIRT Treasurer.

Insure that the ALA Bookstore has a stock of MAGIRT publications.

Accept purchase orders from libraries, vendors, and individuals for MAGIRT publications, create invoice(s) and send with the publication.

Receive payment checks from

VI. Discussion Groups

- a. Coordinator terms.** Discussion group coordinator terms are for 2 years starting at the end of the Annual Conference. Upon completion of the term, the Coordinator can renew their appointment for another 2 year term upon mutual consent with the incoming MAGIRT Chair.
- b. Coordinator membership requirements.** All discussion group coordinators must be personal members of MAGIRT.²⁷
- c. Duties and responsibilities of discussion group coordinators.** The duties and responsibilities of discussion group coordinators include:
- Attending and participating in Executive Board meetings²⁸ as a non-voting member,²⁹
 - Ensuring that the Secretary has their current contact information for the roster (for further information about updating the roster, see [Section XIII](#)),
 - Communicating with MAGIRT and cosponsoring round tables (as appropriate) to seek topics of discussion or brief presentations for Midwinter and Annual meetings,
 - Organizing content for Midwinter and Annual meetings,
 - Sharing meeting agendas in advance of each meeting with the ALA membership,
 - Attending and leading each meeting, and
 - Writing a brief report about the meeting to be published in *Magirt News*.

d. Charges to Discussion Groups

- i. MAGIRT/ALCTS CaMMS Cartographic Resources Cataloging I*

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VII. Task Forces

- a. **Purpose.** Task forces may be created by the Executive Board for the performance of a particular assignment within a designated timeline.³⁰
- b. **Membership requirements.** All task force chairs and members must be personal members of MAGIRT.³¹
- c. **Duties and responsibilities of task force chairs and members.** Task force chairs and members are appointed by the Executive Board. Duties and responsibilities of each task force are dictated by the issue to be addressed, and approved by the Executive Board. The task force chair is responsible for ensuring that the Secretary has current contact information for each task force member for the roster (for further information, see [Section XIII](#)).

Revised this document by the Executive Board January 2, 2018 revised January 7, 2018

³⁰ Per Bylaws – Article VIII, Section 3

³¹ Per Bylaws – Article III, Section 2

VIII. Liaisons to other organizations

- a. **Liaison terms.** Liaison terms are for 2 years starting at the end of the Annual Conference. Upon completion of the term the liaison can renew their appointment for another 2 year term upon mutual consent with the incoming MAGIRT Chair.
- b. **Membership requirements.** All liaisons must be personal members of MAGIRT.³²
- c. **Duties and responsibilities of liaisons**
 - Liaisons to other organizations may be invited to attend MAGIRT meetings at the discretion of the Executive Board.
 - Liaisons are expected to ensure that the Secretary has their current contact information for the roster (for further information about updating the roster, see [Section XIII](#)).
 - Liaisons are expected to submit reports (written or in person) of activities to the Executive Board at the Midwinter

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X. Minutes

- a. **Format.** Meeting minutes should include:
- Name of the committee,
 - Date of the meeting,
 - Type of meeting (

XI. Awards

- a. **Criteria.** The MAGERT Honors Award is presented in recognition of outstanding achievement and major contributions to map and geospatial librarianship and to the Round Table.
- b. **Eligibility.** Any individual or organization meeting the award criteria as described in [Section XI-a](#). The nomination process is described in [Section III-b](#).
- c. **Award.** The MAGERT Honors Award is presented at the Annual conference to the individual(s) or organization(s) chosen by the Nominations and Awards Committee. Historically, a single individual or organization is honored each year; however, multiple recipients may be honored in any given year at the discretion of the Nominations and Awards Committee. If no suitable nominations are received in any given year, the Honors Award is not presented.

Recipients receive a certificate, a trophy or similar item, and a cash award, as determined by the Executive Board. Remarks made at the awards reception and pictures of the recipients are published in [the Bulletin](#). Notification of the award will be sent to the director of each recipient's institution as appropriate.

- d. **Past awards.** The Hammond/MAGERT Award was presented in 1986 and 1987 for the best English language paper on map librarianship. Recipients received an award certificate and a check for \$300 from Hammond, Inc. Further information about the Hammond/MAGERT Award criteria can be found in [the Bulletin](#) 7(2):33.

Special awards in honor of MAGERT's 10th anniversary were issued in 1990. The awards recognized those individuals who contributed to the success of MAGERT and map librarianship over the previous 10 years. Further information about these awards can be found in [the Bulletin](#) 10(5):134, 11(2):12, 11(5):5, and 11(5):11.

XIII. Contact Information

a. Mailing lists.

- The following mailing lists have been established by ALA for MAGIRT:
 - magirt@ala.org – for communication to and between all MAGIRT members; new members are automatically added to this list.

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