Chapter 21: Membership Committee

I. Purpose

The Membership Committee shall actively promote membership in ALA and the Round Table and shall promote participation of GODORT members in ALA and Round Table activities. The Committee shall also maintain communication with state and local affiliates, assisting and/or

III. Committee Officers and Duties

See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee

A. Chair
   1. Is required to have an active ALA Connect account for Steering communication.
   2. Posts activity updates to committee and GODORT membership following the Steering communication schedule (*PPM*, Chapter 3).
   3. Prior to Annual Conference or Midwinter Meeting: Posts agenda for committee meeting to the wiki.
   4. At conference: Submits committee's minutes in format as described in *PPM* Chapter 1: Conferences (Article III. Section D) to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).
   5. Prepares membership reports for Annual Conferences and Midwinter Meetings.
   6. Participates in ALA Membership committee meeting(s) during Annual Conferences and Midwinter Meetings.
   7. Keeps Steering Committee members informed of activities and opportunities for involvement in GODORT membership issues.
   8. Responds to requests for information on GODORT membership. Forward other requests to appropriate GODORT officers.
   9. Organizes and prepares materials and set up for the ALA Membership Pavilion at the Annual Conference.

F. Secretary
   While not an official position, it is helpful for the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.
   1. Secretary takes the minutes of the meeting as described in *PPM* Chapter 1: Conference, Article III, Section D.
   2. Secretary submits the draft minutes to the committee Chair at the end of the committee's meeting.

G. Web Manager
   In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

H. Intern
   ALA allows interns to be appointed as one-year ex-officio members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication

A. According to the GODORT *Bylaws* (Article *V*, Section 2), this committee will meet as necessary.

b. Obtain Exhibitors passes for the GODORT members who will be setting up the space prior to the show opening. *Note: Keep the correspondence and take it with you to Conference. You may need it to confirm that we were promised a space in the pavilion.*

4. At Conference

The day of or the day before the exhibits open:

a. Have your Exhibitors pass with you as you will be challenged as you go into the exhibit.

b. Check to make sure that our space has the requested supplies. Check the sign. If anything is not in place discuss it with the people doing the set up until everything is as it should be. Make sure that you have copies of all correspondence relating to the booth with you when you go to check on the space prior to the conference. Since no money has changed hands it is possible that the agreement may not be communicated to the people doing setup. You may need the copies of your correspondence to effectively communicate with them and convince them to provide missing materials.

c. Set up the GODORT display, and any handouts, etc.

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5. Provide GODORT information to prospective members at regular GPO events, such as the Depository Library Council meetings.
6. Design a method for getting feedback from new members about their needs.
7. Provide guidelines to GODORT committee and task force chairs on how to acknowledge/welcome new members or first/second-time attendees.
8. Contact members who have left GODORT. Encourage them to reinstate their membership if appropriate and find out why they dropped their membership.

D. GODORT Buddy Program
1. Send out a call for GODORT volunteers & for people who would like to be assigned a buddy approximately 1-2 months prior to the Annual Conference. Advertise on ALA Connect, GovDoc-L, GODORT's Facebook & Twitter sites and elsewhere as applicable.
2. Match volunteers and participants. Send contact information to both parties preferably at least one week before the conference.
3. Set up meeting time and location for all buddy pairs at the GODORT Happy hour.
4. Provide GODORT volunteers an informational packet to give to their Buddy with items such as:
    GODORT Conference Schedule
    GODORT brochure
    Information about GODORT Committees & Task Forces
    Local area information if available
    FDLP items such as: information sheet for new depository librarians, *Constitution of the United States*, etc.
    GODORT promotional item(s) if available
    Any other pertinent information
5. Provide names and contact information of GODORT Buddies to Chair of Nominating & Chair-elect of GODORT for purposes of committee assignments and election nominations

E. GODORT Affiliated Organizations
Maintain a directory of state and regional GODORT-affiliated organizations on the wiki.