

# Board Procedures for Reviewing Committee Funding Requests

## Overview

The Michigan Academic Library Association (MiALA), a chapter of the [Association of College & Research Libraries](#), is the professional association of academic library staff & libraries and the professional home for anyone who works in or wishes to show support for academic libraries in Michigan.

MiALA:

- Provides opportunities for professional development, growth, leadership, and committee service for all academic librarians, library staff, and library students working in any college, community college, or university library in Michigan.
- Strives to advance academic librarianship, libraries, and services.
- Serves as a catalyst for statewide collaboration and as a connector to national academic library interests.
- Educates and informs appropriate communities of the value and contributions of academic libraries, librarians, library staff, and library students.

While the IGCC reviews funding requests from the Interest Groups, the Board is responsible for reviewing funding requests from the Committees. The budget allocates money to each committee, and the review process exists to identify any improvements and make the Board aware of Committee activities.

## Steps for Review

1. The Board receives requests submitted through the Committee Event Funding Request Form. The treasurer will add it to the Committee Funding Request Tracking Spreadsheet.
2. The Board reviews requests through email or at its monthly meetings depending on the turnaround time needed for the request. The group will review requests against the criteria below.
3. If the request does not align with the criteria for funding, the Board Liaison for the Committee requesting funds will reach out to the Committee and ask any follow up questions as needed.
4. The Committee requesting funds will either resubmit their request with changes made to the request or withdraw their request.
5. If there are no objections from the Board, the MiALA Administrative Assistant will notify the Committee Chair that the funding can be released.

6. The Board reserves the right to decline requests if there is insufficient information or compliance with the criteria.

## Criteria

The Board considers the following criteria when reviewing requests:

- Is the request in support of a relevant Committee related activity? [yes/no/other]
- Does the funding have the potential to benefit all members of MiALA? [yes/no/other]
- Has the Committee already requested funds this year? If so, how much has already been allocated to this Committee?

The following are not criteria that will be used to evaluate the funding request, but are intended to be guidelines/things to consider when developing an event.

- Does the event consider the interests of all members including library paraprofessionals and students?
- Does the event increase collaboration between members and the broader community by partnering with MiALA Interest Groups/Committees or Michigan Library and Archives organizations?
- Does the event increase engagement among the membership with a mix of in-person and virtual events?
- Consider multiple events on a given topic for increased engagement and a fuller understanding

## Expectations

The Board expects that the committee will provide a brief report to their Board liaison after the event has been held. The report will include information on event attendance and any assessment of the event's success or outcomes.

Funds will be used during the current fiscal year, unless otherwise specified in the funding request, and are not guaranteed in perpetuity.