



LEAD Interest Group Membership Guidelines

LEAD Mission Statement:

LEAD stands for Leadership Excellence and Development. The purpose of LEAD is to promote and support leadership throughout the Wyoming Library Association. This interest group engages in leadership-oriented training, mentorship and professional development.

LEAD Vision Statement:

The vision of LEAD is to help support library staff as they learn, grow, and become confident as current and future leaders.

LEAD Membership & Budget Information:

Any WLA member can join LEAD at any time. Amigos should be contacted to join and pay membership fees. A \$10 fee is required to join. This fee is typically used for programming or marketing. There are WLA bylaws that must be followed for Interest Groups in regards to funds and membership. Please see below under Duties of Interest Groups, Article IV, Part G & H.

Duties of Interest Groups (From the WLA Bylaws, Article IV, updated 2019-2020)

- A. Interest Groups shall have at least five (5) members and shall be led by at least one (1) appointed leader. Self-directed Interest Groups shall appoint a contact person. Interest Groups leader(s) shall serve from annual conference to annual conference and shall be appointed annually by the Interest Group. The Executive Secretary/Treasurer and President shall be notified of any changes in leadership by November 1st.
- B. Interest Groups may create rules not in conflict with the Association bylaws that govern how they run their meetings, how often they meet, how they appoint leaders, etc.
- C. Interest Groups shall meet or hold an event in-person, virtually, via teleconference, or other appropriate method at least one (1) time per year. Interest Groups may meet to conduct continuing education events, conduct business meetings, network, or for other reasons. Interest Groups shall archive notes of meeting proceedings and decisions for those members unable to attend. Annual business meetings and detailed minutes of events or meetings are not required.

The Executive Board shall make virtual and teleconference technologies available to all Interest Groups.

- D. Interest Group meetings and events will be conducted in a professional and orderly manner, and with the discretion and direction of the Interest Group leader(s). A quorum is forty percent (40%) of the group membership. A majority of those present can approve motions.
- E. Interest groups shall maintain a web presence connected to the Association website. This web presence may be in any form that the Interest Group chooses. The web presence shall be updated after every Interest Group meeting or event and shall include the Interest Group's statement of purpose; rules; names and contact information of the Interest Group leader(s); a private list of all Interest Group members; notes, recordings, or archives of past meetings or events; a record of past Interest Group decisions; and any other information relevant to the Interest Group. Each Interest Group shall post an annual report consisting of their activities for the year, current number of members, and plans for the coming year to their web presence and send a copy to the President no later than one (1) week before the Association's Annual Conference.
- F. Interest Groups may request an email distribution list from the Executive Secretary. This list shall be annually updated.
- G. Interest Groups may charge annual membership and/or event participation fees. These funds will be held in an Association reserve account for the sole use of the Interest Group. If additional funds are needed to pay for an Interest Group meeting or event, the Interest Group may request funds from the general Association budget by petitioning the President, Vice President, and Past President. Interest Group leaders shall notify the Executive Secretary/Treasurer and the President of any fee changes for the following year by November 15th.
- H. An Interest Group may dissolve itself by a majority vote of its members at any time. Interest Group Leaders shall notify the Executive Board of this action within five (5) business days. The Executive Board shall dissolve an Interest Group if it has less than five (5) members, has not met for two (2) consecutive years, or is acting in a manner inconsistent with the Association's mission and bylaws. The Executive Board may dissolve an Interest Group at any Business Meeting provided that the membership has received ten (10) business days' notice. Interest Groups may be reformed through the petition process listed in these bylaws. Upon dissolution, an Interest Group shall deposit any remaining reserve account funds into the accounts of the Interest Group(s) and/or Association) program(s) of its choice. If no decision is made, the Executive Board will deposit the funds into a reserve account from which all Interest Groups can request funds for programming.

Expectations of LEAD Members:

Currently- Participate in Listserv discussions and Interest Group planning and conference calls throughout the year. Actively engage new members and/or present at WLA sessions about leadership or professional development. Usually at least one session and/or a keynote are presented at conference facilitated or supported by LEAD. Work with Children's/Youth Services on an author every 3 years (adult or otherwise), and look at finding a keynote speaker on a regular schedule. This will require participation and cooperation with the WLA Program Committee.

LEAD Leadership Structure:

Currently- Chair

Responsibilities: Schedule meetings, take minutes, report minutes, develop conference programs and mentorship program, find and communicate with keynote speakers for WLA, help create marketing materials for LEAD. Work with key partners listed below. Communicate with WLA President, WLA Interest Group Representative and WLA Webmaster as needed.

Suggested Change- Chair, Chair Elect, and Past Chair.

The role of the Chair Elect is to shadow, learn and be mentored by the Chair for the current calendar year. They will be voted in at the end of the year as the new Chair. The role of the Past Chair is to mentor the new Chair during the current year, and help them with their duties and any questions or concerns they may have along the way.

Key Partners:

WLA Executive Board, WLA President, WLA Interest Group Representative, WLLI Advisor, Amigos Library Services, WLA Program Chair and WLA Conference Committee, program presenters, affiliations and organizations as needed.

LEAD Yearly Timeline & Action Plan:

- A. WLA Conference marks the beginning of the calendar year for the Interest Group. This may change, but the conference currently takes place sometime in Aug or Oct. The end of the calendar year will be the following Aug or Oct.
- B. The first in-person meeting required by WLA bylaws is held at conference. If conference is not meeting or meeting in a different format (ex. virtually) LEAD will meet in a similar format.
- C. An end-of-year report is required and reported by the LEAD Interest Group Chair to the WLA President and the WLA Interest Group Representative just before conference each year, usually approx. 30 days before conference. Communication with the WLA IG Rep. and the WLA is essential during this time to get it posted on the website in a timely manner.
- D. LEAD members create an Action Plan at their first meeting of the year. This holds Goals, Objectives, essential areas the groups would like to focus on for the year. Having SMART, quarterly objectives will allow for a smooth team-oriented process as the year progresses. Meeting virtually or by phone on at least a quarterly basis helps for consistent communication. The Chair is allowed to call a meeting as needed, and members may suggest a meeting as well.
- E. Minutes should be posted to the WLA website or another easily accessible format after each group meeting, virtual or otherwise.
- F. At the next conference in Aug/Oct, the Chair Elect is voted in, the Past Chair transfers their duties to the current Chair, and so the process of mentorship continues.

WLA LEAD Mentorship Program & Rotating Sub-Committee:

LEAD members who are interested can participate, along with the Chair-Elect, Chair, and Past Chair, in facilitating the WLA LEAD Mentorship Program. This will be launched in 2020 and is a 12-month program for mentors and proteges in Wyoming Libraries. Any library staff who are interested can apply and they will be matched with either a mentor or a protégé as needed. Current WLA membership is not required to participate. The role of LEAD will be simply to go over applications, match people, and check in on

them periodically throughout the year. The mentorship program will accept applications year-round, so please be sure to advocate and advertise this program to whomever is interested!

Future LEAD Projects:

Anna Street

LEAD Interest Group Chair

Johanna Tuttle

LEAD Interest Group Co-Chair

2020