

2022 Annual Assembly



Leading by Example: Effective TLA Officer Governance Best Practices

*Thursday, July 7 * 10:45 – 11:45 a.m.*

Texas Ballroom 4-7

Shirley Robinson, CAE, Executive Director

Today's Session Agenda



1. Understanding the Organization
2. Defining the Officer's Role in TLA
3. Effective Leadership
4. Meeting Best Practices

Understanding the Organization



Non-Profit is a Tax Status, Not a State of Mind...

Associations are formed to protect the special needs of industry groups.

They offer products, services, information/education and discounts to their members as well as networking, a community and common purpose, and the opportunity to volunteer and develop leadership skills.

Association membership is generally organized by:

Trade – Business or Organization

Professional/Individual – Personal Membership

A yellow starburst graphic with a white border. Inside the starburst, the text '501(c)(3) Nonprofit Charitable Organization' is written in a bold, black, sans-serif font, arranged in four lines.

**501(c)(3)
Nonprofit
Charitable
Organization**

Mission Statement



The Texas Library Association mission is to unite and amplify voices of the library community through advocacy, education, and intentional equity, diversity and inclusion.

www.txla.org

Vision Statement



*The Texas Library Association is an integral partner,
innovative leader, and passionate advocate for Texas
libraries and librarians.*

www.txla.org

TLA Core Values

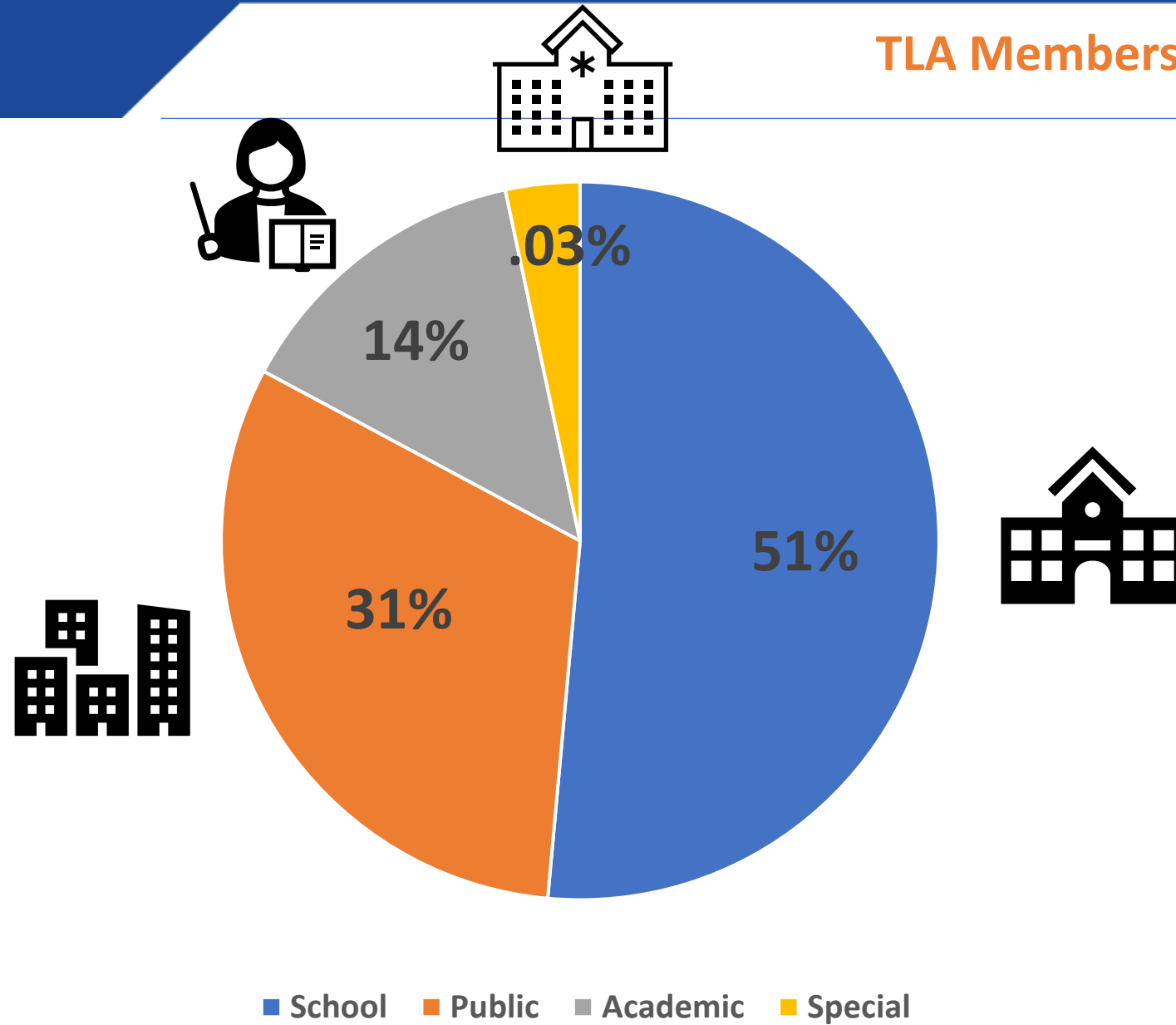


- **Continuous Improvement towards Excellence in Libraries and Librarianship**
- **Diversity and Inclusiveness**
- **Equity of Access to Information in a Changing Environment**
- **Ethical Responsibility and Integrity**
- **Intellectual Freedom**
- **Literacy and Lifelong Learning**
- **Social Responsibility and the Public Good**

2022 – 2025 Strategic Plan



TLA Membership % by Type



#1

Association Assets and Resources

Organization Member Support

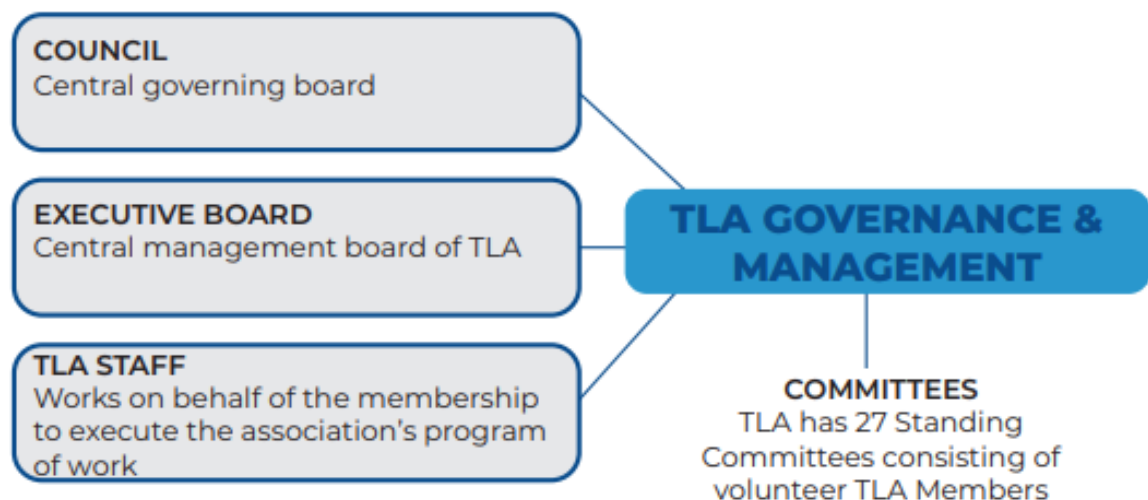
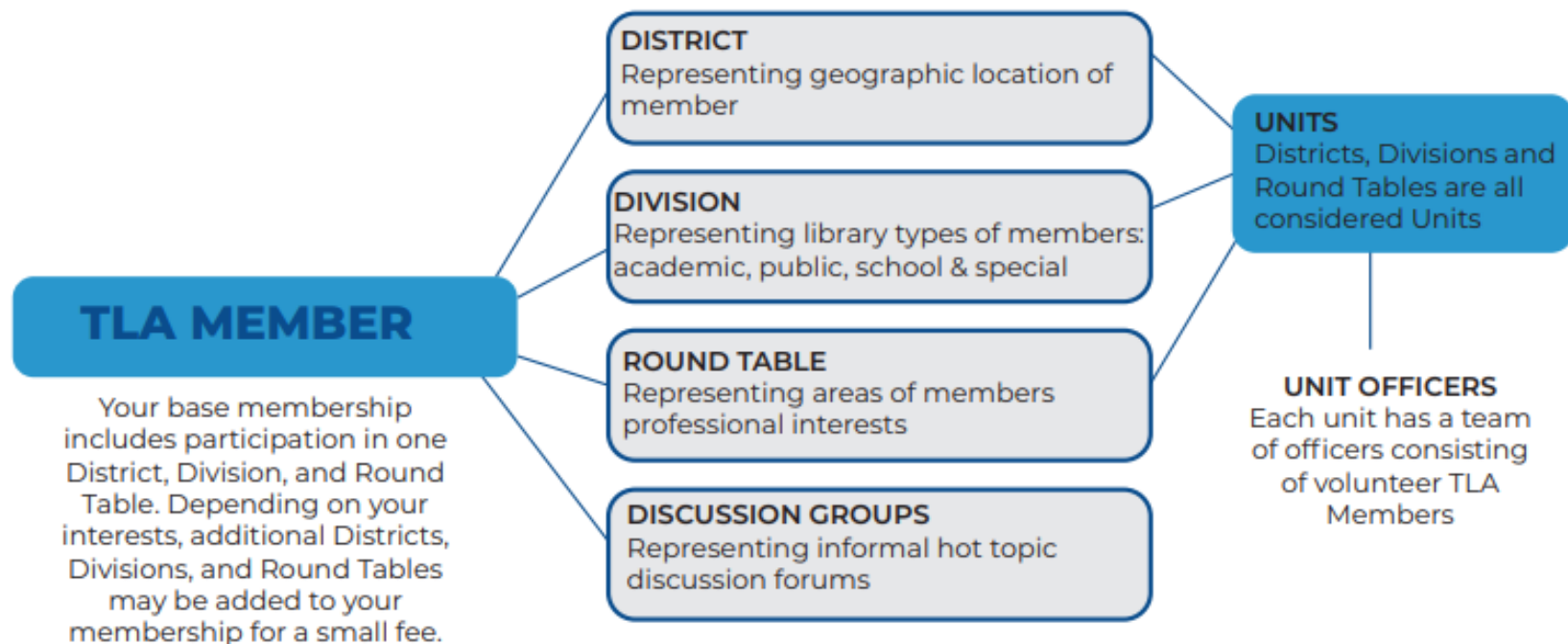
Professional Staff
Publications & Resources
Professional Development
Annual Conference
Intellectual Freedom Advocacy
Volunteer Support
Technology/Infrastructure
Industry Partnerships
Vendor/Donor Relations
Industry Liability Protections
Library Brand Identity
Membership Services
Scholarships & Industry Awards



Registration Fees
Exhibits & Sponsorships
Membership Dues
Products/Services
Grants & Contributions
Investments

Unit Member Engagement

Conference Sessions
Leadership Development
Opportunities
District Fall Conferences
Unit Awards & Stipends
Networking
Mentoring



TLA Staff



Shirley Robinson
Executive Director



Cindy Boyle
Exhibits & Vendor
Relations Manager



Lovdy Grossman
Director of Education



Wendy Woodland
Director, Advocacy &
Communication



Nicole Basso
Information Services
Manager



Michelle Cruz
Meetings and Events
Manager



Catherine Lapoint
Administrative Services
Manager



Kelly Mantay
Education and Programs
Manager



Christy Reynolds
Membership Coordinator



Casey Rice
Exhibits & Sponsorship
Coordinator



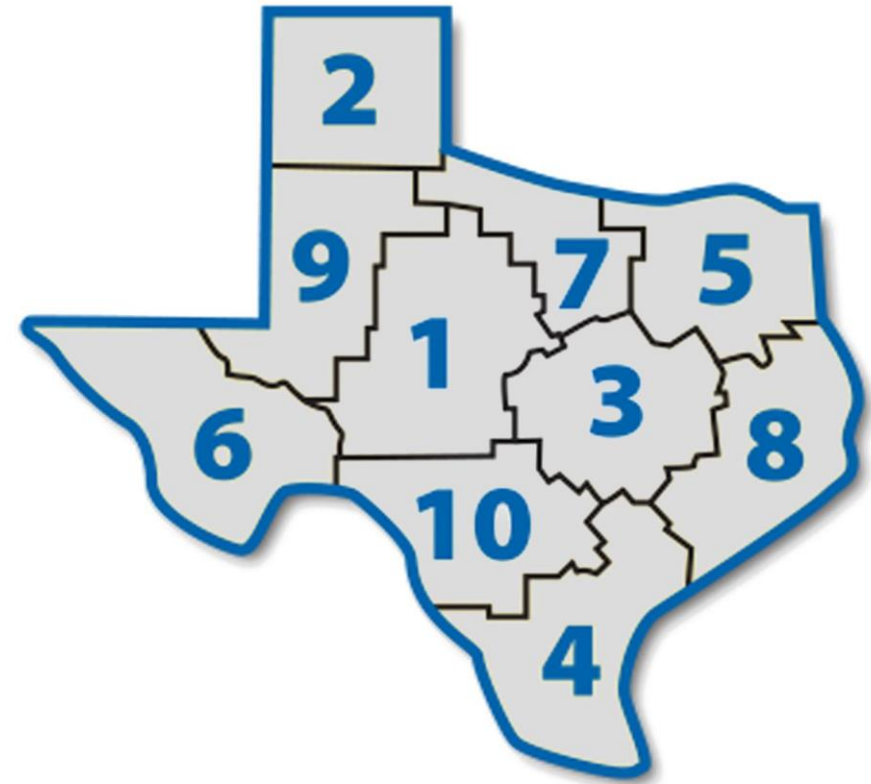
Michele Santos
Marketing Specialist



TLA Districts



- 1 – Big Country/Concho Valley
- 2- Panhandle
- 3 – Central Texas
- 4 – South Texas/RGV
- 5 – Northeast Texas
- 6 – El Paso/Far West Texas
- 7 – North Texas
- 8 – SE Texas/Greater Houston area
- 9 – Northwest Texas
- 10 – Southwest Texas/San Antonio



TLA Round Tables - 24

Acquisitions & Collections Development	Library Support Staff Round Table
Black Caucus Round Table	New Members Round Table
Cataloging & Metadata	Programming for Adults Round Table
Children's Round Table	Queers & Allies Round Table
Copyright Round Table	Reference Information Services RT
Digital Libraries Round Table	Retired Librarians RT
Government Documents RT	Small Community Libraries RT
Innovation & Technology RT	Storytelling RT
Interlibrary Loan Resource Sharing	Supervision Management Administration
Latino Caucus Round Table	TALL Texans RT
Library Friends Trustees Advocates RT	Texas Authors & Illustrators RT
Library Instruction Round Table	Young Adult Round Table

TLA Standing Committees - 23

Awards

Budget

Bylaws & Resolutions

Conference Planning Committee

District Leadership Caucus

Disaster Relief

Equity, Diversity & Inclusion

Intellectual Freedom

Lariat Reading List

TALL Texans Selection

Legislative

Nominating

Public Relations & Marketing

Reading List Coordination

Scholarships & Grants

Tejas Star Reading List

Texas Bluebonnet Award Program

Texas Bluebonnet Award Selection

Texas Book Festival

Texas Topaz Nonfiction Reading List

Texas Youth Creators Award

Upstart Award

Tocker Foundation

TLA Council - Purpose

Bylaws, Article VI:

Council determines policy and serves as the chief governing body of TLA, except where Bylaws assign responsibility elsewhere

Standing Rule 4 A. Council Duties:

1. Approve the annual budget of TLA, provided that the Executive Board has the power to amend the budget within the limits of the total budget approved;
2. Authorize a membership referendum on questions of policy;
3. Fill vacancies in the office of Treasurer and among Representatives-At-Large on the Executive Board;
4. Determine District boundaries;
5. Grant permission for members to speak on issues;
6. Retain all powers not otherwise provided for in the BYLAWS;
7. Resolve a conflict in the election of officers;
8. Be responsible for TLA long-range planning.

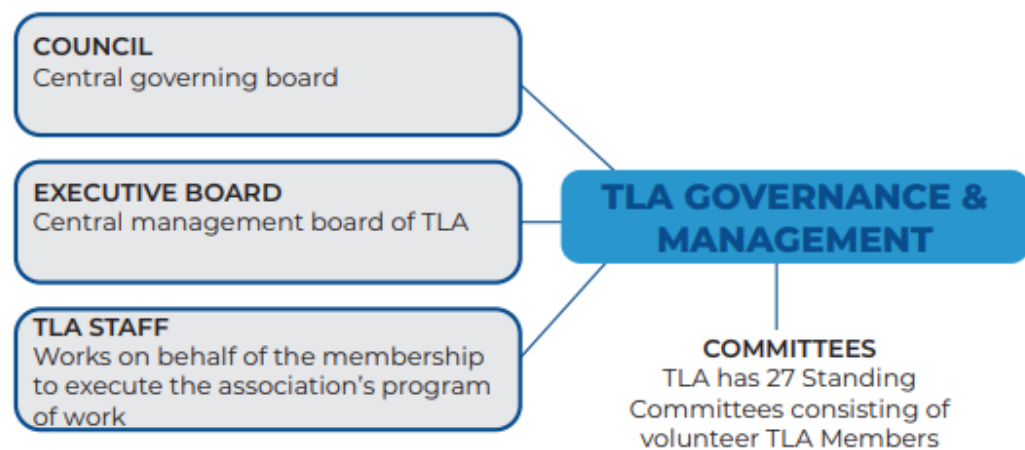
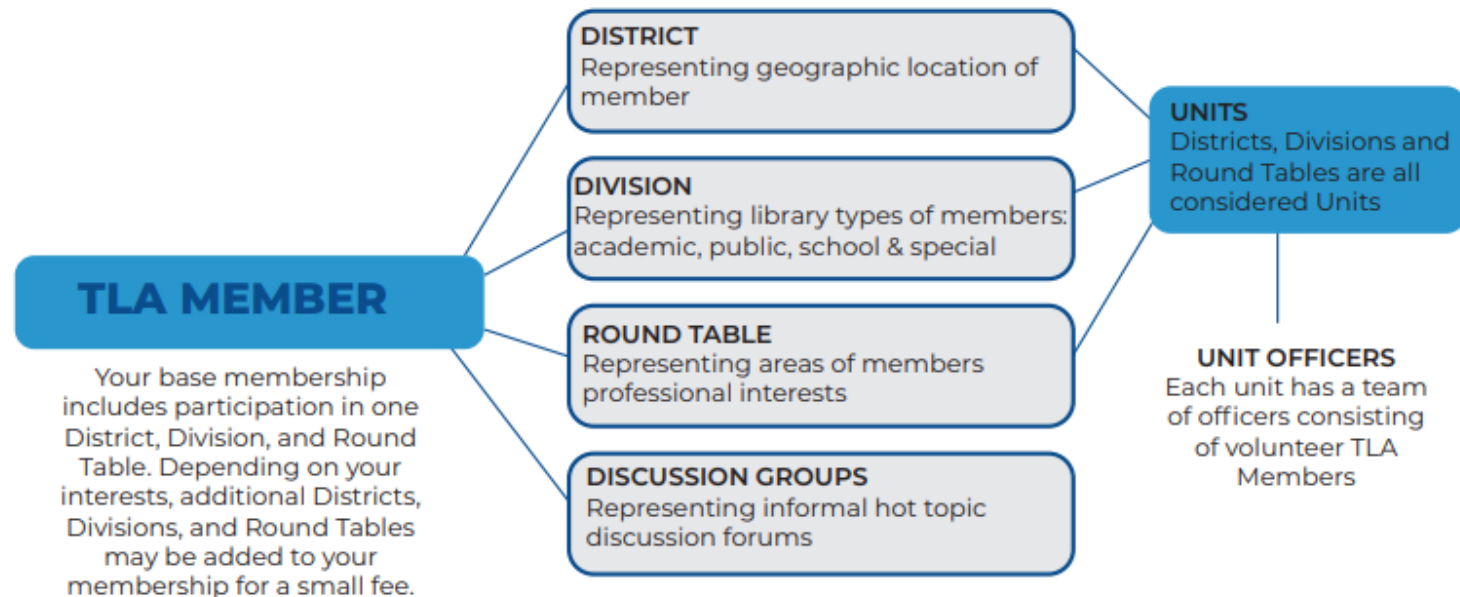
TLA Council - Composition

Voting members of Council shall include:

- A. President;
- B. President-Elect;
- C. Immediate Past President;
- D. Treasurer;
- E. ALA Councilor;
- F. Five Representatives-At-Large;
- G. One Councilor from each Division, District, and Round Table or an Alternate designated by the Unit.

Non-voting members shall include:

- A. Chairs of Standing Committees and Ad Hoc Committees;
- B. Executive Director;
- C. The Journal Editor;
- D. Association Legal Counsel;
- E. Chairs of statewide organizations affiliated with TLA;
- F. Association Parliamentarian.



2022 – 2023 TLA Executive Board



What is a Board?



**ELECTED OR APPOINTED
MEMBERS WHO JOINTLY
OVERSEE ACTIVITIES OF A
COMPANY OR ORGANIZATION**



**LEGAL REQUIREMENT OF
DIFFERENT FORMS OF FOR-
PROFIT & NON-PROFIT
ORGANIZATIONS**



**MEMBERS INCLUDE
INDEPENDENT DIRECTORS &
EXECUTIVE DIRECTOR**

Governing Boards are Unique



Board's Fiduciary Role

Board Members serve in a fiduciary role and provide guidance and leadership to the organization.

Fiduciary duties include:

1. Complying with mission, bylaws and policies of the organization and applicable laws,
2. Exercising ordinary care in the governance and management of the organization,
3. Remaining loyal to the organization and avoiding conflicts of interest.

3 Legal Duties of the Board

Duty of
Care

Duty of
Loyalty

Duty of
Obedience

Duty of Care



Consistently attending board and committee meetings



Being informed by obtaining and reviewing appropriate data and information



Participating in board discussions and decisions



Exercising independent judgment



Periodically examining the performance of executive and the board.

Duty of Loyalty



Disclosing any potential conflicts of interest



Complying with the organization's conflict of interest policy



Maintain confidentiality as required



Avoiding using organizational opportunities for personal interest or gain

Duty of Obedience



Adhering to the associations' mission and bylaws



Ensuring all applicable laws and regulations are obeyed

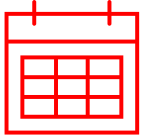


Understanding all documents governing the board and organization policies



Ensuring board decisions further the organization's and comply with the scope of governing documents

Executive Board Nomination - Elections Process



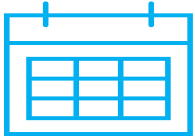
July

Nominating Committee develops board slate, Executive Board approves



Sept

Slate is announced to the Membership



Feb. – Mar.

TLA Elections (Executive Board and contested Unit positions)



Mar.

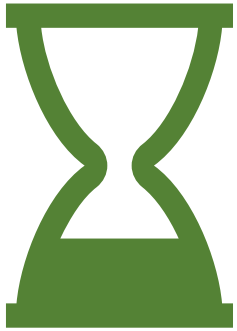
Election results announced to Membership



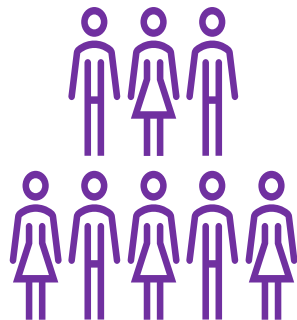
April

New officers are installed and begin service

Executive Board Terms & Composition (Bylaws, Art. IV; SR 2)



- **President – 1 year term**
- **President-Election – 1 year term**
- **Immediate Past President – 1 year term**
- **Treasurer – 3-year term**
- **ALA Councilor – 3-year term**
- **(4) Representatives at Large - 3-year term**



- **President-Elect rotates by Library type**
- **Reps-at-Large; replacement by Lib. type**



Defining the Officer's Role in TLA

Defining the Officer's Role in TLA



- Purpose & potential (Why does this unit exist?)
- How do you support and contribute to TLA as a whole
- Leadership development for officers and potential future members
- Membership recruitment and retention for TLA
- Networking and resources for unit members
- Operating procedures
- ...What else



Unit Leadership Positions

Bylaws, Article XI, Sections 6 & 7; Standing Rule 8

- **Chair**
- **Chair-Elect/Vice Chair**
- **Past Chair**
- **Secretary/Treasurer**
- **Webpage Administrator**
- **Councilor/Alt. Councilor**
- **Legislative Chair (Divisions)**
- **Programming/Membership**



Unit Leader Responsibilities



- **Clear and timely communication with Executive Board and Staff**
- **Positive and professional interactions between unit board members and unit members**
- **Public and TLA representation**
- **Stay focused on TLA's mission/unit purpose**
- **Succession planning – 'leave it better than you found it'**

Effective Leadership



Leadership Strategies for Officers

- 
- A background image showing several hands of different skin tones stacked in a circle, symbolizing teamwork and unity. The hands are wearing white long-sleeved shirts. The image is slightly faded and serves as a backdrop for the list of leadership strategies.
- **Build relationships & cultivate trust**
 - **Annual roadmap (purpose, planning, process)**
 - **Build value for members**
 - **‘Space and grace’**
 - **Year End Performance Assessment** (how did we do?)

Meeting Best Practices



Meeting Best Practices - General

1. Annual Meeting Calendar (poll on morning, lunchtime, p.m.)
2. Calendar Invites and Reminders (Only Outlook/Google cal. is real)
3. Fully formed agenda
4. Speakers prepared
5. Officer meeting roles (more than 1 voice)
6. Materials out with enough time to review (3-5 days is ideal)
7. Start and end meeting on time

Meeting Best Practices

1. Meeting Agenda

- TLA Mission/Unit Purpose
- Consent Agenda
- Important to trivial order of items
- 3-4 agenda items max
- Timing noted
- Who is leading the conversation?
- Action needed? Vote, Discussion, Learning?
- Link to materials in the agenda from google shared drive

2. Officers leave the meeting with a clear sense of purpose, contribution and action items

3. Did all members get to contribute? (Rule of People/Time = Speaking Time)

4. 'Big' Decision items – multiple meetings okay

5. [Instant Minutes](#) – Fill in as the meeting is taking place

Resource: [Meeting Best Practices](#), Julie Todaro



Meeting Best Practices

Setting Up for Success

ZOOM

1. Open room 5-10 minutes early
2. Greet attendees
3. Have 'welcome slide'
4. Introduce speakers
5. Group Norms/TLA Code of Conduct
6. Accessibility
7. When to use chat
8. Cameras on
9. Names and role

In-Person

1. Arrive early 30 – 45 minutes
2. Check room set, A/V, where are the restrooms, any supplies, materials, water, etc. needed, temperature
3. Seating – U shaped, hollow square
4. Accessibility – Lighting, audio (use microphones)
5. Name badges/table tents
6. Friendly, welcoming environment
7. Group Norms posted/Code of Conduct

Meeting Best Practices – Sample Group Norms

- ✓ Be fully present during discussions / Avoid side conversations.
- ✓ Come prepared for the meeting.
- ✓ Step away or turn off camera if you need to take care of something else.
- ✓ Participate actively in the discussion / Share your thoughts
- ✓ Listen to understand all perspectives.
- ✓ Allow everyone an opportunity to contribute their ideas.
- ✓ One person speaks at a time / Everyone gets a chance to speak
- ✓ Maintain a positive attitude, Show gratitude for others.
- ✓ Present questions or disagreements in a respectful manner.
- ✓ Express disagreement with ideas, not individuals.
- ✓ Feel comfortable to express differing opinions within the meeting.
- ✓ Maintain confidentiality regarding disagreements expressed during the meeting.



ABC Round Table Monthly Meeting Agenda

August 1, 2022 *** 10 – 11 a.m.

Via Zoom ([hyperlink to Zoom invitation](#))

- Group Norms
- Google Drive Folder

Sally Smith, Chair, Presiding

10:00 a.m.	Call to Order	Sally Smith (establish quorum, reminder on group norms)	
10:05 a.m.	Consent Agenda	Sally Smith	VOTE
	<ul style="list-style-type: none">• July Meeting Minutes (link to ea. item)• ABC Round Table Fund Balance Statement• Current RT Membership #'s		
10:10 a.m.	Proposed RT Award	Gary Brown, Chair-Elect	DISCUSSION
10:25 a.m.	Proposed Conference Social	Brian Sabo, Secretary-Treasurer	DISCUSSION
10:40 a.m.	New Business	Sally Smith	
10:50 a.m.	Industry Scan, ABC Issues & Opportunities, Officers		DISCUSSION
10:55 a.m.	Recap Instant Minutes	Brian Sabo	
11:00 a.m.	Adjournment	Sally Smith	VOTE

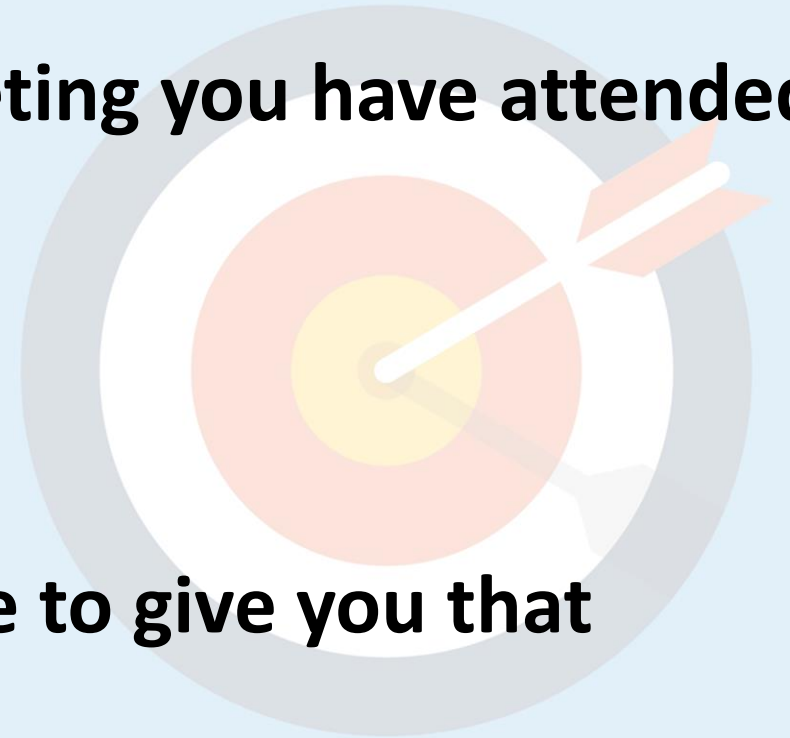
Small Group Activity #1



At Your Tables

Describe a recent effective and fulfilling meeting you have attended (or lead).

- What made it a success?**
- What feedback did you provide or receive to give you that confirmation?**



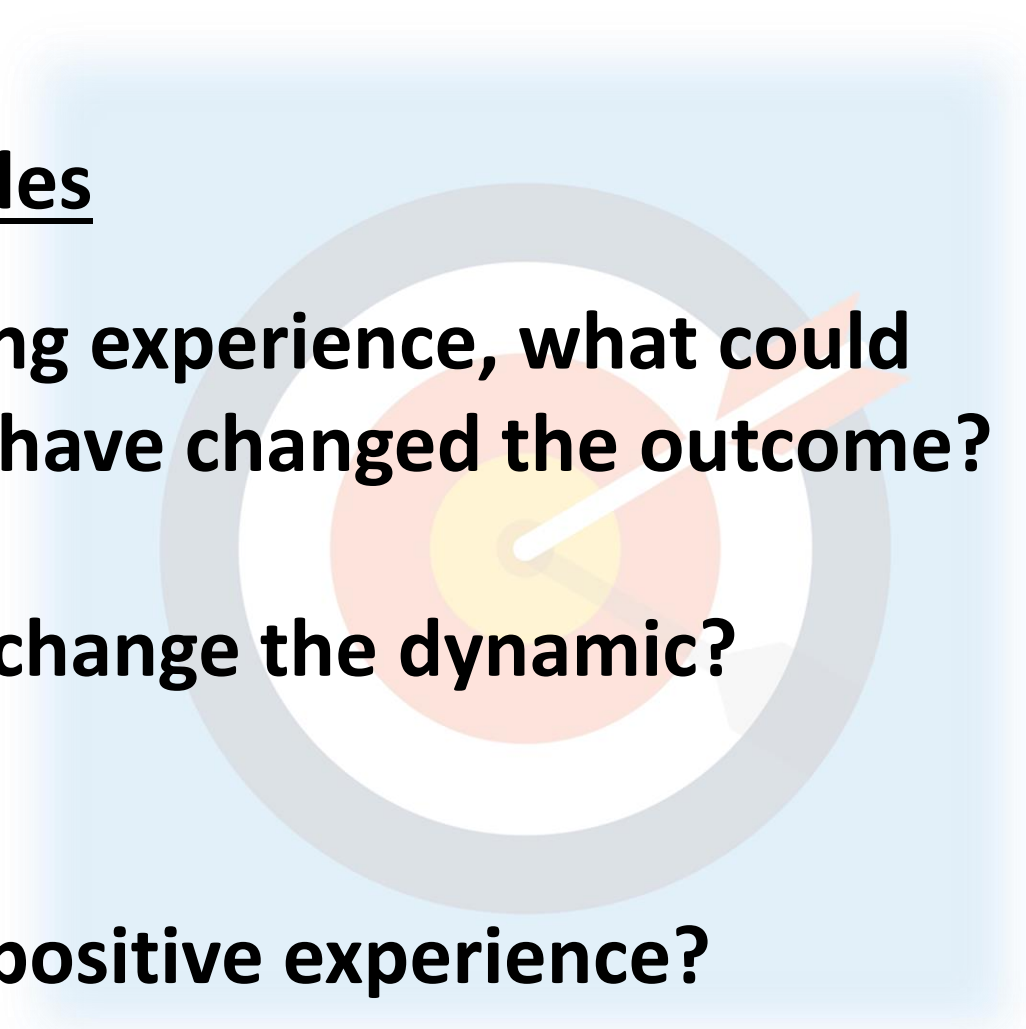
Small Group Activity #2



At Your Tables

Think about a recent frustrating meeting experience, what could have happened differently that would have changed the outcome?

- What can your role be next time to change the dynamic?**
- Who can you work with for a more positive experience?**



Small Group Activity #3



At Your Tables

Think about your unit's meetings; what goals do you have – in working with your fellow officers – to make your meetings amazing?



2022 Annual Assembly



Shirley Robinson, CAE, Executive Director
shirleyr@txla.org

*Thank you for your service
to TLA!*

**Please join us for lunch in the Zilker Ballroom for the
Legislative Update & fellowship with your
colleagues.**