



To form Interest Groups, please do the following at the first meeting of the Interest Group:

1. Determine method of selecting officers:

- Informally at the Annual Conference meeting
- Via nomination and election at the Annual Conference meeting by a majority vote of members present

2. Select Interest Group Officers:

and their Length of Term:
(maximum 4 years)

Chair: _____

- Coordinates overall activities of the Interest Group.
- Presides at meetings.
- Reports Interest Group activities to the LITA Board of Directors.

Vice Chair: _____

- Responsible for the election of officers.
- Coordinates programs with the LITA Program Planning Committee.
- Responsible for programs for the next year.

Secretary (optional): _____

3. New officers submit *Interest Group Officer Acceptance Form* to LITA Office.
4. Circulate *Membership List/Meeting Sign Up Sheet*.
5. Determine specific tasks (Interest Groups may establish ad hoc committees and task forces, plan and present programs hold institutes and preconference, prepare publication, as well as carry out other activities, with the approval of appropriate LITA administrative committees and the LITA Board).
6. Complete Committee and Interest Group Report Form and submit at each ALA conference or mail to Executive Director within two weeks.

(continued on other side)

_____ **Program Requests:** Submit to the LITA Program Planning Committee on the *Conference Program Request for Approval Form* no later than the ALA Conference the year before the program is scheduled.

_____ **Publication Requests or Proposals:** Submit to the LITA Publications Committee.

To request forms or for other information, contact:

LITA Office
50 East Huron St.
Chicago, Illinois 60611-2795

Phone: 312/280-4270; Toll-free 1-800-545-2433, ext. 4270

FAX: 312/280-3257

E-Mail: **lita@ala.org**