Annual Report 2019

Chapters Liaison, Executive Board

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Responsibilities

The Chapters Liaison acts as a liaison between all regional chapters, except the Canadian Chapter, and the Executive Board. The Chapters Liaison also hosts meetings with chapter officers throughout the year, solicits chapter donations to the annual conference, solicits and submits chapter proposals for hosting the annual conference, and advocates for chapters at Executive Board meetings.

Meetings Attended

ARLIS/NA Annual Conference, Salt Lake City, UT  
- Chapter Leaders Meeting  
- Executive Board Meetings  
- Ohio Valley Chapter Meeting  
- MOQ Chapter Meeting

Midyear Executive Board Meeting, San Diego, CA  
Ohio Valley Chapter Meeting, Columbus, OH  
New England Chapter Business Meeting (virtual attendance)  
2 Mid-Atlantic Chapter Business Meetings (virtual attendance)  
Mountain West Chapter Business Meeting (virtual attendance)  
Monthly ARLIS/NA Executive Board Meetings (virtual attendance)

Summary of Activities

Communication  
- Updated Chapter Success Book  
- Updated chapter rosters, Basecamp, and AWS chapter registry  
- Emailed chapters to solicit monthly and mid-year reports  
- Authored two newsletters for the Southern California Chapter and one for the Southeast Chapter  
- Member of Humanities Commons Implementation Task, representing the chapters  
- Communicated with chapter leaders via Basecamp  
- Communicated with chapters to schedule online business meetings after the annual conference was canceled as a result of COVID-19
• Member of all chapter listservs

Conferences
• Updated Proposal to Host the annual conference document to reflect new conference proposal deadline of January
• Updated the Chapters Liaison Workflow to coincide with the new January deadline
• Solicited and submitted a successful proposal to host the 2023 annual conference
• Solicited and helped coordinate chapter donations for the 2020 annual conference
• Moved chapter leaders meeting, usually at the annual conference, to an online format

Membership
• Lead chapters through the transition to bundled membership, fielding questions
• Wrote FAQ for bundled membership with Suzanne Rackover
• Participated in discussions about chapter membership and its relationship to society membership

Chapter Affiliation Agreements
• Polled chapters about their Chapter Affiliation Agreements
• Researched Chapter Affiliation Agreements with the UIUC

Financial Management
• Began working with Lindsay King to better help chapters navigate banking issues by collecting survey information
• Assisted U.S.-based chapters with 990N tax filing
• Performed tasks associated with helping Northern California and Texas/Mexico reinstated their non-profit status
• Helped the Southeast Chapter transition treasurers

Onboarding
• Onboarded all new chapter chairs/presidents in January of 2020
• Participated in Leadership Onboarding hosted by Amy Trendler

Technology
• Midstates website was moved to one hosted by ARLIS/NA
• Central Plains’ listserv is now hosted by ARLIS/NA
• Northwest’s listserv is also now hosted by ARLIS/NA

Board Activities
• Successfully submitted proposals for changes to chapter bylaws
• Gathered board feedback for chapters
• Kept board informed of chapter questions and issues