

# 2023 SCLA New Officers' Guide

*You're leading a SCLA Section, Round Table, or Committee! Now what?*

## **Sections and Round Tables**

### **Get Started**

1. Communicate with the other leaders of your group. If applicable, choose who will serve as chair and any other roles you would like to establish. Provide the chair's contact information to the SCLA Secretary for inclusion in the Board Roster.
2. Update your contact information on the SCLA website. Email [webscla@gmail.com](mailto:webscla@gmail.com) with updates.
3. Obtain a list of your members. Contact Donald Wood for this list [dwood@capconsc.com](mailto:dwood@capconsc.com) and copy [kjones@richlandlibrary.com](mailto:kjones@richlandlibrary.com) on your email.
4. Reach out—get in touch with your members and let them know you're active.
5. Create an e-list for your group using the SCLA website. Email [webscla@gmail.com](mailto:webscla@gmail.com) for assistance.
6. If you need additional officers, recruit them from your membership or professional connections.
7. Plan at least one way to engage your membership between now and the conference. Some ideas for engagement include hosting a meet-up (in person or virtual) or planning a continuing education session.
8. Make sure your chair attends the upcoming SCLA Board Meetings.

### **Keep It Going**

1. Keep your members in the loop. Pass along important updates.
2. Recruit new members.
3. Plan an engagement opportunity at the annual conference. This could be a conference session, poster session, social meetup, networking opportunity, etc.
4. Hold a business meeting at the annual conference and elect 2024 officers.

## **Committees**

### **Get Started**

1. Communicate with the other members of your committee. If applicable, choose who will serve as chair and any other roles you would like to establish. Provide the chair's contact information to the SCLA Secretary for inclusion in the Board Roster.
2. Update your contact information on the SCLA website. Email [webscla@gmail.com](mailto:webscla@gmail.com) with updates.
3. Review the SCLA Bylaws and Handbook and familiarize yourself with the duties of your committee.
4. Consult with the SCLA President and for any specific assignments/guidance.
5. Make sure your chair attends upcoming SCLA Board meetings.

### **Keep It Going**

1. If needed, recruit additional committee members from among the active membership and your professional connections.
2. Carry out the duties of your committee and any assignments from the Executive Committee.

Need Help? Have Questions? Your Executive Committee is here to help! Our contact information can be found on the SCLA website: <https://www.scla.org/executive-officers>