

## **Operations Team Report Spring 2003**

Leader: Judy Anderson  
Treasurer: Dareth Murray  
Secretary: Samara Wilson

### Tasks:

- organize one program for the year
- manage the chapter's money/maintain solid fiscal processes
- manage the chapter's record of Board decisions/maintain the archives
- monitor, and revise as necessary, the chapter's bylaws
- nominate the candidates for election at the chapter's annual business meeting
- report on team activities at each board/leadership meeting

This year, the team assembled a Nominations Committee to find candidates for President-elect, Secretary and Membership Officers. Because this year was the 30<sup>th</sup> anniversary for the ORSLA, a special committee was formed to plan the annual dinner. The Operations Team had no official responsibilities for it this year. The Anniversary meeting/dinner was held at McMenamins Edgefield. The program highlighted special, exciting events from years gone by. Many former members, now retired from librarianship, joined us for the gala occasion.

Because of the excellent series of programs co-sponsored by ORSLA and PORTALS, the team did not contribute a program this year.

The nominations team included:

Kathy Brost  
Linda Lovitt  
Judy Anderson

The team got off to an energetic start and team members successfully found candidates for each office. The information was posted as indicated in the by-laws. The committee gave reports to the Board throughout the process to keep them apprised of the committee's progress.

To assist future Operations Teams, we are contributing procedures we used in the process to the ORSLA procedures handbook. The procedures include samples of the announcement (includes descriptions and requirements of the offices and length of term as appears in current By-laws), a suggested timeline for the nominations committee, and a sample script that can be used when the committee is contacting potential candidates.

### Attachments

Call for participation in candidate nominations  
Sample timeline for the nominations committee  
Sample script for initial contact with potential candidates