



CHAPTER EDUCATION CHECKLIST

Timing	Completed	Activity
Yearly		Determine chapter education objectives for the year.
Yearly		Assemble an Education Committee and agree on a meeting schedule.
As needed		Plan and distribute Education Committee meeting schedule.
As needed		Contact representatives from peer organizations (ILTA, ARMA, LMA, etc.) to discuss possible collaborative sessions.
As needed		Contact Business Partners to determine their interest in speaking on a related topic. Emphasize that the presentation must be educational in nature and not a sales pitch.
As needed		Check the education database for ideas about future sessions and speakers.
Yearly		Ensure that an education session is planned for each required area of knowledge: <ul style="list-style-type: none"> <input type="checkbox"/> Communication & Organizational Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Human Resources Management (including Diversity) <input type="checkbox"/> Legal Industry/Business Management (includes marketing and planning techniques) <input type="checkbox"/> Operations Management (includes Technology/Automation Management)
As needed		Secure the AV, travel, hotel and meal requirements and other preferences of the speakers. Keep all information about a session, including notes and handouts, in a binder, tabbed by session, to make applying for possible recognition in ALA's Awards Program easier.
As needed		Make sure venues are booked and confirmed for each education session.
Yearly		Provide the Board with the Education Schedule to distribute to chapter members and post on the chapter website.
Assignments change yearly		Our Chapter Resource Team Liaison is: Name: _____ Firm: _____ Phone Number: _____ Email: _____ Reach out to the liaison to notify them of your role as Chapter Education Chair.
Yearly		Download the Education Summary Form from the ALA website. Keep it handy as a reminder to report education activities each month to ALA Headquarters.
Yearly		Create a spreadsheet with the following information: date of session, area of knowledge, session name and presenter, meeting coordinator, venue, details confirmed, number of attendees/evaluations, and evaluation score. Keeping this information on a spreadsheet will facilitate reporting education activities for the Presidents' Awards of Excellence and Chapter Performance Objectives .



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Monthly		Distribute the at each chapter education meeting.
Monthly/Quarterly		Report the monthly education meeting to ALA Headquarters on the Education Summary Form
Yearly		Seek feedback from your chapter members about the education sessions presented; solicit ideas about additional, alternative sessions.
Ongoing		Add anything particular to your chapter.