

## **Guidelines and Responsibilities of the PCC Chair**

Working closely with the PCC Steering Committee and the PCC Secretariat, the Chair carries out and/or delegates responsibility for assignments that move forward the goals of the program. The Chair represents the program as necessary.

### **Meetings**

The Chair leads in the planning and conducting of multiple regularly scheduled meetings during the year, including both in-person and virtual meetings:

- PCC Policy Committee
  - Annual in-person meeting (held in November at the Library of Congress)
  - Monthly virtual meetings
- PCC Participants' Meetings
  - Annual in-person meeting (held at ALA Annual Conference)
  - Annual virtual meeting (held sometime in January or February)
- PCC Steering Committee
  - Annual in-person meeting (held in conjunction with the PCC Policy Committee annual meeting)
  - Annual in-person meeting (held in conjunction with ALA Annual Conference)
  - Monthly virtual meetings

**Note:** When contacting invited speakers for the PCC Participants' Meeting at ALA, the Chair will make it clear that the PCC does not pay honorariums or travel expenses for invited speakers.

Additionally, the Chair and Chair-Elect frequently attend the annual in-person PCC Operations Committee meeting, held in May at the Library of Congress. The meeting is planned by the PCC Secretariat. The Chair's attendance is welcome.

With the exception of a small subsidy for attending the May Operations Committee meeting, the time, travel, and other expenses are largely borne by the Chair's home institution.

### **Succession Planning**

The Chair and the PCC Steering Committee conduct searches for new chairs of the PCC Standing Committees and make appointments with the approval of the PCC Policy Committee. The Chair also takes the lead in dealing with Standing Committee chairs and their activities.

The Chair and the Chair-Elect have great latitude in arranging a working relationship between them in furthering the PCC. The Chair-Elect, for example, often serves as an unofficial recruiter for Standing Committees, Standing Committee Chairs, and

traditionally serves as the Nominating Committee Chair in searching for a new Chair-Elect.

Immediate Past Chairs undertake special projects in consultation with the Chair. In the past, these have included working with the PCC Strategic Plan, surveys and reports, and presentations.

## Communication

The Chair communicates and consults regularly with the PCC leadership and members. The Chair plays a lead role in announcing and discussing new initiatives. While travel and meeting attendance is required, the Chair is able to conduct the bulk of the work by means of virtual meetings, committee-specific discussion lists, and e-mail.

For a more specific breakdown of duties, please consult the following chart:

<b>Task</b>	<b>Chair-Elect, Chair, Past Chair</b>	<b>Frequency</b>
Chairs calls: Host, start agenda	Chair	Weekly; send draft agenda ahead of time
PoCo calls: Host, start agenda	Chair	Monthly; send draft agenda the week before
PCC Steering calls: Host, start agenda	Chair	Monthly; send draft agenda the week before
PCC social media: Facebook, Twitter	All (Twitter is not any ONE person's account; Facebook should be someone with an existing account)	As needed
Communiqués from the PCC Chair, sent to the PCC list at the end of each quarter	Chair	Quarterly (November, February, May, and August)
PoCo "in-person" meeting	Chair creates agenda based on consultations with PCC Secretariat, PCC Steering, and PoCo	Annual (October-November)
Assign a PoCo member to work with the standing committee which is scheduled for review	Chair	Annual (sometime between June–September)

PCC Participants' Meetings: host, agenda, etc.	Chair	Biannual (in-person ALA Annual Conference and virtual meeting in January or February)
Solicit and collect reports from various groups	Chair	Annual (sometime between September-October, before PoCo in-person meeting)
PoCo elections: Identify candidates and contact them	Nominating Committee (Chair-Elect, Past Chair, 1 PoCo member)	Annual (appoint Nominating Committee in January; identify candidates in February-March; final slate by end of March)
LD4P3 representatives	Past Chair and Chair when available	As needed
Meeting notes for calls (PoCo, Steering)	Past Chair and Chair-Elect	Weekly/Monthly
Letter to discharge task groups and complete transmittal tracking sheet	Chair	As needed
Review active transmittal tracking sheet for outstanding tasks	Chair	Monthly