OPAL Organization Manual
## Table of Contents

### OPAL Organizational Structure

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1 OPAL Overview</td>
<td>3</td>
</tr>
<tr>
<td>1-2 Participating Libraries</td>
<td>4</td>
</tr>
<tr>
<td>1-3 Directors’ Council</td>
<td>4</td>
</tr>
<tr>
<td>1-4 Executive Committee</td>
<td>5</td>
</tr>
<tr>
<td>1-5 Strategic Planning Committee</td>
<td>7</td>
</tr>
<tr>
<td>1-6 Task Forces</td>
<td>8</td>
</tr>
<tr>
<td>1-7 Communities of Interest (COIs)</td>
<td>8</td>
</tr>
</tbody>
</table>

### OPAL Policies and Procedures

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1 Management and Use of OPAL Funds</td>
<td>11</td>
</tr>
<tr>
<td>2-2 Hotel Reimbursement for Chair</td>
<td>12</td>
</tr>
<tr>
<td>2-3 Meals for Group Meetings</td>
<td>12</td>
</tr>
<tr>
<td>2-4 Sponsorship of Members Attending Professional Development Programs</td>
<td>13</td>
</tr>
<tr>
<td>2-5 Forming and Revising Policies and Procedures</td>
<td>15</td>
</tr>
<tr>
<td>2-6 Meeting Changes due to Weather, Disaster, or Utility Outage</td>
<td>16</td>
</tr>
</tbody>
</table>

### Appendices

- Appendix A: Organizational Chart                           | 18   |
- Appendix B: Executive Committee Action Calendar            | 19   |
OPAL Organizational Structure
1-1 OPAL Overview

Statement of Identity

OPAL is a consortium of libraries at independent institutions of higher education in the State of Ohio. The OPAL consortium is administered by OhioNET. OPAL libraries are members of OhioLINK.

Mission Statement

The OPAL consortium strengthens and promotes participating libraries through financially responsible collaboration and innovation.

Vision Statement

OPAL participating libraries work together to provide and develop services that respond to identified user needs through:

- a shared online catalog
- ongoing strategic planning
- collaborative work in OPAL groups
- staff development and training
- cooperative purchasing opportunities to enrich collections
- quality, cost-effective innovations in technology
- end user resource sharing
1-2 Participating Libraries

Qualifications

OPAL is a group of OhioNET member libraries, comprised of independent institutions of higher education within the State of Ohio.

Responsibilities

OPAL participating libraries contribute their holdings to the union catalog. Each participating library shall actively engage in OPAL group work. Each participating library shall maintain representation to the Directors’ Council. Each participating library must sign and meet obligations of the OhioNET Service Agreement.

Withdrawal

A library may withdraw or resign from participation in OPAL only in accordance with the OhioNET Service Agreement.

1-3 Directors' Council

Charge

The Directors’ Council shall be the decision-making body on behalf of the OPAL consortium with full authority in all matters concerning the policies, procedures, and business of OPAL, with the exception of decisions which require the approval of the VPAA/Provost at the participating institutions.

Composition

Library Representation: There shall be representation from each participating OPAL library in the OPAL Directors’ Council. Representation may be by the Director, a staff member designated by the Director (“Director Designee”) or the Chief Library Administrator. If the regular representative from a participating library is unable to attend a particular Council meeting, the regular representative shall notify the OPAL Chair and shall name an alternate representative who will then have full voting rights at that particular meeting.

Ex Officio Members: The Directors’ Council will also maintain ex officio membership for the following OhioNET staff: OhioNET Executive Director, OhioNET Director of Technology Services, OhioNET Director of Accounting & Business Services, and OhioNET Director of Member Services. OhioNET reserves the right to assign another staff member to represent any of these positions if any of the Directors is unable to attend.
Voting Rights

Each participating library shall have one vote, to be cast by the Director, Director Designee, or Chief Library Administrator present when the vote is called. Votes may be cast in person or virtually. OPAL business may also be conducted via vote taken by mail or electronic submission to the OPAL Recording Secretary or OPAL Chair. A majority of all library representatives shall constitute a quorum. A majority vote of those present will rule. Expenditures greater than $500/library must be approved by a two-thirds (2/3) majority of those present for the vote.

Working Groups

The Directors’ Council can create working groups to focus on completing re-occurring tasks and projects that benefit the consortium. Working groups can be comprised of Directors’ Council members and library staff as needed for expertise and insight. Working groups will primarily do work in between meetings and submit written updates on their activities to the Executive Committee on a regular basis.

Meetings

The Directors’ Council shall meet quarterly. Special meetings shall be called at the discretion of the Chair of the Executive Committee.

1-4 Executive Committee

Charge

The Executive Committee shall have general supervision of the affairs of the Directors’ Council between its business meetings, and may make recommendations to the Directors’ Council. The Executive Committee shall be subject to the decisions of the Directors’ Council, and none of its acts shall conflict with actions of the Directors’ Council.

Composition

Executive Committee Officers: The Officers of the OPAL Executive Committee shall be a Chair, Vice Chair, Recording Secretary, and an At-Large Representative to the Executive Committee.

Ex Officio Members: In addition to the Chair, Vice Chair, Recording Secretary and At-Large Representative, one member of an OPAL Community of Interest will serve as COI Liaison to the Executive Committee and one staff person of a participating library shall serve as Mentoring Coordinator. The Executive Committee will also maintain ex officio membership for the following OhioNET staff: OhioNET Executive Director, OhioNET Director of Technology Services, OhioNET Director of Accounting & Business Services, and OhioNET Director of Member Services. OhioNET reserves the right to assign another staff member to represent any of these positions if any of the Directors is unable to attend.
Nominations/Election/Appointment

**Nominations:** The Chair of the Nominating Committee and two Committee members as he/she appoints shall work with the Executive Committee and the Directors’ Council to seek to secure at least two nominations for each open office on the Executive Committee. Each committee member and each nominee shall be a member of Directors’ Council.

**Election:** Elections shall take place at the June Directors’ Council meeting. The At-Large Representative shall be elected in even-numbered years. The Recording Secretary shall be elected in odd-numbered years. A new Vice Chair shall be elected every year.

**Appointment:** The COI Liaison and Mentoring Coordinator will be appointed by the Executive Committee.

Terms/Vacancy

**Term Length:** A Vice Chair shall be elected each year. The current Vice Chair shall become the Chair in the second year of his/her term. The At-Large Representative and the COI Liaison shall begin their terms of office in even-numbered years and serve for two years. The terms of office for the Mentoring Coordinator and the Recording Secretary shall begin in odd-numbered years and serve for two years.

**Term Commencement:** Terms shall begin at the end of the annual OPAL conference. In the absence of a conference, the terms of office will start at the beginning of the first Executive Committee or Directors’ Council meeting after August 31, whichever comes first.

**Vacancy:** In the event of a vacancy in any office except Chair, the Directors’ Council shall elect or appoint one of their number to fill the unexpired term. In the case of the Chair, the Vice Chair shall become the Chair.

Duties

**Chair:** The Chair shall preside at all meetings of the Executive Committee and Directors’ Council. The Chair shall perform all the duties usually incident to such office, subject to the direction of the Directors’ Council. The Chair shall have such other powers and duties as may be prescribed by the Directors’ Council.

**Vice Chair:** In case of the absence or disability of the Chair or when circumstances prevent the Chair from acting, the Vice Chair shall perform the duties of the Chair. The Vice Chair shall serve as Chair of Strategic Planning Committee. The Vice Chair shall have such other powers and duties as may be prescribed by the Directors’ Council.

**Recording Secretary:** The Recording Secretary shall take the minutes of the Executive Committee and the Directors’ Council meetings. The Recording Secretary shall keep records (paper and/or electronic) as required by the Directors’ Council and ensure minutes are added to the OPAL website. The Recording Secretary shall have such other duties and powers as may be prescribed by the Directors’ Council.
**At-Large Representative:** The At-Large Representative shall also serve as Chair of the Nominating Committee. The At-Large Representative shall have such other powers and duties as may be prescribed by the Directors’ Council.

**Community of Interest (COI) Liaison:** The COI Liaison initiates and maintains regular communication with all Communities of Interest, communicates their work and concerns to the Directors’ Council and Executive Committee, and assists in the communication flow within OPAL according to a position description approved by the Directors’ Council. The Liaison is expected to attend the quarterly Executive Committee meetings, but does not attend the Directors’ Council meetings. The Liaison does not have a vote at the Executive Committee meetings and is not involved in all executive-level discussions.

**Mentoring Coordinator:** The Mentoring Coordinator is responsible for coordinating a mentoring program that pairs new participating library staff with an experienced participating library staff performing comparable tasks. Mentoring will focus on systems and practices that are unique to OPAL’s operating environment. The Mentoring Coordinator will identify and provide training ideas to the OhioNET Continuing Education Coordinator. The Mentoring Coordinator is expected to attend the quarterly Executive Committee meetings but does not attend the Directors’ Council meetings. The Mentoring Coordinator does not have a vote at the Executive Committee meetings and is not involved in all executive-level discussions.

**Prohibitions**

No person shall hold more than one OPAL Executive Council position at a time.

**Meetings**

The Executive Committee shall meet at least quarterly and shall establish dates for the Directors’ Council meetings.

**1-5 Strategic Planning Committee**

**Charge**

The Strategic Planning Committee shall develop and implement the OPAL Strategic Plan. Recommendations to achieve strategic plan objectives shall be made to the Executive Committee and Directors’ Council. Strategic Planning shall submit reports of its activities to the Executive Committee and Directors’ Council.

**Composition**

The Strategic Planning Committee shall include at least one representative from Cataloging COI, Circulation COI, a user services focused COI, the Directors’ Council, and the OhioNET Executive Director or his/her designee. The Vice Chair shall chair the committee and replace members as necessary.
1-6 Task Forces

Task Forces may be appointed, as necessary, by the Directors’ Council, who will also designate the Task Force Chair. Each Task Force will then select other officers as needed, meet as needed, and shall exist for a designated period of time, or until the task is completed, whichever comes first. The Task Force shall submit its report first to the Executive Committee and then the Directors’ Council.

1-7 Communities of Interest (COIs)

Charge

Communities of Interest (COIs) are the primary forums for collaboration among OPAL participating libraries and are typically organized around a common practice area or current issue in the participating libraries. COIs should not duplicate established OhioNET Communities.

Composition

Any librarian or staff person from an OPAL participating library may attend activities of any OPAL Community of Interest (COI).

Voting Rights

Any librarian or staff person from an OPAL participating library, either in person or virtually, can make a motion and vote.

Formation and Duration

A Community of Interest (COI) can be initiated and led by any librarian or staff person of an OPAL participating library. Formation of a Community of Interest (COI) does not require the approval of the Directors Council.

Structure

The Initiator may act as Chair of the group. Other officers may be elected at the discretion of the Community of Interest (COI). The Initiator is responsible for insuring that minutes are submitted to the COI Liaison on the Executive Committee.

Meetings

The Community of Interest (COI) can decide the number and frequency of meetings as well as the site and format of the meetings. Meetings can be held at OhioNET offices or at a site chosen by members. Meetings can also be held by teleconference or other virtual means.
Minutes

Minutes shall be sent to the COI Liaison and posted to the OPAL website in accordance with OPAL guidelines.

Organization Structure Review:

The organizational structure shall be reviewed by the OPAL Executive Committee prior to the start of each new Service Agreement with OhioNET. Proposed changes will be presented to the OPAL Directors’ Council for approval.

Adopted by OPAL Directors' Council, December 5, 2001
Revised by OPAL Directors' Council, June 2, 2004
Revised by OPAL Directors' Council, June 1, 2005
Revised by OPAL Directors' Council, June 9, 2009
Revised by OPAL Directors' Council, March 10, 2011
Revised by OPAL Directors' Council, September 30, 2011
Revised by OPAL Directors' Council, June 7, 2012
Revised by OPAL Directors’ Council December 11, 2014
Revised by OPAL Directors’ Council, March 9, 2017
OPAL Policies & Procedures
2-1 OVERVIEW: MANAGEMENT AND USE OF OPAL FUNDS

As established in the OPAL Service Agreement with OhioNET, each participating institution contributes to the operational expenses for the consortium. These contributions are pooled for OPAL’s communal use and are managed in trust by OhioNET under the direction of OPAL leadership. This document describes those funds and provides general guidelines for the use and management of those funds.

DESCRIPTION OF FUNDS

OhioNET currently maintains two accounts on behalf of participating OPAL libraries: the Service Fund, used for operating expenses during the period covered by the current Service Agreement, and the Capital Fund, typically used for one-time, capital expenditures. At the end of each three-year Service Agreement, the remaining Service Funds are transferred into the Capital Fund. These funds are held in trust by OhioNET for the benefit of the consortium. Individual libraries participating in the OPAL consortium have no right to receive any portion of the unspent Service Fund or any portion of OPAL’s Capital Fund. These funds are referred to in the remainder of this document individually as the Capital Fund and the Service Fund and collectively as OPAL Funds.

MANAGEMENT OF OPAL FUNDS

OhioNET will provide regular financial reports to the Directors’ Council at their quarterly meetings and a more detailed report to the Executive Committee at their scheduled meetings. OhioNET will manage OPAL Funds in a manner consistent with its own financial or investment policies and protocols.

USE OF FUNDS

1. The purpose of OPAL Funds is to provide funding for activities that benefit the entire consortium beyond normal operations covered within the Administrative Services portion of the OPAL Service Agreement. These activities include, but are not limited to, OPAL Conference expenses, training programs for OPAL library staff, and travel expenses for OPAL and OhioNET staff to attend the IUG and other professional conferences.
2. Funds contributed by participating OPAL libraries are held in common to be used for the good of the entire consortium. They are no longer the property of the individual libraries.
3. Regular expenses (in areas established in the service agreement) require no additional approval, provided they fall within the budgeted amounts.
4. Expenditures, either one-time or on-going, that fall outside the service agreement require approval as outlined below.
   - Amounts less than $500 per institution must be approved by a majority the members of the Executive Committee.
   - Amounts exceeding $500 per institution must be approved by a two-thirds (2/3) majority of the members of the Directors’ Council.
5. Any motion to make an expenditure from OPAL Funds requires three parts:
   - The amount of the expenditure

11
A designation of which Fund to use
A description of the duration of the expenditure: whether it is one-time or on-going.

6. Approved on-going expenditures should have an associated policy that outlines details, including policy articulation, a statement of purpose for the policy, and a procedure for the execution of the policy.

2-2 HOTEL REIMBURSEMENT FOR CHAIR

Policy:
OPAL Funds may be used for the reimbursement of reasonable hotel expenses incurred by the Chair in the execution of his or her office.

Purpose:
Financial considerations may deter potential candidates from offering to serve as the Chair. Reimbursement of reasonable hotel expenses can remove that barrier.

Procedure:
1. The total cost of reimbursements to the Chair may not exceed $500 per year.
2. Reimbursement will be provided through OhioNET according to current OhioNET procedures.
3. The cost of the hotel stay will be paid from the OPAL Service Fund.

2-3 MEALS FOR GROUP MEETINGS

Policy:
OPAL Funds may be used for the provision of meals at meetings of the Executive Committee, Directors’ Council, Communities of Interest, &/or Task Forces, if they are scheduled to run through regular mealtimes. OPAL Funds may also be used for the provision of meals at other group meetings, pending the approval by the Executive Committee.

Purpose:
Often a good part of the day is used for staff from participating OPAL libraries to travel to Columbus for a scheduled meeting. Disbanding and reconvening for a lunch break reduces meeting time and requires staff members or their libraries to assume the cost of lunch. It is also conceivable that an OPAL Task Force may meet during the evening over dinner, for example, between OPAL and OhioLINK meeting days. The OPAL Directors have agreed that the provision of a meal to OPAL groups whose work spans a mealtime would be an appropriate and desirable use of OPAL Funds.
Procedure:

1. Groups eligible for this policy include the Executive Committee, Directors’ Council, Communities of Interest, and Task Forces.
2. Other groups or meetings may also be eligible for this policy, pending explicit approval by the Executive Committee.
3. The meeting must be a scheduled meeting with an anticipated work time that spans a regular mealtime.
4. The request for a meal will be submitted by the group leader to the appropriate OhioNET staff (usually the Receptionist or the Director of Accounting and Business Services) at least one week before the scheduled meeting.
   - If the meeting is not for Executive Committee, Directors’ Council, Strategic Planning, Community of Interest or a Task Force, documentation of the approval by the Executive Committee will also be required.
5. If a meal is requested at OhioNET, all group members will remain at OhioNET through the dining period.
6. OhioNET staff will determine the vendor and content of the meal served; accommodations for dietary restrictions will be made pending availability and advance notice.
7. Leftover food will be made available to the OhioNET staff.
8. In the case of an offsite meal, eligible staff will be reimbursed up to $10.00 per person for lunch &/or $20.00 for dinner, excluding alcohol.
9. Reimbursement for offsite meals will be provided through OhioNET according to current OhioNET procedures.
10. The cost of all meals will be paid from the OPAL Service Fund.

2-4 OPAL SPONSORSHIP OF MEMBERS ATTENDING PROFESSIONAL DEVELOPMENT PROGRAMS

Policy:

OPAL Funds may be used for the support of staff from participating OPAL libraries to attend conferences and professional development for the communal benefit of the consortium. OPAL Funds shall be used for the support of select OhioNET staff and select staff from participating OPAL libraries to attend the Innovative Users Group conference and/or the Innovative Academic Library Directors Symposium. OPAL Funds shall also be used for the support of the annual OPAL Service Award recipient to attend a conference of his or her choosing, subject to approval by the Executive Committee.

Representatives to the IUG conference and the Innovative Academic Library Directors Symposium will be required to present a report of their conference experience to the whole Directors’ Council. Designated attendees will be expected to share their experience from the conference or event through service back to OPAL.
Purpose:
There are conferences and professional events that have benefit to the functioning of the OPAL consortium, so offering financial support for designated attendees and requiring their participation in the leadership of OPAL ensures the receipt of that benefit.

Procedure:
1. The usual representative group to the IUG conference from OPAL will consist of three persons: an OhioNET staff member, an OPAL director, and an OPAL staff member.
2. The OhioNET staff member to attend the IUG conference will be selected by the OhioNET Director of Technology Services.
3. The Chair of the Executive Committee will put out a call for interested directors to submit their names for consideration to attend the IUG conference.
   - The full Director’s Council will make a selection from among the interested directors at their March meeting.
   - The full Director’s Council may opt to send a director representative to the Innovative Academic Library Directors Symposium in lieu of or in addition to the IUG conference.
4. The staff member from a participating OPAL library may be the recipient of the OPAL Staff Service Award.
   - The OPAL Service Award recipient may choose another conference to attend using OPAL Fund sponsorship, subject to the approval of the Executive Committee.
5. In the event that a selected representative is unable to attend, the Executive Committee will select a substitute or determine that no substitution will be made.
6. Any staff members from participating OPAL libraries who have been selected to make a presentation at the IUG conference will receive the same financial assistance as other OPAL representatives, pending approval by the Executive Committee.
7. The OPAL Director’s Council may also designate additional attendees to the IUG conference if they so choose.
8. The designation as an OPAL-sponsored conference attendee for other events can come about through a motion of the Executive Committee or the Director’s Council.
9. A designated attendee must be a staff member of a participating OPAL library.
10. Conferences expenses covered by OPAL Funds will include conference registration, travel expenses, lodging, and a per diem meal allowance. A reasonable expense cap will be determined each year by the Executive Committee at its February meeting.
   - All other expenses will be the responsibility of the attendee &/or his or her home institution.
11. Reimbursement will be provided through OhioNET according to current OhioNET procedures.
12. The costs of conference attendance will be paid from the OPAL Service Fund.
13. All selected and supported representatives to the IUG conference or the Innovative Academic Library Directors Symposium will present a report of their conference experience at the next meeting of the Directors Council.
14. Other designated conference attendees, except for the OPAL Service Award recipient, are expected to assume a leadership role in OPAL. They can choose to lead a Community of Interest, give a presentation at the OPAL conference, become a member of the OPAL Conference Committee or present a workshop for OPAL members.
• The leadership activity should be selected within six months of the completion of the program and completed by the next OPAL Conference.

OTHER OPAL POLICIES AND PROCEDURES

2-5 FORMING AND REVISING POLICIES AND PROCEDURES

Policy:
New or revised policies may be suggested by any OPAL director, Community of Interest, Task Force, or by OhioNET at any time. Policy proposals may be submitted to the Executive Committee or the Directors’ Council. The proposals must be reviewed by OhioNET to determine viability. Proposals are reviewed and voted on by the Directors’ Council. Approved proposals are reported back to the participating OPAL libraries.

Purpose:
To guide the process of policy and procedure formulation, approval, and review for the OPAL consortium. Policies and procedures developed with these guidelines are those that apply to consortia-wide activities.

Procedure:
1. Suggested new or revised policies must be submitted to the Executive Committee.
2. Copies of suggested new or revised policies must also be submitted to OhioNET, if submitted by a Community of Interest, Task Force, or OPAL director.
3. Suggested new or revised policies must be submitted in the form of a proposal, including the following:
   • A draft of the policy, a statement of purpose for the policy and a draft procedure for the policy
   • Evidence of need for the policy
4. The proposal may also include the following:
   • References to related policies by other consortia
   • Notes or suggestions useful to reviewers of the policy
5. Policy proposals shall be considered as soon as possible upon submission to the Executive Committee.
6. Policy proposals may be submitted back to the proposing party for further development or revision, at the direction of the Executive Committee.
7. Executive Committee will vote to recommend it to the Directors’ Council for consideration or not.
8. The final draft of the proposal shall be voted on by the Director’s Council.
   • The Directors Councils shall consult with OhioNET regarding the viability of the proposal prior to voting.
   • The Director’s Council may vote to take any of the following actions:
     o Approve
     o Amend
     o Reject
Remand the proposal back to the proposing body with direction for its further revision.

9. If remanded back to the proposing body, the revised version shall be resubmitted to the Directors’ Council for consideration or vote at their next regular meeting.

10. Approved by the Directors Council constitutes commitment by all OPAL agencies to adhere to the policy.

11. Approved policies will be distributed by the Secretary of the Executive Committee to OPAL directors for distribution to their respective staffs, posted to the OPAL website by OhioNET Technology Services staff and sent to appropriate listservs by the Chair.

2-6 MEETING CHANGES DUE TO WEATHER, UTILITY OUTAGE, OR DISASTER

Policy:
If the OhioNET office is closed due to weather, utility outage, disaster, or other unforeseen incident, the OhioNET Technology Services staff will broadcast that information to participating OPAL libraries via the OPAL website and the oshare listserv by 7:00 am on the day of the closure. If OPAL meetings are scheduled on that day, alternative meeting arrangements will be made as possible and in conjunction with the Chair or leader of that meeting and OhioNET Technology Services Staff.

Purpose:
To provide guidance on provision of information when OhioNET facilities are unavailable for scheduled meetings and to provide for alternative methods of participation for meeting attendees.

Procedure:
1. If OhioNET offices are closed due to weather, utility outage, disaster, or other unforeseen incident, the OhioNET Technology Services staff will make best efforts to announce the closure by 7:00 am via the following methods:
   - Posting closing information on the OPAL website
   - Updating the greeting message on the OhioNET emergency line (614-352-9411)
   - E-mailing that information to the oshare listserv.
2. If there is a scheduled meeting for the day of the closure, OhioNET Technology Services staff will also make best efforts to contact the Chair or leader of the meeting, but the Chair or leader of the meeting bears responsibility for checking the above channels for closure information.
3. The Chair or leader of the meeting may cancel, postpone, or move the scheduled meeting to virtual space at his or her discretion and in consultation with OhioNET Technology Services staff.
4. Changes to the meeting date, time, or space will be communicated by OhioNET Technology Services staff as soon as possible and reported back out through the channels used to announce the closure of the OhioNET office.
5. Committee members traveling to meetings from areas with inclement weather should use their own discretion when deciding to attend, if the scheduled meeting is not cancelled.
**Policy Review:**
These policies and procedures shall be reviewed by the OPAL Executive Committee prior to the start of each new Service Agreement with OhioNET. Proposed changes will be presented to the OPAL Directors’ Council for approval.

**Revision History:**
Revised by OPAL Directors’ Council, December 9, 2010
Revised by OPAL Directors’ Council, September 30, 2011
Reviewed by OPAL Directors’ Council, March 13, 2014
Revised by OPAL Directors’ Council, March 9, 2017
## Appendix B: Executive Committee Action Calendar

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Events</strong></td>
<td></td>
<td></td>
<td></td>
<td>III Users’ Group Annual Conf / OHIONET Annual Meeting</td>
<td></td>
<td></td>
<td></td>
<td>Annual Conference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Executive Committee Meetings</strong></td>
<td>Q-Meeting; Select IUG attendees; approve reimbursement limits for IUG attendees</td>
<td></td>
<td></td>
<td>Q-Meeting</td>
<td></td>
<td></td>
<td></td>
<td>Q-Meeting</td>
<td>Q-Meeting</td>
<td></td>
<td>Set all EC and DC meeting dates for year / Coordinate with OHIONET and OhioLINK</td>
</tr>
<tr>
<td><strong>Meeting Coordination</strong></td>
<td></td>
<td></td>
<td></td>
<td>Set date for September meeting of EC and DC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Review OPAL Finances with TIAA/CREF; Quarterly review by EC</td>
</tr>
<tr>
<td><strong>Finances</strong></td>
<td>Reviewed by EC</td>
<td>Presented as part of consent agenda for DC</td>
<td>Reviewed by EC</td>
<td>Presented as part of consent agenda for DC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reviewed by EC</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Awards</strong></td>
<td>Call for oshare nominations for OPAL awards</td>
<td></td>
<td></td>
<td>Review Nomination for OPAL Award(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Present award at Conference</td>
</tr>
<tr>
<td></td>
<td>January</td>
<td>February</td>
<td>March</td>
<td>April</td>
<td>May</td>
<td>June</td>
<td>July</td>
<td>August</td>
<td>September</td>
<td>October</td>
<td>November</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------</td>
<td>----------</td>
<td>-------</td>
<td>-------</td>
<td>-----</td>
<td>------</td>
<td>------</td>
<td>--------</td>
<td>-----------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Misc.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Invite Service Award winner to DC to report as appropriate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Invite Service Award winner to DC to report as appropriate; Review Annual Conference - Approve location of next year’s conference and appoint task force</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COI Coordinator</strong></td>
<td>Report to EC in person; Assure all COI minutes posted</td>
<td>Written report for DC</td>
<td></td>
<td>Assure all COI minutes posted; Report to EC in person</td>
<td>Written report for DC</td>
<td>Report to EC in person; Assure all COI minutes posted</td>
<td>Written report for DC</td>
<td>Assure all COI minutes posted; Report to EC in person</td>
<td>Written report for DC</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mentoring Coordinator</strong></td>
<td>Report to EC in person</td>
<td>Written report for DC</td>
<td>Report to EC in person</td>
<td>Written report for DC</td>
<td>Report to EC in person</td>
<td>Written report for DC</td>
<td>Report to EC in person</td>
<td>Written report for DC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Directors' Council Meetings</strong></td>
<td></td>
<td></td>
<td>Q-Meeting</td>
<td>Q-Meeting</td>
<td>Election of Officers Every yr: Vice Chair; Even Yrs: At Large Rep; Odd Yrs: Recording Sec'y</td>
<td></td>
<td></td>
<td>Q-Meeting</td>
<td></td>
<td></td>
<td>Q-Meeting</td>
</tr>
<tr>
<td><strong>Elect Officers</strong></td>
<td></td>
<td>At Large EC member selects Nominating Committee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>New Officers take office</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>January</td>
<td>February</td>
<td>March</td>
<td>April</td>
<td>May</td>
<td>June</td>
<td>July</td>
<td>August</td>
<td>September</td>
<td>October</td>
<td>November</td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
<td>----------</td>
<td>-------</td>
<td>-------</td>
<td>-----</td>
<td>------</td>
<td>------</td>
<td>--------</td>
<td>-----------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Conference</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Present conference; Current year provide final report to DC in person; Next year conference report to DC in person</td>
<td>Written report for EC</td>
<td>Report to DC in person</td>
</tr>
<tr>
<td>Strategic Planning committee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Written report for EC</td>
<td>Report to DC in person</td>
<td>Report to DC in person</td>
</tr>
<tr>
<td>Working Groups</td>
<td>If meeting is held, submit report to EC Chair and OPAL website</td>
<td>If meeting is held, submit report to EC Chair and OPAL website</td>
<td>If meeting is held, submit report to EC Chair and OPAL website</td>
<td>If meeting is held, submit report to EC Chair and OPAL website</td>
<td>If meeting is held, submit report to EC Chair and OPAL website</td>
<td>If meeting is held, submit report to EC Chair and OPAL website</td>
<td>If meeting is held, submit report to EC Chair and OPAL website</td>
<td>If meeting is held, submit report to EC Chair and OPAL website</td>
<td>If meeting is held, submit report to EC Chair and OPAL website</td>
<td>If meeting is held, submit report to EC Chair and OPAL website</td>
<td></td>
</tr>
<tr>
<td>COIs</td>
<td>If meeting is held, submit minutes to COI Liaison and OPAL website</td>
<td>If meeting is held, submit minutes to COI Liaison and OPAL website</td>
<td>If meeting is held, submit minutes to COI Liaison and OPAL website</td>
<td>If meeting is held, submit minutes to COI Liaison and OPAL website</td>
<td>If meeting is held, submit minutes to COI Liaison and OPAL website</td>
<td>If meeting is held, submit minutes to COI Liaison and OPAL website</td>
<td>If meeting is held, submit minutes to COI Liaison and OPAL website</td>
<td>If meeting is held, submit minutes to COI Liaison and OPAL website</td>
<td>If meeting is held, submit minutes to COI Liaison and OPAL website</td>
<td>If meeting is held, submit minutes to COI Liaison and OPAL website</td>
<td></td>
</tr>
</tbody>
</table>