

Battle of the Books

Responsibilities of the MHLS Battle of the Books Volunteers Sub-Committee

Responsibilities of MHLS Battle of the Books Sub-Committee Members:

- Sub-Committees include: Question Editing, Volunteers, Facility, Publicity/Promotion; Each sub-committee will have 3 to 4 members.
- Fully participate in sub-committee activities by attending meetings and conducting business by telephone and written communications.
- Be aware of, and able to discuss pertinent issues.
- Designate a Chair to report actions and achievements by the sub-committee at committee meetings.

Sub-committees

Each member of the Battle of the Books committee who is not the current Chair, Vice Chair, Treasurer or Website Administrator must be a member of one of the sub-committees. Sub-committee sign-ups will take place in December after the participating library commitment form has been submitted.

In the event there are not enough positions for all participating libraries in that year, those individuals without an assignment will serve on a sub-committee the following year. All members must serve on a sub-committee at least one of every two years.

Each sub-committee will consist of no less than three members but not more than four unless the number of participating libraries does not equal the amount needed to maintain this standard. Committee members may be a member of more than one sub-committee only if all participating members have been assigned to a sub-committee.

Each sub-committee will be appointed a Chair. The Chair of each sub-committee is responsible for: directing the group according to the timeline, reporting progress of ongoing projects, equally distributing assignments amongst sub-committee members and keeping an electronic record of procedures and findings to pass on to the next Chair.

Volunteers Sub-committee

- Responsible for volunteer recruitment and training. *The regional event employs 20-30 volunteers. See Volunteer Duties document for volunteer descriptions.*
- Coordinates with Facility Chair for pertinent information regarding venue

Timeline

September – After Regional Event

- Send thank you notes to volunteers; gather input about the event

October [Meeting]

- Share relevant input that may create changes to event structure

November

- N/A

December [Meeting]

- Select sub-committee Chair. Finalize committee members. All information from the previous sub-committee should be transferred to the new Chair, including volunteer contact information.

January

- Finalize member selection (*if necessary*)

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February [Meeting]

- N/A

March

- Volunteer Recruitment begins -*See Volunteer Duties document*
 - Disseminate volunteer descriptions to Google Group
 - Request names of volunteers from participating libraries for specific tasks
 - Start a contact list for possible volunteers

April

- Volunteer Recruitment continues (*see above*)

May [Meeting]

- Volunteer Recruitment finalized
- Send books to judges
- Contact Master Scorekeeper with list of Runners

June

- Contact volunteers regarding upcoming training

July

- Set training dates

August [Meeting]

- Volunteer training
 - Rules, pronunciations, general game day set up, duties, expectations.
- Coordinate with Facility Chair to determine rooms of play
- Assign volunteers to rooms of play; Runners will be assigned rooms by the Master Scorekeeper

September - Before Regional Event

- Send reminder email to all volunteers. Include directions, parking, arrival time, check in information and contact number in case they are unable to attend.
- Create Packets for Volunteers
 - Judges: Nametag, rules, pronunciation guide, competition bracket, bundles of questions for room of play (*coordinate with Question Editing sub-committee Chair*)
 - Emcees: Nametag, rules, pronunciation guide
 - Buzzer System/Timekeeper: Nametag, rules, score cards
 - Score Keeper: Nametag, rules
 - Master Scorekeeper: Nametag, nametags for Runners, copies of competition bracket (5)

Day of Regional Event

- Arrive 15 minutes before volunteers designated check in time
 - Volunteers should be given their packet and brought to their room. Any last minute instructions or questions should be answered at this time.
 - Buzzer system volunteers may want to try equipment if they have not used it before.
 - Runners should be sent to the Master Scorekeeper who will give them their room assignment and instructions.
- Troubleshoot as necessary.