

## **REGENTS ACADEMIC COUNCIL ON LIBRARIES (RACL) OFFICERS TRAINING MANUAL**

Officers are the Chair, Vice-Chair/Chair-Elect, Secretary, At-Large Members, and Past Chair.

**Chair** – Coordinates and presides over RACL Executive, RACL General, and GALILEO Steering Committee meetings; collaborates with the Assistant Vice Chancellor for Academic Library Services and Executive Director of GALILEO and the GALILEO/GIL staff members as needed

- Attends Regents Academic Committee (RAC) Chairs meeting held in Fall
- Attend Friends of Georgia Libraries Board (FOGL) meetings
  - May send representative if desired
- Acknowledges retiring deans/directors or those leaving the USG at general body meetings

**Vice-Chair/Chair-Elect** – In the absence of RACL Chair, coordinates and presides over RACL Executive, RACL General, and GALILEO Steering Committee meetings

- Assumes the position of Chair at end of Vice-Chair/Chair Elect-term or in the event the Chair is unable to complete their term
- Serves as a Chair of the GIL Coordinating Committee

**Secretary** – Take minutes at RACL Exec and GALILEO Steering Committee meetings but not RACL general meetings to allow for full participation

- Serves as RACL Chair in the event Chair and Vice-Chair/Chair-Elect are both unable to attend meeting(s)

**At- Large Members** - Attends and actively participates in all GALILEO Steering Committee and RACL Executive meetings. Seeks advice and feedback from entire RACL general membership not just at-large member's own institution.

- 4 At-Large Members
  - Each member will serve a two-year term
  - All terms will be staggered

**Past Chair** - Compiles slate of officer nominations for the upcoming fiscal/academic year to present during Spring RACL general meeting. Serves as advisor to Chair as needed.

- Provides orientation training to the new RACL officers

***All terms begin July 1 and end on June 30 of the elected officer's year of term.***

## **RACL EXECUTIVE COMMITTEE REPRESENTATION**

- RACL, current chair (to serve as Steering Committee chair also)
- RACL, current chair-elect
- RACL, immediate past chair
- RACL, current secretary
- RACL, 4 at-large members, elected by full RACL membership
- One representative (library director or designee) from each of the USG research universities:
  - Georgia State University
  - University of Georgia
  - Georgia Institute of Technology
  - Augusta University

## **GALILEO STEERING (GALSTEER) COMMITTEE REPRESENTATION**

- RACL, current chair (to serve as Steering Committee chair also)
- RACL, current chair-elect
- RACL, immediate past chair
- RACL, current secretary
- RACL, 4 at-large members, elected by full RACL membership
- One representative (library director or designee) from each of the USG research universities:
  - Georgia State University
  - University of Georgia
  - Georgia Institute of Technology
  - Augusta University
- Academic Affairs of the University System, 2 representatives: RACL Liaison/Executive Director of Library Services and the Assistant Director of GALILEO Support Services
- Public Library Directors, 3 representatives, selected by the Georgia Public Library Service (GPLS)
- The State Librarian of Georgia (or designee)
- Representative from the Department of Education (K-12) and a K-12 public school media specialist selected by that representative
- One representative from each consortium: Atlanta Higher Education Consortium / Atlanta-Macon Private Academic Libraries (AMPALS), Georgia Academic Private Libraries (GPALS), Georgia Public Library Service (GPLS), Technical College System of Georgia (TCSG), Georgia Independent Schools Association (GISA)

***The Assistant Vice Chancellor for Academic Library Services and Executive Director of GALILEO serves as the RACL Liaison.***

## FREQUENTLY ASKED QUESTIONS

**Q1.** Who sets the schedule for RACL and GALILEO Steering Committee meetings as well as the full RACL meetings?

**A1.** The RACL Chair and the Assistant Vice Chancellor for Academic Library Services and Executive Director of GALILEO (a.k.a RACL Liaison) will set the schedule for RACL Executive and GALILEO Steering Committee meetings. The full RACL body usually complete a survey with potential meeting dates. The schedule is determined by a majority vote as well as by venue availability.

**Q2.** Who sets the locations, secures meeting rooms, block rooms, set menus, etc., for both RACL and Steering Committee as well as the full RACL meetings?

**A2.** The RACL Chair and the RACL Liaison determines the location for RACL and GALILEO Steering Committee meetings. The McDonough Public Library System Administrative Conference Room has been the central location for most meetings in previous years. This allows a central location for those traveling from far distances. Normally, committee members will bring their own lunches to the Executive and Steering Committee meetings. Typically, lunch for Executive Committee and GALSTEER Committee meetings is 12-1PM; however, this may vary.

The full RACL body may complete a survey listing suggested meeting places. Location will be determined based on a majority vote from the full RACL body as well as venue availability. Depending on the location, the RACL Liaison will work with the GALILEO staff and/or host library dean/director to secure the venue and meeting rooms, block hotel rooms, and set the menus, etc.

**Q3.** What time does RACL and GALILEO Steering Committee meetings start and end? What day are meetings held?

**A3.** GALILEO Steering Committee is 10AM – 12PM while RACL Executive Committee is 1PM-3PM. However, this may vary depending on agenda topics and if the meeting is held virtually. Typically, meetings have been held on Fridays but this may change.

**Q4.** Who sets the agenda for RACL and Steering Committees as well as the full RACL meetings?

**A4.** The RACL Chair and the RACL Liaison sets the agenda for RACL and GALILEO Steering Committee meetings as well as the full RACL meeting. They will also ask members to provide agenda topics.

**Q5.** Does the Executive and Steering Committees meet a certain number of times during the year? Are these face-to-face or virtual meetings?

**A5.** While there are no set number of meeting times, four meetings were held each fiscal year in previous years (one meeting/quarter). However, the need to meet depends on the RACL Liaison or any pressing business identified by the committees. Virtual meetings are an option and are determined by The RACL Chair and the RACL Liaison.

## **GALSTEER AND RACL SAMPLE MEETING AGENDA**

Welcome/Introductions

Approval of Minutes

Agenda Topics

- Individual topics listed here
- Meeting or conference dates/locations or updates

GALILEO Updates

GIL/Alma Updates

Announcements

- AMPALS
- GDOE
- GPALS
- GPLS
- GISA
- TCSG
- USG

Retirement Recognition of Deans/Directors (RACL General Meetings Only)

Recognition of Members leaving current positions/State of Georgia and/or rolling off the committee(s) (GALSTEER only)

Next Meeting Date(s)

Adjournment

### **RESOURCES**

[RACL Operating Principles](#)

[RACL Meeting Minutes](#)

[RACL Members Directory](#)

[GALILEO Governance Structure](#)

[GALILEO Steering Committee](#)

[GALILEO Policies](#)

[GALILEO Staff](#)