

TLA Association Chairs / Leader Training

Month	Duties / Responsibilities	TLA Resources Needed
<p>Prior to your 1st meeting as Chair: Some chairs-elect become the official chair of the group & officiate the 2nd business meeting (if scheduled) at the TLA conference in April. Most new chairs officiate their first business meeting at Annual Assembly in July. Inquire with current group chair when duties begin.</p>		
March / April	<p>Contact the group chair and ask your questions:</p> <ul style="list-style-type: none"> ● Thoughts/opinions about year as chair ● How does the work get done? ● Recommendations moving forward, future ideas 	<p>TLA Office</p> <p>Members Only area: TLA Membership Search TLA Officer Search</p>
March / April	<p>Review the TLA Strategic Plan to determine how the group supports and reflects the goals of the association</p>	<p>TLA Strategic Plan</p>
March / April	<p>Become familiar with the group charge and its management:</p> <ul style="list-style-type: none"> ● Review the group charge ● Review last few years of group goal(s) & reports submitted ● Review files from current chair: minutes & agendas ● Review budget ● Does the group meet once, twice, online, etc.? ● Become familiar with the Officer Resources page ● Become familiar with group website ● Review any and past TLA electronic discussion list archives/past posts 	<p>Click on following pages for info: Groups within TLA Officer Resources</p> <p>For group budget contact: Glenda Genchur, Director of Administration, or call (800) 580-2852 x142</p> <p>For group files (if needed): Daniel Hill, TLA Membership Coordinator (800) 580-2852 x141</p>
<p>Preparing for 1st meeting as group chair & planning a program(s) for TLA Conference</p>		
<p>April if having 2nd business meeting at TLA Conference</p> <p>May/June if 1st meeting is at Annual Assembly</p>	<p>Create an agenda for the first meeting (online, phone or at meeting). Be sure to visit the last agenda of the group so you can reflect ongoing or unfinished business.</p> <p>A representative of the incoming president's initiative/program committee will make contact and ask for time at group meeting. Familiarize yourself with the presidential initiative/theme before they arrive. Group conference programs are customarily aligned to TLA</p>	<p>If group site has not been updated with agenda and/or minutes from prior meetings, contact:</p> <p style="text-align: center;">Daniel Hill, TLA Membership Coordinator (800) 580-2852 x141</p>

	President's initiative/theme.	
May	<p>Email group members:</p> <ul style="list-style-type: none"> • Welcome and introduce yourself • Provide link to group mission and any ongoing goals/plans • Send a draft agenda • Ask for volunteers for committee vacancies and group webmaster • Share program ideas/plans; ask for feedback/suggestions • Ask members to email additional agenda items & provide a deadline 	<p>Login to Members Only</p> <p>Click on Member Distribution Lists to email the group.</p> <p>For information to setup/administer group website visit the Webmaster Manual.</p>
May	Fill out Annual Assembly Meeting Request Form to schedule group meeting	<p>Form can be found in Members Only, click on Annual Assembly Meeting Request Form to create and submit form.</p> <p>For questions related to meeting requests contact: Elise Walker, Conference & Special Projects Coordinator, (800) 580-2852, x 145</p>
May	Fill out Conference Event Form if sponsoring/cosponsoring a program	<p>Form can be found in Members Only, click on Conference Event Form to create and submit form.</p> <p>For questions related to meeting requests contact: Elise Walker, Conference & Special Projects Coordinator, (800) 580-2852, x 145</p>
June	<p>Email group members:</p> <ul style="list-style-type: none"> • Thank volunteers who assumed committee vacancies (if any) • Final agenda • Provide link to group mission & any ongoing goals/plans • Provide time, date, & location of group meeting at Annual Assembly • Request for someone to take notes at business mtg. 	<p>Login to Members Only and click on Member Distribution Lists to email the group.</p>
July Annual Assembly	<p>For the business meeting:</p> <ul style="list-style-type: none"> • Create a sign-in sheet for names and contact information • Create a note-taking form using the agenda with spaces between agenda items • Request for someone to record the minutes if no one volunteer prior meeting • Start by allowing everyone to introduce themselves & why they are at the meeting 	

	<ul style="list-style-type: none"> ● Review the charge/past accomplishments ● Review the agenda and meeting outcomes <p>By the end of business meeting:</p> <ul style="list-style-type: none"> ● Decide which is best way to communicate with the group ● Discuss charge, what group has done and would like to do ● Decide what everyone would like to work on, assign tasks accordingly ● Establish timeline for checking in (have 2nd meeting, online meeting, etc.) ● Determine needs to order to complete either work (connect with TLA office) ● If group has no webmaster, identify someone who can update site with current group information; this may fall on group chair if no volunteers ● Create group closure and review agreed-upon tasks ● In closing review decisions, tasks, and when to expect content 	
<p>August</p>	<p>Submit meeting minutes & sign-in sheet to the TLA Office for archive, post group website, and email group to let them know minutes have been posted. Make sure to include link to group website in the email.</p>	<p>Daniel Hill, TLA Membership Coordinator (800) 580-2852 x141</p>
<p>August - April</p>	<ul style="list-style-type: none"> ● Monitor group expenditures to stay within budget ● Communicate and update members using the TLA electronic distribution list about group initiatives, progress, conferencing programming, and stimulate discussion about common interests ● Program Committee may email group chair to refine group program language prior to finalizing conference program 	