Tuesday, September 16, 2014

Education Program Development Resources

Date:  September 16, 2014, 1–2 pm CDT

Audience:  Chapter, Committee and SIS Leadership

Presenters:  Celeste Smith, Director of Education
Heidi Letzmann, Education and Programs Manager

Recording:  https://www1.gotomeeting.com/register/614793985

This virtual training will provide an overview of education resources and opportunities available to AALL entities. Opportunities to engage in education are ongoing and available throughout the year. Topics include the AALL/Bloomberg BNA Continuing Education Grants Program, webinars, annual meeting education and specialized trainings.

Tuesday, September 23, 2014

AALLNET – Using My Communities to Facilitate Communications

Date:  September 23, 2014, 1–2 pm CDT

Audience:  Committee and SIS Leadership

Presenter:  Christopher Siwa, Director of Information Technology

Recording:  https://www1.gotomeeting.com/register/929218400

During this virtual training, we’ll take an in-depth look at My Communities and review all of the different areas, such as posting a new message or replying to a message from your community’s e-Group, changing your subscription preferences, and saving documents within a community’s library. We’ll also cover ways to promote the use of My Communities within your committee or SIS. Finally, there will be a Q&A session at the end to answer any questions that you may have.
Tuesday, September 30, 2014

Financial Management and Reporting

Date:  September 30, 2014, 1–2 pm CDT

Audience:  SIS Leadership

Presenter:  Paula Davidson, Director of Finance and Administration

Recording:  https://www1.gotomeeting.com/register/853484600

This financial management virtual training will provide a review of the role of the SIS treasurer in managing the SIS treasury. You will learn the procedures for requesting payment for SISs expenses, as well as a review of the quarterly financial statement that each SIS receives from AALL headquarters.

Financial Management and Reporting

Date:  September 30, 2014, 2–3 pm CDT

Audience:  Chapter Leadership

Presenter:  Paula Davidson, Director of Finance and Administration

Recording:  https://www1.gotomeeting.com/register/174489320

The financial management virtual training will prepare you for keeping accurate financial records and the requirements for tax reporting and filing. Budgeting and record retention will also be discussed.
Tuesday, October 7, 2014

Government Relations in Action

Date: October 7, 2014, 1–2 pm CDT

Audience: Committee and SIS Leadership

Presenters: Emily Feltren, Director of Government Relations
             Elizabeth Holland, Public Policy Associate

Recording: https://www1.gotomeeting.com/register/579004248

The government relations virtual training will help committee and SIS leaders get involved in advocacy, one of AALL’s strategic directions. You’ll learn how AALL sets its policy priorities, the role of AALL’s policy committees and SISs in our advocacy work, and who can speak for AALL. You’ll also hear examples of how committees and SISs have worked with the government relations office to make a difference at the federal and state levels.

Government Relations in Action

Date: October 7, 2014, 2–3 pm CDT

Audience: Chapter Leadership

Presenters: Emily Feltren, Director of Government Relations
             Elizabeth Holland, Public Policy Associate

Recording: https://www1.gotomeeting.com/register/296643241

The government relations virtual training will help you prepare for upcoming advocacy on issues like the adoption of the Uniform Electronic Legal Material Act (UELMA) and funding for public law libraries in your state or region. You'll hear about the recent advocacy efforts of other chapters, learn best practices in government relations, and discover all the resources the government relations office has to offer.
Annual Meeting Planning Tools and Resources

Date: October 14, 2014, 1–2 pm CDT

Audience: SIS Leadership

Presenter: Pam Reisinger, Director of Meetings

This virtual training will discuss procedures and guidelines for scheduling meeting room space at the Annual Meeting, including:

- Set-up on the SIS Matrix
- Ordering food & beverage
- Ordering audio-visual equipment
- How to have a function listed as a ticketed event when registering for the Meeting
- Deadlines

Annual Meeting Planning Tools and Resources

Date: October 14, 2014, 2–3 pm CDT

Audience: Chapter Leadership

Presenter: Pam Reisinger, Director of Meetings

This virtual training addresses issues that will assist chapters in scheduling independent regional meetings including:

- Tips for hotel negotiations
- Hotel contracts
- Securing insurance
- Determining start and end times of event
- Room set-up
- Ordering audio/visual equipment
- Ordering food and beverage (includes formulas for ordering)