OLC DIVISION ACTION COUNCIL GUIDELINES AND PROCEDURES

There are currently 14 Divisions in the Ohio Library Council (OLC). Each is related to an employment specialty, a type of library, or a special interest.

Per OLC Code of Regulations Section 1.15 (B): The OLC Board of Directors may from time to time establish or dissolve Divisions of members that represent the interest of members in various aspects of librarianship and library service. Such divisions will establish goals and objectives and perform activities that are in the interest of their members. Individual Members can designate membership in up to 14 Divisions of their choice without further payment of dues.

PURPOSE, GOALS, AND OBJECTIVES

Each Division has a stated purpose. The Action Council members and Coordinator for each Division should understand the stated purpose and work towards its fulfillment. In addition, the OLC strategic plan and Division goals and objectives are used as the "charge" for each Division's work during the coming year. The officers of the Divisions should strive to ensure that each specialized interest of the membership is represented in OLC programs. Membership interests may be carried out through the annual Convention and Expo, conferences, workshops, publications, informal interest groups, or other meetings of a specific nature.

Every year, each Division Action Council will review and validate its purpose and long-term goals, and draft unit objectives to meet those goals. Division objectives will be posted in the Member Info Hub.

ACTION COUNCIL MEMBERS

The Action Council consists of the (4) Division Officers and the (4) elected representatives-at-large with staggered terms. The Action Council reviews and suggests Division programs, approves appointments made by the coordinator, meets at least twice a year, informs the OLC office of all meeting dates at least 10 days in advance, and reviews any surveys, membership resolutions, and publications.

OFFICERS

Title and Terms of Office. The officers for each Division include:

- A Coordinator (becomes the Past Coordinator the following year)
- An Assistant Coordinator (becomes Coordinator the following year)
- A Secretary
- A Past Coordinator

Their term of office shall be for one year commencing on January 1 following their election to Action Council. *(See Duties of Officers below.)*

DUTIES OF OFFICERS
In general, officers are responsible for the areas outlined below.

Coordinator
(1) Serves as official representative of the Division for activities of OLC.
(2) Presides at all meetings of the Division's Action Council and of the Division's membership.
(3) Appoints replacements to vacant offices, with action council approval.
(4) Maintains a record of the Division's activities for the year.
(5) Submits a written annual report describing the Division's activities for the year.
(6) Works closely with the Assistant Coordinator and members of the Action Council in developing ideas for OLC's Convention & Expo and professional development programs.
(7) Insures a smooth transition of leadership from one term of office to the next through continued involvement as Past Coordinator.
(8) Works with OLC's Director of Membership Services on the nominations process.

Assistant Coordinator
(1) Presides at all meetings of the Division and Action Council when the Coordinator is absent.
(2) Works closely with the Coordinator to insure a smooth transition of Division leadership.
(3) Assists in Division activities as requested.

Secretary
(1) Takes minutes during meetings of the Action Council and submits official minutes to the OLC Office.
(2) Submits news items to OLC as requested by the Action Council.
(3) Participates as a full member of the Action Council in all discussions and program planning.

Past Coordinator
(1) Remains on Action Council for one year after serving as Coordinator to ensure continuity and support for the current Coordinator.
(2) Supports Assistant Coordinator in absence of Coordinator.

MEETINGS
Planning and Leadership Conference. Each year, the OLC hosts a Planning and Leadership Conference which should be attended by outgoing and incoming Officers and Action Council members. The purpose of this conference is to review the previous year's activities and plan for the following year. Attendance is greatly encouraged.

Action Council Meetings. All current Officers and Action Council members should attend all Action Council meetings.

MAKING YOUR DIVISION "WORK"

Involving membership.

For the benefit of the association and its future leadership, the Division officers should create opportunities by which interested members may become active in unit activities. The Division should publicize its activities and identify members who are willing to work on Division programs through publications, professional development events, and annual meetings.

Communicating with membership.

Through items in *Access*, the Action Council can describe plans for special projects and call for program ideas.

ANNUAL REPORTS

All Division Action Council Coordinators are required to file annual reports.

Annual reports provide a record of the Division's accomplishments and should be based on the goals and objectives selected by your Division Action Council. The following information should be included:

- Name of the Division
- Name of person(s) submitting the report
- Goals and objectives selected for the year, especially those that were part of the Division's charge, and progress made in completing them
- Special accomplishments
- Names of those who contributed during the year to the Division's work.

PROGRAMS

Co-Sponsorship.

Divisions are encouraged to seek co-sponsorship of programs that cross lines between several areas of interest.

Professional Development Programs.

Divisions are encouraged to work with the OLC Director of Professional Development to plan professional development workshops during the year and for possible inclusion in the OLC Convention and conferences. OLC staff will make all arrangements and promote the workshops. Contact should be made with the OLC office prior to development of any definitive plans. These events are intended to be revenue producing.