

## **CSD Job Description**

# **LAMPMAN AWARD CHAIR**

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Plan, promote and facilitate all facets of the annual Evelyn Sibley Lampman Award. Lead email discussions about award nominations. Solicit committee members and award nominations. Utilize social media and listservs to communication information. Coordinate awards ceremony and purchase all supplies for the event within allotted CSD budget. Provide assistance at CSD workshops as needed. Participate in CSD Board meetings as a voting member.

### **September**

- Obtain access to Lampman Chair e-mail account
- Send out request for committee members on kidslib, libsor, and OASL
- Fill out Lampman Breakfast conference program proposal for OLA
- Attend in-person CSD Board meeting

### **October**

- Attend fall board meeting and share pertinent updates with board
- Coordinate with conference committee to arrange breakfast as needed
- Attend CSD Fall Workshop

### **November**

- Send out first request for nominations on kids-lib, libs-or, and to OASL
- Coordinate with conference committee to arrange breakfast as needed

### **December**

- Send out request for nominations on kidslib, libsor, and OASL

### **January**

- Collate nominations and distribute to committee
- Finalize food choices for breakfast
- Introductions via e-mail of the committee to fellow committee members

## February

- Facilitate e-mail discussion of nominations with committee members
- Coordinate with conference committee to arrange breakfast as needed
- Attend virtual CSD Board meeting

## March

- Attend CSD Spring Workshop
- Select honoree (vote by e-mail of Lampman committee)
- Notify honoree by phone at the end of March and make arrangements for them to attend breakfast
- Notify conference committee of additional head count/food choices of winner and guests for breakfast (non-ticketed attendees)
- Contact the people who nominated the winner (if appropriate) to see if they want to make the presentation
- Order award for honoree at the end of March

## April

- Finalize Lampman presentation and any décor/award poster for event – pick up award
- Host Lampman Breakfast at OLA Conference
- Notify OLA award announcers of winner to be announced at OLA business lunch
- Write a small bio of Lampman award winner and send to CSD webmaster to be uploaded/update CSD Lampman website
- Send out announcement and pictures to kidslib, libsor, OLA Hotline, OLA Facebook page announcing Lampman winner
- CSD chair selects new Lampman Chair

## May

- Recommend members of Lampman Committee to incoming chair as needed
- Submit receipts to the CSD president for approval and reimbursement
- Attend in-person CSD Board meeting

## June

- Post updates to Facebook at least once a week

## July

- Update job description

## August

- Review job descriptions with incoming Lampman Chair