



LLAM Guidelines

(Updated 2026)

The LLAM Guidelines (updated February 5, 2026) replace the previously separate documents: LLAM Guidelines (updated May 18, 2016), LLAM Executive Board Functions (last updated May 23, 2014), and LLAM Committee Functions (last updated Dec. 5, 2013).

The **Law Library Association of Maryland (LLAM)** is established for educational and collaborative purposes. It is a nonprofit that promotes librarianship, develops and increases the effectiveness of its members, and fosters a spirit of ethical cooperation among members of its profession, legal groups, and the general public.

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I. Organization

LLAM is a regional chapter of the **American Association of Law Libraries (AALL)**. LLAM members elect officers, construct and maintain a website, organize events and initiate special projects, such as workshops and surveys.

Officers consist of a President, Vice-President/President-Elect, Secretary, Treasurer, Immediate Past President, plus two Directors who oversee the administration of the Chapter. There are also a number of standing committees, which carry out the Chapter’s objectives.

II. Membership

Any person who is interested in law libraries and supports Chapter activities may become a member of LLAM. Dues are \$25.00 for regular members, \$12.50 for student/retired members, and \$25 for institutional members. Institutional membership is transferable among members of that institution.

III. Activities and Services

Members are encouraged to be active in the association by attending events, joining committees and

contributing articles and items of interest to the Chapter webpage. The Chapter works to foster outreach and collaboration with other library, attorney and access to justice organizations, and it advocates for legal and library issues on the local, state and national level.

Meetings – The annual business meeting is held in the spring. Board meetings are held as needed. There are usually six to eight meetings per year. In even-numbered years, the Chapter holds a Legal Research Institute.

Website – The Chapter communicates to its members through a website, which has notices of upcoming events, member and officer directories, Chapter Bylaws and documents, digital archives and articles of interest.

Placement – Through the LLAM Listserv and website, the Placement Committee transmits suitable library and information jobs to members, helps members locate new positions and assists employers in finding employees.

IV. LLAM Guidelines

The LLAM Guidelines are intended to assist Chapter leadership in interpreting and performing their duties and responsibilities. It is meant to be a working document and should reflect current policy and practice.

The current Board of Trustees is responsible for maintaining and updating the LLAM Guidelines. All substantive changes need to be consistent with the Bylaws. An archival copy of superseded Chapter Guidelines should be kept in the Chapter files by the Secretary and Archives Committee.

V. Board of Trustees – Purposes and Tasks

a. Overview of Board Structure and Governance

- The Board of Trustees (the “Board”) consists of the President, Vice President/President-Elect, Secretary, Treasurer, Immediate Past President and two Directors.
- The Board is responsible for maintaining communications and relations between the Chapter and the American Association of Law Libraries.
- The Board approves an annual budget for the Chapter and all major expenses over \$500.00.
- The Board performs additional responsibilities as specified in the LLAM Bylaws and the LLAM Guidelines.
- On quorums, from the LLAM Bylaws, Article VII (5): “The act of a majority of the Board of Trustees shall be the act of the Board of Trustees. Four members of the Board shall constitute a quorum. Members of the Board who are attending remotely shall be counted toward the total required for a quorum.”

b. President

Purpose: The President, elected by the membership or appointed by the Board, will perform such duties as specified in the LLAM Bylaws or assigned by the Board.

Tasks include:

- Organizing and presiding at all Board meetings
- Preparing the agenda for Board meetings and distributing copies to Board members prior to the meeting
- Preparing the agenda for the annual business meeting and any other Chapter meeting, including distributing agenda copies to the members prior to the meeting
- In discussion with the Board, setting goals for the year and outlining the means of attaining those goals
- In consultation with the Board of Trustees, appointing chairpersons and members of all committees, giving due consideration for geographical distribution, type of library, experience and level of skill required
- Informing the Board and membership of activities and actions taken in the name of LLAM via email or the association website
- Proposing a timely budget to the Board for consideration and approval
- Advising and assisting the Vice President/President-Elect with program planning
- Serving as liaison to standing and special committees and requesting reports from the Board and committees
- Preparing an annual chapter report. The President may request that all officers, directors and

committee chairs contribute.

- Serving as the Chapter liaison to AALL:
 - Responding in a timely fashion to all communications and questionnaires from the parent body
 - Serving as the Chapter's representative to the Council of Chapter Presidents and attending the annual meeting of the Council. The Chapter will reimburse the President's AALL annual meeting registration fees
 - Completing the annual AALL chapter profile
- Reviewing the LLAM Guidelines at the end of each year and alerting the incoming President of any procedural changes that modify LLAM practices, policies or procedures

c. Vice President/President-Elect

Purpose: The Vice President/President-Elect will serve as a member of the LLAM Board and perform such duties as are assigned by the President.

Tasks include:

- In the absence of the President, presiding at Business and Board of Trustees meetings
- In the event that the President resigns prior to the completion of the regular term of office or, in the judgment of the Board, is unable to perform the duties of the office, the Vice President/President-Elect, assumes the role of President for the remainder of the term
- Attending meetings of the Council of Chapter Presidents, including at the AALL annual meeting, if they so desire
- Chairing the Program Committee, overseeing all aspects of planning programming, including content, location selection, logistics, programming and budgeting
- Chairing the Legal Research Institute, which is hosted bi-annually, and overseeing all aspects of planning, including location selection, logistics, programming and budgeting (in even-numbered years 2016, 2018, etc.)
- Maintaining a file of program notes to be given to the archives at the end of the term.
- Reviewing the LLAM Guidelines at the end of each year and alerting the President of any changes that modify LLAM practices, policies or procedures

d. Secretary

Purpose: The Secretary serves as a member of the Board and attends and keeps minutes of all Board meetings. The Secretary provides copies of the minutes to all Board members in a timely fashion.

In the event that the Secretary cannot attend a meeting of the Board of Trustees or Chapter, arrangements will be made in advance for an acting Secretary to perform the Secretary's functions.

The Secretary and Treasurer are elected in alternating two-year terms.

Tasks include:

- Assisting the Archives Committee to ensure that Chapter correspondence and other substantive Chapter records are preserved
- Preparing letters of invitation, notification and appreciation deemed appropriate by the Board. Ensuring that an electronic copy of all such letters is sent to the Archives Committee for inclusion in the LLAM Archives, including those drafted by another Board or Chapter member.
- Posting the approved minutes to the LLAM website through the Communications and Technology Committee
- Maintaining a separate list of all Board decisions, votes and resolutions taken during the year
- Notifying the membership of proposed changes in the LLAM Bylaws at least thirty days prior to the meeting or election at which a vote is to be taken
- Maintaining a file of finalized minutes
- Supervising elections and official votes as called for in the Bylaws - This includes:
 - Coordinating with the Nominations Committee for the list of nominees and their bios
 - Preparing the Official Ballot
 - Emailing members the ballots, biographies and instructions on voting; usually members have two weeks to vote, plus a reminder two days before the election closes
 - Posting information about the elections and any proposed Bylaw change on the LLAM website through the Communications and Technology Committee
 - If a Bylaw change is included, sending out a notice and the revised text at least 30 days in advance of the vote
 - Counting and reviewing the ballot results
 - Notifying the President of the outcome of the election and then emailing the membership and arranging for the results to be posted on the LLAM website through the Communications and Technology Committee
- Undertaking any special assignment assigned by the President and serving as liaison to the membership and to selected standing committees
- Reviewing relevant LLAM Guidelines at the end of each year and alerting the President of any changes that modify LLAM practices, policies or procedures

e. Treasurer

Purpose: The Treasurer serves as a member of the Board and is responsible for maintaining an accurate and current record of all the financial transactions of the chapter.

The Secretary and Treasurer are elected in alternating two-year terms.

Tasks include:

- Collecting all monies for the Chapter and depositing the monies in LLAM Chapter accounts

- Disbursing monies as authorized by the Board of Trustees and keeping receipts and/or documentation of all checks issued
- Drafting a budget and making revisions as needed based on input from the Board and Committees
- Preparing a formal written report of all financial transactions to date during the current financial year for presentation at every LLAM Board meeting. A formal written annual report will be presented at the annual meeting with review copies provided to each member of the Board of Trustees
- Preparing Maryland Taxes: Annual Report and Personal Property Return
- Preparing Federal Taxes: Annual Report
- Administering the LLAM payment processing account (e.g. Ecwid), including creating items in the online store for purchase (e.g. event registration, vendor donations)
- At the conclusion of their term, transferring financial records that will not be needed by the incoming Treasurer to Chapter archives
- At the conclusion of their term, transferring administrative credentials for LLAM financial accounts to the new Treasurer (e.g. bank account, payment processing account, IRS account, Maryland Comptroller account)
- At the conclusion of each year, updating the signatories on any LLAM financial accounts
- Reviewing the LLAM Guidelines at the end of each year and alerting the President of any relevant changes that modify LLAM practices, policies or procedures

f. Immediate Past President

Purpose: The Immediate Past President will serve as a member of the Board and participate in its discussions and deliberations.

Tasks include:

- Providing appropriate assistance to the incoming President to ensure a smooth transition of power and an effective continuation of chapter activities
- Turning over their files to the incoming President
- Chairing the Nominations Committee

g. Directors

Purpose: The two Directors serve as members of the Board, attend Board meetings and participate in its discussions and deliberations.

Each Director is elected in alternate years.

Tasks include:

- Receiving, considering and voting on recommendations from the officers, the committee chairs and the membership
- Assisting in the preparation of meeting agendas by submitting appropriate suggested topics
- Undertaking any special assignment assigned by the President and serving as liaisons to the membership and to selected standing committees

VI. Financial Guidelines

- Income from each meeting, seminar or other Chapter event should be individually recorded
- Cash or checks submitted for deposit in Chapter accounts must be accompanied by supporting documentation such as receipts, registration forms, membership applications, etc.
- Requests for expenditure of Chapter funds must be accompanied by supporting documentation, such as an invoice or receipt
- Photocopies of checks and original copies of supporting documentation are retained in the Treasurer's files for tax and audit purposes
- Copies of all email correspondence relating to expense requests will be retained
- In the instance of a questionable reimbursement request, the Treasurer will consult with the President
- All checks and cash should be deposited within one week of receipt
- Checks and payments in excess of \$500.00 must be approved by the Board

a. General Accounting Procedures

The Treasurer maintains a general ledger record for the transfer of Chapter income and expenses. Among the general ledger categories are:

Income

- Membership Dues
- Chapter Events – Separate category for each event, includes registration fees
- Vendor Support
- Donations

Disbursements

- Officer and committee expenses authorized by Board actions or Chapter policies
- Meeting and reception expenses, recorded by each event
- Web hosting
- Printing
- Grants
- Donations, gifts, prizes
- Miscellaneous expenses – includes supplies, bank charges, etc.

b. Online Payment Transactions

LLAM uses Ecwid/Lightspeed for online payment transactions. The service allows individuals and businesses to transfer funds electronically. The following are general Ecwid/Lightspeed practices:

- Paying annual dues and event registration fees
- Sending or receiving payments for online auctions
- Purchasing or selling goods and services
- Making or receiving donations

c. Filing Tax Reports

Maryland Taxes: Annual Report and Personal Property Return

- Due every year no later than April 15
- Filed online through MD Business Express
- UN = LLAM2017; PW = See Treasurer Materials
- Fed Tax ID – 80-0278566
- MD Tax ID – D02653418

Federal Taxes: Annual Report

- 990N is due every year by the 15th day of the 5th month (October 15th) after the close of your tax year.
- Tax year = Accounting period end = May 31
- Filed online via IRS website, <https://www.irs.gov/>, – sign in with Login.gov account (Credentials, including authentication information, must be transferred at the end of each Treasurer term)
- Email: llamonline99@gmail.com
- Password: See Treasurer Materials
- Fed Tax ID – 80-0278566

d. Budget Process

The LLAM budget process includes input from the President, Vice President in their role as program chair, the Treasurer, committee chairs and the Board of Trustees. The full Board will vote on its acceptance.

e. Timetable

Month	Activity
June	<ul style="list-style-type: none"> • Change signatories on the bank account • New Treasurer learns Ecwid (e-commerce platform that powers LLAM Online Store) functions
July	<ul style="list-style-type: none"> • The Secretary will give figures on the numbers of members and projected member dues income. • The Vice President, while planning the year’s programs, will estimate the total costs of the year’s events. • If it is a Legal Research Institute (LRI) year, the Vice President will make a detailed estimated statement of its expenses and income.

	<ul style="list-style-type: none"> • The Government/Vendor Relations Committee Chair will start approaching potential vendors for donations related to Chapter activities.
August	<ul style="list-style-type: none"> • Treasurer prepares two-year budget report (informs the Annual Budget that should be prepared by the President by Fall) • Other Board members and Committee Chairs will be solicited for budget items.
September	<ul style="list-style-type: none"> • The President and Treasurer will compile the input and financials into a program year budget, with a special section on the LRI to be approved by the Board.
October	<ul style="list-style-type: none"> • October 15th is the deadline to file Federal annual report (Form 990N – electronic postcard)
November	<ul style="list-style-type: none"> • Renew WordPress account (LLAM website) • Print chapter liability summary from AALL website
December	<ul style="list-style-type: none"> • Payment for Chapter Holiday Party • Payment, if awarded, for the LLAM Service Award
January	<ul style="list-style-type: none"> • Treasurer coordinates with President on approved MLA Legislative Day sponsorship payments
February	<ul style="list-style-type: none"> • Treasurer coordinates with President on approved grant payments (i.e. AALL Registration Grant)
March	
April	<ul style="list-style-type: none"> • April 15th is the deadline to file Maryland Annual Report (Tax Form 1)
May	<ul style="list-style-type: none"> • Payment for Spring Fling • Payment, if awarded, for the LLAM Grant to the AALL Annual Meeting & Conference

VII. Expense Reimbursement Policies

a. General Expenses

Requests for reimbursement must be submitted to the Treasurer with appropriate documentation, including receipts.

Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by appropriate documentation detailing the income source.

b. Chapter Event, Meeting, Institute Expenses

Chapter members

- Registration fees will not be waived for any Chapter member.
- Chapter members will not be reimbursed for expenses to attend any Chapter meeting or educational program unless they apply for and receive a Chapter grant (except the President's AALL annual meeting registration)

Non-member speakers

- Non-member speakers will be reimbursed for parking, travel to airport (train or bus station) and meals other than those provided during the meeting.
- Non-member speakers will be reimbursed for travel at the current rates established by the U.S. Internal Revenue Service.
- The Chapter will not cover expenses for the spouse or children of a speaker.

Vendors as speakers

- The Chapter will not reimburse the expenses or registration of vendors who speak at Chapter meetings or events without approval from the Board.

c. Sample Request for Funds Approval

To: President and/or Board of Trustees
From: Government Relations Committee Chair
Re: Anticipated Expenses (include dates)
Date:

Following are anticipated expenses to (explain purpose of request)

Photocopies of the Complete Revision 200 pages @ .05 per page x 22 copies \$230.00

Binders Style \$50.00

Divider tabs 20 sets x .99 = \$21.00

Postage Initial distribution \$20.00

Total \$

Explanation: These numbers are dependent upon the individual costs of the type of binding chosen. The number of handbooks mailed will be dependent upon the number of people who do not attend the chapter meeting. Tax has been included.

VIII. Committees – Purposes, Tasks and Timelines

a. Overview of Committee Structure and Governance

LLAM Committees are entrusted with handling the administrative and creative responsibilities that keep an organization vital.

- Chairs, co-chairs and members of committees are appointed by the LLAM President.
- Standing committees are convened on an annual basis. LLAM has several standing committees: Archives Committee, Communications and Technology Committee, Government and Vendor Relations Committee, Grants Committee, Membership Committee, Nominations Committee, Placement Committee and Programming Committee.
- The LLAM President also has the option of convening special committees of finite duration in order to accomplish particular tasks or projects.
- Committee chairs and co-chairs are responsible for keeping the LLAM President apprised of committee activities, providing reports to the LLAM Board of Trustees regarding committee activities, assisting with annual budget estimates, maintaining committee materials that can be passed to subsequent committees or the LLAM archive and attending Board meetings.

b. Archives Committee

Purpose: The Archives Committee identifies, acquires, organizes, preserves and publicizes materials in all formats relating to LLAM history. These materials include official correspondence, publicity materials, updates to procedures and by-laws, meeting minutes, financial records, contracts, insurance policies and other related LLAM documents. The Committee makes these materials available to its officers, members and, the general public as appropriate. Archive materials are housed at the Thurgood Marshall Law Library at the University of Maryland Law School Law Library in Baltimore.

Tasks include:

- Identifying materials in all formats for addition to the archives
- Acquiring contributions related to Chapter activities
- Following established standards for preservation and organization of archival materials
- Organizing records for easy access
- Preserving the materials
- Publicizing available archival materials to promote the goals of LLAM

Timeline:

- *Summer:* Request submissions from outgoing officers for additions to the LLAM archives
- *September:* Submit any budget items to the Treasurer for inclusion in the general Chapter

budget

- *September – May*: Collect materials including photography from LLAM meetings and events

c. Communications and Technology Committee

Purpose: The Communications and Technology Committee manages all aspects of LLAM’s information distribution to members and the public. The Committee manages LLAM’s website, LLAM listserv (Google Groups Listserv), as well as large- scale communications using various media.

Tasks include:

- Managing the login credentials for the WordPress account (LLAM website)
- Editing LLAM webpages
- Editing the LLAM Google Store
- Coordinating with Treasurer to have online payment on LLAM website

Timeline:

- *Summer*: Assist with displays and brochure updates for AALL Annual Meeting and Conference
- *June*: Update LLAM Website with new Board and Committee leadership and membership
- *September*: Submit any budget items to the Treasurer for inclusion in the general Chapter budget
- *September – May*: Publicize LLAM meetings and events to members and distribute Chapter news through AALL communications channels

d. Government and Vendor Relations

Purpose: The Government and Vendor Relations Committee serves as a liaison for LLAM and its members to government entities and vendors. The Committee monitors issues and legislation, keeps members informed and promotes the concerns of Maryland law libraries.

Tasks include:

- Monitoring law library-related issues and legislation, particularly through online discussion lists and blogs
- Registering with the AALL Advocacy Office to receive updates and alerts
- Coordinating with the AALL Government Relations Committee and the AALL CRIV Committee
- Representing LLAM as MLA Legislative Panel Liaison
- Promoting Law Day (federal) and Maryland Library Day
- Working with vendors for contributions/donations to Chapter activities
- Keeping members informed of government and vendor news and changes
- Suggesting relevant topics on which LLAM may wish to take a position

- Communicating with government entities and vendors regarding library concerns
- Increasing visibility of law libraries around the state.

Timeline:

- *June- May:* Relay government and member relations news to LLAM members
- *July:* Start approaching potential vendors for donations related to Chapter activities
- *Summer:* Monitor announcements and developments emanating from the AALL Annual Meeting and Conference
- *September:* Submit any budget items to the Treasurer for inclusion in the general Chapter budget
- *January/February:* Help coordinate Legislative Day at the Maryland General Assembly with other library organizations

e. Grants Committee

Purpose: The Grants Committee collects applications for annual LLAM grants to the AALL annual meetings and selects recipients. The number, amount, and deadlines for LLAM grants may vary from year to year. The Committee may be convened to distribute other special LLAM grants, as needed. The Committee also chooses the recipient of the Chapter Registration Grant for the AALL Annual Meeting & Conference when it is LLAM's year to receive the grant (generally every three years). More information is on the [AALL Chapter Registration Grants Schedule](#) page.

Tasks include:

- Requesting board approval for amount of grants
- Determining criteria for distribution of LLAM grants
- Publicizing the availability of LLAM grants to members
- Inviting members to apply for grants
- Selecting LLAM grant recipients based upon pre-determined criteria
- Informing applicants of the names of winners
- Monitoring the grants process

Timeline:

- *July:* Coordinate with LLAM Treasurer to arrange reimbursements for grant recipients
- *September:* Submit any budget items to the Treasurer for inclusion in the general Chapter budget
- *January – February:* Update forms and procedures for grant applications and create timeline for spring grant application process
- *March – April:* Collect applications and award grant(s)

f. Membership Committee

Purpose: The Membership Committee recruits and retains the LLAM membership.

Tasks include:

- Coordinating annual membership renewals
- Inviting new law librarians to join the organization
- Sending welcome letter to new members
- Contacting members who have not renewed their annual memberships
- Maintaining a directory of LLAM members, which can be accessed on the Chapter webpage through a password
- Providing membership statistics to the Treasurer each fall, so that AALL may calculate the price for annual renewal of chapter liability insurance and the Board can estimate membership income for the year's budget

Timeline:

- July - October: Promote and process annual membership renewals. Provide membership statistics to LLAM Treasurer. Produce annual LLAM directory put up on the Chapter webpage.
- July – May: Recruit new members, update forms and procedures for membership, and publicize the benefits of LLAM membership to non-members
- September: Provide information on number of members and dues for budget cycle
- September: Submit any budget items to the Treasurer for inclusion in the general Chapter budget

g. Nominations Committee

Purpose: The Nominations Committee is responsible for locating potential LLAM Board candidates and operating elections in cooperation with the LLAM Secretary. The Committee consists of at least three members.

Tasks include:

- Monitoring member involvement in the organization to determine candidates for office
- Communicating with the President about progress in securing candidates for upcoming elections
- Inviting members to serve as candidates
- Communicating a slate of candidates to the LLAM President and requesting bios from nominees. Working closely with the Secretary to ensure a fair and efficient election of officers.

Timeline:

- *January:* Issue a call for candidate nominations (excluding current Nominations Committee members).
- *January:* Recruit a slate of candidates for offices, at least one for each office, with all Presidential candidates being members of AALL
- *February:* Provide list of nominees and candidate bios to the LLAM President and Secretary, in coordination with the LLAM President and Secretary

h. Placement Committee

Purpose: The Placement Committee gathers job postings of potential interest to LLAM members and to other law library staff in Maryland.

Tasks include:

- Gathering relevant job announcements from national and regional online sources
- Editing job announcements, as necessary, before distributing
- Distributing job announcements through the LLAM blog and discussion list
- Archiving job announcements
- Assisting potential employers by posting job announcements and fielding related questions
- Serve as the point of contact for library schools who seek speakers on the topic of law librarianship
- *Optional:* Maintain an updated LLAM placement brochure for distribution at events, providing a copy of each new version to the Archives Committee

Timeline:

- *September:* Submit any budget items to the Treasurer for inclusion in the general Chapter budget
- *September – May:* Collect and distribute law library-related job postings to LLAM members. Provide LLAM President with regular reports of placement statistics
- *January – May:* Archive job announcements to PDF once annually, ideally in January, but before the Spring Fling

i. Programming Committee

Purpose: The Programming Committee is responsible for scheduling educational programs and social events for the LLAM membership and, occasionally, for other audiences. The Programming Committee usually is led by the LLAM Vice President /President-Elect, with assistance from a co-chair and committee members.

Activities and events should be collectively self-supporting, with a prepared budget listing estimated

expenses and income for all events.

Tasks include:

- Arranging speakers, locations, photography and occasionally catering for various educational events; most educational events are free to members
- Coordinating social events, such as the annual holiday party, the “Spring Fling” and after-work mixers; social events usually have registration fees to defray expenses
- Planning the Holiday Party which is both a social event and a money-maker for Chapter grants and charities through a silent auction, raffle, or donation drive
- Orchestrating the biennial Legal Research Institute which is usually a one one-day program, organized in even numbered years, in March or April
- Setting up the annual meeting or “Spring Fling” which includes the installation of officers, the transfer of the Lamb (plushie Lamb that is apparently AWOL at the moment) and is usually also a social event
- Coordinating with the Government and Vendor Relations Chair on the Maryland Legislative Day event.
- Setting up the annual LLAM service project which can be on a Saturday in Spring
- Coordinating with the Communications & Technology Committee to publicize upcoming events, including information about costs and parking; in particular, committee members should ensure that events appear on the LLAM blog.
- Coordinating a Chapter visit from a AALL Executive Board Member. Chapters have the option of requesting an annual visit from a AALL representative. The AALL representative can speak at an event, attend a board meeting, and attend a Chapter social event. The request should be submitted at least 8 weeks prior to the event. AALL covers expenses for the visit. More information is on the AALL website.

Timeline:

- *Summer:* Coordinate with LLAM President and Communications and Technology Committee to provide displays and updated materials for AALL Annual Meeting and Conference
- *September:* Gather financial estimates and budget for programming to be incorporated into the general Chapter budget, with a sub-budget for the LRI if it is an even-numbered year
- *September – May:* Schedule, coordinate, and publicize LLAM programs, meetings and social events. Coordinate AALL VIP visitors, as needed
- *December:* Holiday Party
- *February:* Maryland Legislative Day
- *Spring:* LLAM service project
- *May:* Spring Fling event usually serves as the final event of the LLAM year

j. Special Committees

Purpose: Special committees (such as the bylaws or budget committees) are established and their members are appointed by the LLAM President. Special committees are task-oriented and of limited duration.

Tasks include:

- Handling administrative tasks such as amending bylaws and updating procedures
- Providing support to the Programming Committee for large-scale events, such as the “Legal Research Institute”
- Assisting with other LLAM projects, as necessary

Timeline to be determined

IX. Leadership Calendar

May	
PRESIDENT/IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> Announce the new Board at the general meeting and “hand over the lamb” to Incoming President
INCOMING PRESIDENT	<ul style="list-style-type: none"> Registration forms for AALL Leadership Training and Luncheon are due to AALL Review the AALL Chapter Profile. Information regarding Chapter Annual Reports is sent out to Chapter Presidents. Agenda items for the July AALL Board of Trustees meeting are due approximately six weeks before the meeting. Please contact the Chair of Council of Chapter Presidents to discuss the submission of an agenda item. Solicit input from the Board of Trustees for the annual chapter report due in August. Extend invitation to Chapter VIP guest (if Annual Meeting is local).
INCOMING VICE-PRESIDENT	<ul style="list-style-type: none"> Registration forms for AALL Leadership Training and Luncheon are due to AALL. Completed AALL Annual Meeting Food and Beverage forms are due. Final count due in June.
SECRETARY	<ul style="list-style-type: none"> Send last year’s minutes to Archives and files to new Secretary, if applicable.
TREASURER	<ul style="list-style-type: none"> Close accounts and provide copies of LLAM’s annual treasury report for the LLAM Annual Business Meeting. Send last year’s files and information to new Treasurer, if applicable.
BOARD OF TRUSTEES	<ul style="list-style-type: none"> Review and prepare annual budget for next fiscal year.
MEMBERSHIP COMMITTEE	<ul style="list-style-type: none"> Send out membership notices.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> Host Spring Fling event.

June	
INCOMING PRESIDENT	<ul style="list-style-type: none"> Subscribe to AALL Council of Chapter President’s email list. Register for the AALL Annual Meeting and receive reimbursement for registration fee, if applicable. Plan the LLAM Dine-Around at the annual meeting. Appoint all committee chairs, help recruit members and

	<p>discuss the committees' goals.</p> <ul style="list-style-type: none"> • Schedule escorts for the Chapter VIP(s) at the AALL Annual Meeting and make the VIP aware of events and activities. This only happens if the AALL Annual Meeting is local and a VIP guest is invited.
INCOMING VICE-PRESIDENT	<ul style="list-style-type: none"> • Become signatory on the LLAM bank account. • Consult with President on potential programs.
TREASURER	<ul style="list-style-type: none"> • Change signatories on the bank account. • Learn Ecwid/Lightspeed (e-commerce platform that powers LLAM Online Store) functions
BOARD OF TRUSTEES	<ul style="list-style-type: none"> • Review committee forms, guidelines, policies etc. and recommends changes to the Board of Trustees.
ARCHIVES COMMITTEE	<ul style="list-style-type: none"> • Solicits LLAM Archives submissions from outgoing officers (ongoing throughout the summer).
COMMUNICATION AND TECHNOLOGY COMMITTEE	<ul style="list-style-type: none"> • Assist with displays and brochure updates for AALL Annual Meeting and Conference (ongoing throughout the summer).
GOVERNMENT AND VENDOR RELATIONS COMMITTEE	<ul style="list-style-type: none"> • Monitor announcements and developments emanating from the AALL Annual Meeting and Conference (ongoing throughout the summer). • Relay government and member relations news to LLAM members (ongoing).
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Coordinate with LLAM President and Communications and Technology Committee to provide displays and updated materials for AALL Annual Meeting and Conference (ongoing throughout the summer).

July	
<ul style="list-style-type: none"> • PRESIDENT/IMMEDIATE PAST PRESIDENT 	<ul style="list-style-type: none"> • Prepare Annual Report.
<ul style="list-style-type: none"> • PRESIDENT 	<ul style="list-style-type: none"> • Attend and participate in Chapter Leadership Training activities at the Annual Meeting. • Consider Chapter visit from an AALL Board member. • Set up Chapter entry at the AALL annual meeting. • Verify the Immediate Past President's preparation of the Chapter's Annual Report. • Become familiar with the items on AALLNET pertaining to Chapters, update Chapter information. • Instruct the Communications and Technology Committee to update the Board information on the LLAM website, within two weeks after the Annual

	Meeting.
• VICE-PRESIDENT	<ul style="list-style-type: none"> Attend and participate in Chapter Leadership Training activities at the Annual Meeting, if desired.
• COMMUNICATIONS AND TECHNOLOGY COMMITTEE	<ul style="list-style-type: none"> Within two weeks after the Annual Meeting, update the Board information on the LLAM website.
• GOVERNMENT AND VENDOR RELATIONS COMMITTEE	<ul style="list-style-type: none"> Start approaching potential vendors for donations related to Chapter activities.
• GRANTS COMMITTEE	<ul style="list-style-type: none"> Coordinate with LLAM Treasurer to arrange reimbursements for grant recipients.
• MEMBERSHIP COMMITTEE	<ul style="list-style-type: none"> Promote and process annual membership renewals. Provide membership statistics to LLAM Treasurer. Produce annual LLAM directory for the Chapter webpage (July- October). Recruit new members, update forms and procedures for membership, and publicize the benefits of LLAM membership to non-members (July-May).

August	
PRESIDENT/IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> Submit Chapter annual report to LLAM Board.
PRESIDENT	<ul style="list-style-type: none"> Hold informal Board meeting, if desired. Discuss annual budget with Board and committee chairs. Verify that the chapter roster on AALLNET is current. Send updated information to AALL. Submit a Chapter Visit Request Form if Chapter would like an AALL Board member visitor.
TREASURER	<ul style="list-style-type: none"> Prepare 2-year budget report (informs the Annual Budget that should be prepared by the President in the Fall)
BOARD OF TRUSTEES	<ul style="list-style-type: none"> Attend informal Board meeting, if possible.
COMMUNICATION AND TECHNOLOGY COMMITTEE	<ul style="list-style-type: none"> Post Chapter Annual Report on LLAM website.

September	
PRESIDENT	<ul style="list-style-type: none"> Agenda items for the fall AALL Board of Trustees meeting are due approximately six weeks before the meeting. Contact the Chapter Council Chair to discuss the submission of an agenda item.
BOARD OF TRUSTEES	<ul style="list-style-type: none"> Approve budget.
ARCHIVES COMMITTEE	<ul style="list-style-type: none"> Submit any budget items to the Treasurer for inclusion in

	<p>the general Chapter budget.</p> <ul style="list-style-type: none"> • Collect materials including photography from LLAM meetings and events.
COMMUNICATION AND TECHNOLOGY COMMITTEE	<ul style="list-style-type: none"> • Submit any budget items to the Treasurer for inclusion in the general Chapter budget. • Publicize LLAM meetings and events to members and distribute Chapter news through AALL communications channels.
GOVERNMENT AND VENDOR RELATIONS COMMITTEE	<ul style="list-style-type: none"> • Submit any budget items to the Treasurer for inclusion in the general Chapter budget.
GRANTS COMMITTEE	<ul style="list-style-type: none"> • Submit any budget items to the Treasurer for inclusion in the general Chapter budget.
MEMBERSHIP COMMITTEE	<ul style="list-style-type: none"> • Provide information on number of members and dues for budget cycle. • Submit any budget items to the Treasurer for inclusion in the general Chapter budget. • Prepare a report for the Treasurer on the number of members renewed or expected to renew by October 1.
PLACEMENT COMMITTEE	<ul style="list-style-type: none"> • Submit any budget items to the Treasurer for inclusion in the general Chapter budget. • Collect and distribute law library-related job postings to LLAM members.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Gather financial estimates and budget for programming to be incorporated into the general Chapter budget, with a sub- budget for the LRI if it is an even-numbered year • Schedule, coordinate, and publicize LLAM programs, meetings and social events. Coordinate AALL Board Member visit, as needed (September-May). • Schedule LLAM educational programs.

October	
PRESIDENT	<ul style="list-style-type: none"> • Remind Treasurer that payment for Liability Insurance is due in October. • AALL Annual Meeting Scheduling forms are due in November. Specify the room set-ups and AV requirements for any function you wish to schedule on behalf of the Chapter. If the Chapter is not planning to sponsor any activities, simply check the box by "We WILL NOT be holding a function at the Annual Meeting," and return the form by the deadline.
TREASURER	<ul style="list-style-type: none"> • October 15th is the deadline to file Federal annual report

	(Form 990N – electronic postcard)
BOARD OF TRUSTEES & COMMITTEE CHAIRS	<ul style="list-style-type: none"> • Deadline for Chapter budget proposals.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Schedule educational program. • Plan Holiday Party.

November	
PRESIDENT	<ul style="list-style-type: none"> • AALL Annual Meeting Scheduling forms are due in November.
TREASURER	<ul style="list-style-type: none"> • Renew WordPress account (LLAM website) • Print chapter liability summary from AALL website
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Schedule educational program.

December	
PRESIDENT	<ul style="list-style-type: none"> • Analyze funding to see if the Chapter can send (a) delegate(s) to the AALL annual meeting through the Chapter VIP Program. Refer to the Chapter VIP Program on AALLNET for sample expenses.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Host Holiday Party.

January	
PRESIDENT	<ul style="list-style-type: none"> • Nominations for the next AALL Chair of the Council of Chapter Presidents are sought between January and February, per the Council bylaws. • Annual Meeting Registration Awards information is sent out. Each year, ten Chapters receive one free full Annual Meeting registration. The recipient information is due to the Program Manager at Headquarters by April 1. Grants Committee Chair will organize selection of the recipient. • Review the Chapter VIP Program on AALLNET and identify possible VIP delegates for the Chapter and extend an invitation, if financially appropriate. • Agenda items for the spring AALL Board of Trustees meeting are due approximately six weeks before the meeting. Please contact the Chair of the Council to discuss the submission of an agenda item.
TREASURER	<ul style="list-style-type: none"> • Coordinate with President on approved MLA Legislative Day sponsorship payments
GOVERNMENT AND VENDOR RELATIONS COMMITTEE	<ul style="list-style-type: none"> • Help coordinate Legislative Day at the Maryland General Assembly with other library organizations (January-

	February).
GRANTS COMMITTEE	<ul style="list-style-type: none"> Update forms and procedures for grant applications and create timeline for spring grant application process (January- February).
NOMINATIONS COMMITTEE	<ul style="list-style-type: none"> Issue a call for candidate nominations (excluding current Nominations Committee members). Recruit a slate of candidates for offices, at least one for each office, with all Presidential candidates being members of AALL.
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> Coordinate possible Maryland Legislative Day program.

February	
PRESIDENT/IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> Chair the Nominating Committee when asked by the President
PRESIDENT	<ul style="list-style-type: none"> Represent LLAM at Maryland Library Legislative Day in Annapolis or select a Chapter representative. Information regarding the Chapter VIP Program will be sent out to all Chapter Presidents so the Chapter delegate can receive complimentary registration. AALL annual Meeting Audio Visual Requirements forms are sent out and are due in April. AALL Annual Meeting Food and Beverage forms are sent out and are due in May. In consultation with the Immediate Past President, appoint a Nominations Committee to select the slate of officers in February for the March election. Coordinate with the LLAM Grants Committee to start the AALL registration and Chapter annual meeting grant process.
VICE-PRESIDENT	<ul style="list-style-type: none"> AALL annual Meeting Activity Area Reservation and Store Product Sales Registration forms are sent to Chapter Presidents. If you wish to have a chapter display, use the Activity Area Reservation form. If the Chapter does not plan to have a display, be sure to mark that box on the form and return it by the deadline.
NOMINATIONS COMMITTEE	<ul style="list-style-type: none"> Make up prospective list of nominees. Provide link to LLAM Guidelines and Bylaws to prospective candidates.

March	
PRESIDENT	<ul style="list-style-type: none"> Election of the next Chair of the Council of Chapter

	<p>Presidents.</p> <ul style="list-style-type: none"> Identify potential Chapter VIPs to invite to Annual Meeting (if meeting is local). See info here: https://www.aallnet.org/community/chapters/chapters-and-the-aall-annual-meeting/annual-meeting-chapter-vip-program/
NOMINATIONS COMMITTEE	<ul style="list-style-type: none"> Provide list of nominees and candidate bios to the LLAM President and Secretary
GRANTS COMMITTEE	<ul style="list-style-type: none"> Collect applications and award grant(s) (March-April).
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> Schedule educational program.

April	
PRESIDENT	<ul style="list-style-type: none"> AALL Annual Meeting Registration Awards information is sent out. Each year, ten Chapters receive one free full Annual Meeting registration. The information is due to AALL by April 1. Information describing the AALL Leadership Training will be sent out. The Training is typically held virtually prior to the AALL Annual Meeting. Typically, the Saturday preceding the Opening Reception of the Annual Meeting there is an in-person AALL Leadership Lunch and networking session. All individuals who are Chapter Presidents or Vice Presidents at the time of the Annual Meeting are expected to attend. If neither can attend, name an alternate, preferably someone in a leadership position for the Chapter such as another Board member or a committee chair. AALL Registration for these activities is usually due back to the Council Chair by the end of May. Sent potential Chapter VIP guest names to AALL for approval (if Annual Meeting is local).
VICE-PRESIDENT	<ul style="list-style-type: none"> Annual Meeting Audio Visual Requirements are due in April. Information describing the AALL Leadership Training will be sent out. In addition to the Leadership Training, a joint luncheon with SIS Chairs and Chairs-Elect and the Council's Annual Business Meeting are held. All individuals who are Chapter Presidents or Vice Presidents at the time of the Annual Meeting are expected to attend. If neither can attend, please name an alternate, preferably someone in a leadership position for the

	Chapter such as another Board member or a committee chair. Registration for these activities is usually due back to the Council Chair by the end of May.
SECRETARY	<ul style="list-style-type: none"> • Notify the membership about the slate of candidates for election, link to the election site and deadline for voting.
TREASURER	<ul style="list-style-type: none"> • April 15th is the deadline to file Maryland Annual Report (Tax Form 1) • Coordinates with the President on approved grant payments (i.e. AALL Registration Grant).
PROGRAMMING COMMITTEE	<ul style="list-style-type: none"> • Schedule educational program.