PaLA | **PENNSYLVANIA LIBRARY ASSOCIATION**
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A Chapter of the American Library Association

Leadership Academy by PALS

Project Guidelines:

Leadership Academy projects are meant to support the development and strengthening of leadership skills. These skills include the ability to manage projects, to work in a team setting, to communicate clearly, to have vision for the future, and to critically evaluate projects. Projects are suggested each year by Pennsylvania Library Association staff and planning committee members that support the association and provide opportunities for hands-on skill development. The following are guidelines, and may be adjusted as needed.

June: Leadership Academy program is conducted. Project teams meet and discuss their plans.

July – September: Project teams work independently on project, utilizing mentors and contacts.

October: If possible, project team members meet (informally or formally) during the Annual Conference.

November: Each project group should share an update/synopsis of their project activities for the Bulletin. Deadline would be in November for the issue covering Jan/Feb/Mar. Additional reports, or articles for the Bulletin are possible throughout the year.

December- March: Project teams work independently on project.

March-April: Each team submits a Project Summary to the PALS/PaLA Leadership Development Planning Committee Chairs. The Chairs will present a compiled report to the Pennsylvania Library Association Board of Directors.

May-June: Projects that are suggested for continuation are contacted for details.

Notes:

1. All groups should be in contact with PaLA HQ throughout the year. HQ can assist in the distribution of messages to members (which should always occur prior to posting communications on PaMailAll or other state listservs).
2. Financial impact of projects should be reviewed with HQ prior to any purchases or commitments to outside services are secured.
3. Teamwork requires that members of the team are accountable for their tasks and meet deadlines. Estimated project timelines are strongly encouraged.
4. Leadership requires the ability to present – both in writing (Bulletin), and verbally (reports to mentors, HQ, Board). Practicing presentations will make them go more smoothly.
5. If you have created excitement and enthusiasm in your project – let's be sure we can pass the baton to the next group! Make sure you have documentation and notes that would help us continue the project.