



The National Association to Promote Library and Information Services to Latinos and the Spanish Speaking
Connecticut - Massachusetts - New Jersey - New York - Pennsylvania - Rhode Island

Annual Joint Mini-Conference Committee

Description: The mission of REFORMA NE (RNE) Chapter Joint Mini-Conference Committee is to plan, develop, implement and execute the annual event. This includes choosing the location, coordinating the logistics, preparing the theme and proposal for the event, and making contact with librarians from the ALA ethnic caucuses; in addition to design the working plan and strategies for committee members.

Chairperson Duties: Designs a working strategy plan for the event. As a project manager oversees the effectiveness of the information and logistics for the professional event.

Works with the Executive Board Members to implement the Strategy Plan and the goals for the short, medium and long term that are required to accomplish prior, during and after the event;

Requests Committee Chairs information that might be useful for the event;

Organizes teleconference(s) and/or virtual meeting(s) to follow-up a structure agenda providing an effective roadmap for a dynamic work session;

Prepares an agenda and coordinates the time of the teleconference(s) and/or virtual meetings;

Sends reminder emails/texts for teleconference(s) and/or virtual meeting(s);

Prepares a brief summary of the agenda discussed at the teleconference(s) and/or virtual meeting(s);

Reports to the Executive Board Members

Chairperson Time Commitment: At least 3 hours bi-weekly for the assignments and projects that need to be completed.

Committee Member(s) Duties: May be assigned to work on specific project(s) that is required for the event.

Committee Member Time Commitment: 2 hours bi- weekly depending on the project(s) that needs to be completed.