

# Battle of the Books

## Responsibilities of the MHLS Battle of the Books Chair and Vice Chair

### Responsibilities of the MHLS Battle of the Books Chair and Vice Chair:

*These are two year terms. If more than one candidate is presented there will be an election by the committee members.*

The Battle of the Books committee chair and vice chair, working in partnership, are responsible to **facilitate the work of the committee, provide oversight** and **ensure timely communications** within the committee and between the committee. To do this they:

- Prepare the agenda including topics of current concern as well as topics that have been referred to the committee.
  - Keep the groups attention focused on what needs to be done.
  - Keep discussions on track: periodically restate the issue and the goal of the discussion.
- Guide, mediate, probe and stimulate discussion.
  - Direct the group and manage the problem solving process.
  - Use well placed questions, seek points of information and clarification, and periodically summarize to keep the discussion focused.
  - Help to resolve conflict.
  - Establish relationships among committee members' ideas.
  - Promote group discussion by asking for facts, opinions and suggestions.
  - Monitor participation: control talkative members and draw out silent members.
- Ensure that the meeting stays on schedule, that breaks are taken, and that the meeting adjourns on time.
- Ensure designated reports (including sub-committees) are given at the meeting.
- Review action items from the previous meeting and ensure completion.

### Responsibilities of the Committee Chair

- Facilitates all meetings
- Sets agendas
- Coordinates meeting dates
- Keeps committee on timeline
- Coordinates with sub-committee chairs to check on progress of ongoing projects and determines if changes to the program need to be made through a committee vote
- Administers surveys (through Google Docs, Doodle or equivalent program) for voting purposes
- Maintains the BOB Gmail address
- Responsible for keeping an electronic record of procedures and findings to pass on to the next Chair.

### Responsibilities of the Committee Vice Chair

- Takes minutes at all meetings, posts minutes to Google Group, sends to website administrator for archiving on website
- Manages the Battle of the Books Google group membership. Keeps information up to date, including adding new participating library emails addresses, removing old member addresses
- Keeps track of subcommittee members from year to year
- Works with Chair on facilitating the Battle of the Books program and assumes responsibilities of the Chair if needed.

# **Battle of the Books**

## **Responsibilities of the MHLS Battle of the Books Chair and Vice Chair**

### Timeline

#### **September – After Regional Event**

- Send out information to recruit new libraries; send reminder about book suggestion form to the Google group; reminder about October meeting

#### **October [Meeting]**

- Lead discussion about book titles; divide reading assignments; identify changes to rules or structure based on information provided by the subcommittee Chairs; select volunteer to facilitate group buy of books; encourage exploration of possible venues

#### **November**

- Assign orientation mentors to new recruits based on region; follow-up with members regarding possible venues; identify changes to rules or procedures based on information provided by the subcommittee Chairs

#### **December [Meeting]**

- Statement of Commitment from all participating libraries by the second Friday in December; Update Google Group listserv member information; finalize book titles; establish meeting dates for the coming year; send out sign-up form for subcommittee seats and question editors; elect Chair, Vice-Chair for coming year (*if necessary*).

#### **January**

- Follow-up with members regarding possible venues; state any formal changes to rules or procedures (via the Google Group); all information from the previous Chair/Vice-Chair should be transferred to the new Chair/Vice-Chair (*if necessary*).

#### **February [Meeting]**

- Book pick-up; assess equipment needs; finalize facility choice or vote on venue (*if necessary*); Vote on rule or procedure changes (*if necessary*).

#### **March**

- Question Writing; assistance as needed to sub-committees; deal with issues as necessary

#### **April**

- Question Writing; assistance as needed to sub-committees; deal with issues as necessary

#### **May [Meeting]**

- Determine meeting agenda based on current issues– is a meeting necessary?

#### **June**

- Assistance as needed to sub-committees; deal with issues as necessary

#### **July**

- Assistance as needed to sub-committees; deal with issues as necessary

#### **August [Meeting]**

- Order of play established; regional duties finalized; competition brackets created

#### **September - Before Regional Event**

- Send out instructions, reminders as needed; designate an emergency phone number