

## **ABOS Committee Chairs and Members**

All ABOS Committee Chairs are appointed by the ABOS President as approved by the Board of Directors. Committee Members shall be appointed by the President as approved by the Board of Directors\*.

The following are standing committees of ABOS as stated in the **Bylaws of the Association of Bookmobile and Outreach Services** (revised 12-5-11):

- **Finance Committee**  
The Finance Committee is charged with developing and reviewing fiscal procedures, a fundraising plan, and proposals for the annual budget.  
*\*Members of the Board of Directors serve on this committee.*
- **Membership Committee**  
The Membership Committee is charged with membership development and recruitment. The committee will work with the President to promote member involvement within ABOS.
- **Long Range Planning Committee**  
This committee is charged with providing direction for ABOS for the future. The committee recommends future conference sites. It works with the Conference Planning Committee to ensure programs meet organizational goals and objectives. It submits or endorses projects to be carried out by the committees.  
*\*Members of the Board of Directors serve on this committee.*
- **Nominations Committee**  
This committee is charged with forming a slate of Officers.
- **Conference Planning Committee**  
The Conference Planning Committee is charged with the program, speakers, events, vendors, exhibitions, and other duties as needed. Conference sub-committees shall be formed as needed.
- **Technology Committee**  
This committee is charged with working with the Board of Directors to create and maintain an interactive website for the membership. In addition, this committee shall incorporate new technologies, as they become available, to enhance the exposure of ABOS.
- **Advocacy Committee**  
This committee is charged with working to promote outreach and bookmobile services.
- **Marketing Committee**  
This committee is charged with increasing the public awareness of ABOS and its purpose.
- **Awards Committee**  
The Awards Committee is charged with distribution of awards, grants, and scholarships. The amount of scholarship and kind of awards and grants will be determined by the Board of Directors.
- **Bylaws Committee**  
*A Bylaws Committee will be formed as needed.*

Committee Chairpersons will call committee meetings as necessary to fulfill the goals and objectives of the committee and ABOS as a whole. Meetings may be held virtually by electronic means and/or in person at the ABOS annual conference. The Chairperson should report on committee activities to the ABOS Board of Directors by written report or attendance at Board of Directors meetings at the invitation of the ABOS president. The Chairperson will present a written year-end summary to be presented at the annual membership meeting that may be held at the ABOS annual conference and/or the final meeting of the ABOS Board of Directors.

Committee Chairpersons or Committee Members who are members of the ABOS Board of Directors will attend board meetings and report on committee activities.

Time commitment varies with each committee. Some committees may meet regularly over the course of a year or may meet frequently over several weeks or months depending on the goals and objectives of the committee and the deadline for same. The ABOS President and/or Board of Directors may request action be taken on specific projects that fall within the goals and objectives of a Committee.

Committees are encouraged to share ideas with each other to advance the cause of ABOS.

Committee Chairpersons and Committee Members may recommend members of ABOS be appointed to committees. Recommendations should be made to the current President. Members of ABOS shall be encouraged to volunteer in areas where they may offer expertise or share enthusiasm for the goals and objectives of the committee.

Committee activity is vital to the success and longevity of ABOS.

*revised by M Buckner 7/23/12*