

## **United States Board on Books for Young People**

### **MANUAL**

Revised May 2007 by Sylvia Vardell  
Revised October 2009 by Linda M. Pavonetti  
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Revised November 2013 by Doris Gebel and Kathy East

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## Introduction

This manual is intended as a guide for those who serve on the Board or on Committees of the United States Board on Books for Young People (USBBY). It provides basic information for the management of the organization and is constantly subject to update and revision.

### Motto

Building bridges of international understanding through children's and young adult books

### What is USBBY?

The United States Board on Books for Young People (USBBY) is the United States Section of the International Board on Books for Young People (IBBY) and offers a forum for those interested in national and international activities related to children's literature. USBBY publishes a semi-annual newsletter for its members, creates an annual list of the most outstanding international literature published or distributed in the U.S. for children and young adults, maintains an active Web site, sponsors a biennial regional conference which features speakers of international interest, and co-sponsors sessions held at annual conferences of the American Library Association, the International Reading Association, and the National Council of Teachers of English. USBBY encourages members to subscribe to *Bookbird*, the IBBY quarterly international journal on literature for children. It promotes efforts to provide high quality literature for young people throughout the world, and cooperates with organizations that have similar objectives. USBBY is a 501(c)(3) non-profit corporation that relies on volunteer contributions — financial and otherwise — from individuals and organizations. Membership in USBBY is open to anyone interested in its mission.

### Acknowledgements

Author and illustrator Chris Raschka created our unique USBBY newsletter masthead and logo.

Contact Information

**USBBY Web Site: <http://www.usbby.org>**

The USBBY web site provides information about events, activities, news, membership, and other items of interest to our members and the public.

**USBBY Secretariat**

c/o Center for Teaching through Children's Books  
National Louis University  
5202 Old Orchard Road, Suite 300  
Skokie, IL 60077, USA  
Phone: 224-233-2030  
Email: [Secretariat@usbby.org](mailto:Secretariat@usbby.org); [usbby@nl.edu](mailto:usbby@nl.edu)

**USBBY Executive Director**

V. Ellis Vance  
5503 N. El Adobe Drive  
Fresno, CA 93711-2363  
Phone: 1-559-351-6119  
Email: [Executive.Secretary@usbby.org](mailto:Executive.Secretary@usbby.org)

**For other information, contact**

[President@usbby.org](mailto:President@usbby.org)  
[Treasurer@usbby.org](mailto:Treasurer@usbby.org)

## **USBBY in a Nutshell**

### Connection with IBBY

The United States Board on Books for Young People (USBBY) is a nonprofit organization devoted to building bridges of international understanding through children's and young adult books. We are the United States Section of the International Board on Books for Young People (IBBY), one of approximately 70 countries that have IBBY sections. We pay annual dues to be associated with IBBY and also help some of the underfunded national sections pay their dues.

### Membership

USBBY members include teachers, professors, librarians, publishers, authors, and others interested in international literature for young people. Our USBBY membership dues entitle individuals to receive a semi-annual newsletter, to volunteer for committee service, to serve on the Board, to advance notice of co-sponsored sessions at the annual conventions of the American Library Association, International Reading Association, and the National Council of Teachers of English, and to participate in the many projects that USBBY undertakes to support children's literature world-wide. USBBY membership includes a semi-annual newsletter, but not a journal. The journal of international children's literature is called *Bookbird* and is published by the umbrella organization, IBBY. USBBY encourages all members to subscribe to *Bookbird* in addition to their USBBY membership.

### The Board of Directors, Meetings, and Conferences

A Board of Directors manages the organization, along with an Executive Director and a variety of committees. The Board includes president, president elect, past president, recording secretary, treasurer, and twelve directors—four elected and eight appointed, representing the membership as well as the Patron organizations that support USBBY, such as the Children's

Book Council (CBC), American Library Association (ALA), International Literacy Association (Formerly IRA), and the National Council of Teachers of English (NCTE). The Executive Director serves as an ex-officio non-voting member of the Board. The Executive Director is the Administrative officer of the organization and the Secretariat is the permanent administrative office, located at National Louis University's Center for Teaching through Children's Books, 5202 Old Orchard Road, Suite 300, Skokie, IL 60077, USA.

The Board meets three times a year: in February in New York, in the summer during the ALA annual convention, and in the fall either at the NCTE annual convention or at the IBBY regional conference, in alternating years. An annual meeting for all members is held every fall also at NCTE or the IBBY Regional conference. The Board and membership also serve on numerous committees, frequently working from a distance electronically.

#### Committees

Much of the work of USBBY is carried out by committees dedicated to nominating people and programs for international awards, planning our conferences, seeking out quality international literature for children and young adults, etc. We sponsor several publications, including a book series of annotated bibliographies of outstanding international literature for young people, the *Bridges to Understanding* series, published by Scarecrow Press, and our annual USBBY Outstanding International Books list, published each year in the February issue of *School Library Journal* or made available electronically and distributed as a bookmark on the USBBY website and at meetings and conferences throughout the year.

USBBY is part of the International Board on Books for Young People (IBBY). The International Board on Books for Young People (IBBY) was begun in 1953 based on the vision of its founder, Jella Lepman. IBBY's mission is:

- to promote international understanding through children's books
- to give children everywhere the opportunity to have access to books with high literary and artistic standards
- to encourage the publication and distribution of quality children's books, especially in developing countries
- to provide support and training for those involved with children and children's literature
- to stimulate research and scholarly works in the field of children's literature

The organization is composed of more than 70 National Sections operating on both national and international levels. IBBY's policies and programs are determined by its Executive Committee: ten people from different countries and a President elected by the National Sections during the biennial General Assembly held at each IBBY World Congress. Each national section pays annual dues to join IBBY based on a sliding scale for National Sections depending on their economic viability. In addition, the "Hands Across the Sea" program raises funds from all nations to help pay the dues of struggling sections.

#### **IBBY Activities**

- The Hans Christian Andersen Awards, known as the "Nobel Prize" of children's literature
- *Bookbird*, IBBY's quarterly journal, only journal devoted to international children's literature
- The IBBY Honour List, a biennial selection of outstanding, recently published books honoring writers, illustrators, and translators
- IBBY World Congresses held biennially
- IBBY workshops and seminars for developing countries

- The IBBY-Asahi Reading Promotion Award
- The IBBY Documentation Centre of Books for Disabled Children and Young People
- The annual celebration of International Children's Book Day on April 2

**IBBY Web site**

<http://www.ibby.org>

**IBBY Secretariat**

Nonnenweg 12, Postfach  
CH-4003 Basel, Switzerland  
Tel [int. +4161] 272 29 17  
Email: [ibby@ibby.org](mailto:ibby@ibby.org)

## USBBY Board of Directors

A Board of Directors manages the business of USBBY with input from a variety of committees and the membership at large. The Board includes elected officers and appointed Directors.

### Officers

President

President-elect

Past President

Treasurer

Secretary

In addition to the elected officers, Directors are selected for two-year terms in the following manner: up to two directors selected by each professional and trade organization that join as Patron members, and four directors at large elected by the active members of USBBY. Terms of service are on a staggered basis.

### Four Elected Directors-at-Large

### Eight Patron Member Directors

Professional and trade organizations that join USBBY as Patron members appoint two members to the Board of Directors to represent their membership. This includes American Library Association (ALA), Children's Book Council (CBC), International Literacy Association (Formerly IRA), and National Council of Teachers of English (NCTE).

### USBBY Executive Director

The Executive Director is recognized as the Administrative officer of the organization, is designated as corporate officer of the organization, and serves on the Board of Directors *ex officio*.

### Other Appointments (non-voting)

USBBY Newsletter Editor

USBBY Web Site Coordinator

*Bookbird* Correspondent(s)

USBBY Liaison to IBBY Executive Committee

Others, as needed

## **MEETINGS**

Board meetings are held three times a year:

1. Generally in February in New York
2. In conjunction with the annual ALA convention in June
3. In conjunction with the annual NCTE convention in November (held in even years) OR at the IBBY regional conference (held in odd numbered years)

### **Annual Membership Meeting**

A regular meeting of the entire membership is held annually at the IBBY Regional conference (in odd years) or at the co-sponsored session at the annual NCTE convention (in even years). A slate of officers is presented and an election is held. Members who are unable to attend are sent ballots by email and are able to vote by returning this proxy form. The ballot may include candidates for President-elect, Secretary, Treasurer, and Directors-at-Large.

- Agenda for the membership meeting shall be developed by the President and Recording Secretary and consist of a call to order, introduction of USBBY Board members and officers, announcement of approval by USBBY Executive Committee of the minutes of the previous year's annual meeting, presentation of the proposed slate of the Nominating Committee, announcements of upcoming meetings, recognition of outgoing board officers and board members, and welcome to new board members.
- The agenda for the annual meeting is sent to members by email a month prior to the annual meeting along with the proposed slate of candidates and the proxy ballot.
- Copies of the agenda, approved minutes of the previous annual meeting, and the proposed slate of candidates shall be available at the meeting. A motion is needed to approve the minutes. The ballot may be dispensed with by a unanimous vote of the members present when there is but one candidate for an office. Otherwise, a paper ballot must be completed.

### **Guidelines for USBBY Board of Directors**

Requirements:

All Board members serve two-year terms. Patron member organizations may appoint two Board members to serve two-year staggered terms that may be renewed only once. No Patron Board member shall serve more than four years representing that organization. Elected Board members may serve no more than four year as Directors-at-large.

Responsibilities of all Board members:

1. Attendance is critical at the three annual board meetings (in February in New York City; in June at the American Library Association annual conference; and in October/November at the IBBY Regional Conference (in odd numbered years) or the National Council of Teachers of English conference (in even numbered years). Major decisions regarding the work and the direction of the USBBY are determined at these meetings.
2. Submit USBBY news to newsletters, journals, web sites, and list serves of related organizations. Ask if "free space" is available for USBBY membership information.

3. Recruit new members, nurture current members, and make the Board and Nominating Committee aware of potentially active committee members or volunteers.

#### Officers (Voting)

##### **President**

The President of USBBY will serve a two year term and be responsible for:

- Make all necessary committee appointments
- Monitor committee deliberations
- Appoint/Invite Board liaisons for each committee
- Urge liaisons to be informed about committee deliberations for each Board meeting
- Upon receiving preliminary agenda from Recording Secretary approximately 8 weeks prior to each Board meeting, work with Executive Director (and other Officers as necessary) to prepare the agenda.
- Approx. 4-6 weeks prior to meeting, circulate a preliminary agenda to entire Board for comments. At the same time, ask for all committee liaison reports to be sent to Recording Secretary by no later than 2 weeks prior to meeting.
- After all comments have been incorporated into the preliminary agenda, email finalized agenda to Recording Secretary approximately 2 weeks prior to meeting.
- Preside at three board meetings during the year
- Present president's report at each board meeting
- Preside at annual meeting of USBBY membership (held at Regional conference or at co-sponsored session at NCTE convention)
- Write "From the President" column for spring and fall issue of USBBY Newsletter
- Respond to queries from IBBY, USBBY members, and the public regarding USBBY functions
- Write personal thank-you letters to Publisher Sponsor members when they join or renew their membership.
- Send letters of appreciation to outgoing Board members, new organizational members, donors, Outstanding Books committee members, and others
- Send annual renewal letter as well as annual election letter
- Solicit new USBBY members from *Bookbird* subscribers and other relevant lists
- Ensure donors and patrons are noted and linked to USBBY web site
- Consult regularly with the Executive Director about previous practice, available resources, etc.
- Consult with Executive Committee, as needed.
- In odd years, preside at IBBY Regional conference
- In even years, serve as USBBY delegate to the IBBY Congress, if possible
- Extend invitation to Dorothy Briley speaker on behalf of USBBY

Recent Past Presidents: 2014-2015 – Janelle Mathis; 2013 – Kathy East; 2012-Doris Gebel; 2011 Barbara Lehman; 2010-Kathy Short; 2009 John Mason; 2008 Linda Pavonetti. A complete list is archived at the Secretariat and on PBworks.

### **President-Elect**

The President-Elect of USBBY will serve a one year term and be responsible for:

- Chair the committee that solicits nominations and makes selection for Alida Cutts USBBY Lifetime Membership Award. This is applicable only during even years, e.g., 2014, 2016, for the regional conference held during odd years, e.g., 2013, 2015, 2017
- Assist President, as needed.
- Appoint committees for her or his upcoming presidential term. Before the beginning of presidential year, ensure all committees are fully staffed, are aware of their duties and deadlines, and have a fully-informed Board liaison.
- Send welcome letter/package to newly elected/appointed Board members.

### **Past President**

The Past President of USBBY will:

- Work with the president-elect to make appointments to committees in a timely fashion.
- Chair the Dorothy Briley lecture committee. This is applicable only during even years, e.g., 2014, 2016 for the regional conference held during odd years, e.g., 2011, 2013.
- Assist incoming President, as needed.
- Act as liaison to the newsletter editor for sharing up-to-date information about USBBY, Board deliberations, committee accomplishments, etc.
- Organize and supervise a committee of past presidents and bilingual members to escort visitors from outside the US at the IBBY Regional Conference (odd years).
- Works with the Secretariat, the Publications and Publicity Committee to keep the website up to date.

### **Treasurer**

The Treasurer of USBBY will:

- Monitor the financial records of USBBY
- Prepare a report for each Board meeting
- Prepare an annual budget.
- Act on behalf of the account/s established in the treasurer's town/area
- Authorize the transfer of account/s from the previous treasurer to the new treasurer when needed.
- Prepare and submit tax documents
- Process checks and credit card payments.
- Pay all bills, including
  - IBBY dues
  - Secretariat fees
  - Website fees and Website update fees (Webmaster)
  - Expenses incurred for conferences
  - Other approved expenses incurred by the board or its representatives

## **Recording Secretary**

The Secretary of USBBY will:

- Provide detailed minutes of each Board meeting and make corrections as necessary. Circulate draft copies to the Executive Committee for additions or corrections. Circulate final version to the Board and the Secretariat for approval at the next Board meeting.
- Provide detailed minutes of the USBBY Annual Membership (held at the biennial IBBY Regional Conference or at the co-sponsored session at NCTE convention). Circulate draft copies to the Executive Committee for additions or corrections. Circulate the final version to the Board and the Secretariat for approval at the February Board meeting and, subsequently, at the next Annual Membership Meeting.
- Approximately six weeks prior to each Board meeting, submit a preliminary agenda of the upcoming meeting to the President and Executive Director.
- Approximately three weeks prior to each Board meeting, request that board members submit written committee reports, in easy-to-use electronic format when possible. Based on information in the reports, request time on the agenda if necessary.
- Approximately two weeks prior to the Board meeting and upon receipt of the finalized agenda from the President and Executive Director, e-mail the agenda to the entire Board along with minutes from the previous meeting, all committee liaison reports, and updated address list.
- Approximately six weeks prior to Annual Membership Meeting, submit a draft agenda for the meeting to the President and Executive Director. Approximately two weeks before the meeting and upon receipt of the finalized agenda, e-mail the agenda to the membership and place the information on the USBBY website.
- If any changes to Bylaws are approved, update the Bylaws accordingly and circulate them to all Board members and the Secretariat.
- At the February board meeting, provide the Board with dates and locations of meetings for the year (and repeat the list in each set of minutes). Update information on the Board address list and include the list with each e-mail report prior to the next meeting.
- Check with NCTE/ALA/CBC Board Representatives to ensure that they have reserved rooms for board meetings.

Ex-Officio (Non-Voting)

## **Executive Director (Ex Officio, Non-Voting)**

The Executive Director of USBBY will:

- Serve as primary contact with IBBY.
- Distribute information received from IBBY to Board and officers as appropriate (e.g. IBBY dues notices, IBBY Congress information, calls for nominations, etc.)
- Maintain the membership records and the FileMaker Pro database.
- Maintain records of all volunteers (same comment as above). Provide this information to President-Elect.
- Send all mailings and email communications to membership, after approval by Board or appropriate officers.

- Be the recipient of all membership applications and renewals.
- Send renewal letters annually to Patron Organizations requesting dues payment and Board appointee. Confirm and thank them when this accomplished.
- Maintain all other records of the organization. These include:
  - Minutes of meetings
  - Bylaws Amendments
  - All other official documents
- Manage correspondence and mailings including:
  - communications with IBBY
  - communications with the USBBY membership
- Compile the IBBY biennial report of the organization
- Write the Executive Director's report for each Board meeting.

### **Secretariat**

The Secretariat of USBBY is the business office of the organization. As such, the secretariat includes the person who acts as the general secretary of USBBY. The General Secretary will:

- Act as the primary initial contact about USBBY to the membership and to the outside, whether by mail, phone, or email. Respond to inquiries and provide information as needed, and/or forward to the appropriate person(s).
- Act as USBBY archivist: devise and maintain a reliable long-term archive of all minutes of Board meetings and Membership meetings, and any other official proceedings. Upon receiving finalized minutes of each Board meeting and Membership meeting from the Recording Secretary, place them into this archive. If any changes are made to the minutes before approval at subsequent Board meeting or Membership meeting, enter notation of the change at appropriate point in minutes. If any changes are made to Bylaws, receive updated Bylaws from Recording Secretary and keep on file.
- Act as USBBY historian, maintaining records of past award winners, Briley lecturers, HCA nominees, OIB lists, committee memberships, etc.
- Act as USBBY librarian, housing a collection of each year's OIB books, and books nominated by USBBY for IBBY Honor List, Outstanding/Disabilities, etc. Manage the logistics of traveling exhibits of these books, as requested. Also keep copies of HCA dossiers, and any other official submissions.
- Compile and maintain up-to-date contact list of Board. Provide updates to Board members and to website manager.
- Work with committee chairs, submit books and paperwork as requested for HCA and Honor Book nominations, Asahi Award, Outstanding Books for Young People with Disabilities Award, and Astrid Lindgren Memorial Award. Keep records of all transactions. May assist these committees with other related communications, press releases, etc. as needed.
- Compile, design, print, and distribute the annual bookmark for Outstanding International Books. Manage the approval process.

- Assist biennial IBBY Regional Conference Committee and Local Arrangements Committee with logistical or administrative support as needed.
- Receive and proof-read all material submitted for the USBBY web site, and make any necessary corrections, before forwarding it to the website manager.
- Write the General Secretary's report for distribution at each Board meeting.
- Order and maintain supplies of letterhead, envelopes, etc. as needed.
- Perform any such other duties as may reasonably be requested by USBBY, which fall into the job description of Secretariat or General Secretary.

## **Directors**

In addition to the elected officers, Directors shall be selected for two-year terms in the following manner: up to two directors appointed by each professional and trade organization that joins as Patron member, and four directors-at-large elected by the active members of USBBY. Terms of service will be on a staggered basis.

Directors are responsible for

- attending all Board meetings
- participating fully in the organization
- acting as liaisons to a USBBY committee
- providing assistance as needed to these committees
- reporting to the Board on a regular basis on committee activities

### **Elected Directors-at-Large (voting) serve overlapping two-year terms**

Two elected in odd years

Two elected in even years

### **Patron Member Directors (voting) serve overlapping two-year terms**

- Two American Library Association (ALA) representatives: One elected in odd years, and one elected in even years
- Two Children's Book Council (CBC) representatives: One elected in odd years, and one elected in even years
- Two International Literacy Association (Formerly IRA) representatives: One elected in odd years, and one elected in even years
- Two National Council of Teachers of English (NCTE) representatives: One elected in odd years, and one elected in even years

### **Responsibilities of Board members who are appointed by ILA, ALA, and NCTE:**

- General Liaison with Patron Organization
  - Maintain regular communication with patron organization regarding the work of USBBY. Make sure that information about USBBY's co-sponsored sessions, conferences, booklists, awards, projects, etc. is included in the organization's

- conference programs, newsletters, journals, and related publications. Explore having a link on the organization's web site to USBBY's web site.
- Be certain that renewal of USBBY patron membership is on the budget and agenda of the organization. Make sure they are aware of the guidelines for appointing their USBBY representatives.
  - Submit a one page annual report (provided by the Executive Director) to the executive officers of that organization along with a letter that highlights activities of USBBY of interest to that organization, particularly the co-sponsored session.
- Planning USBBY Board Meetings at conferences
    - USBBY holds a Board meeting at each ALA Annual Convention, and at alternating NCTE Conventions (in the alternating years the meeting is held at the biennial IBBY Regional Conference).
    - Through your organization (or division), book space for the USBBY Board meeting at the annual conference of the organization (ALA and NCTE). Make sure the space is booked and confirmed well in advance. Communicate the location of the meeting to the President, Executive Director, Recording Secretary, and Board Officers. (Note, ALA representatives please see next section concerning cycle of duties and reporting.)
  - Planning USBBY Co-Sponsored Sessions at Conferences
    - USBBY has three co-sponsored sessions each year, at the annual conferences of ILA, ALA, and NCTE. In addition, USBBY has an informal meeting (not part of the official conference program) at the ALA Midwinter conference.
    - In your first year on the USBBY Board, assist the second-year appointee from your organization with the following duties. During that year you will also begin planning your own implementation of these duties in the following year. In your second year, you will have the full responsibility for these duties.
    - Note concerning ALA appointees: The three youth divisions of ALA (YALSA, AASL, and ALSC) appoint USBBY Board representatives on a rotating basis, and each is the official sponsor of the USBBY co-sponsored session in the second year of their representative's two-year term on the USBBY Board. The ALA representative must always work through the division of ALA that appointed them.
    - Select a theme or topic for the co-sponsored session and a suitable speaker or panel. Ideally, co-sponsored sessions should highlight programs and awards from USBBY and IBBY so that the speaker is not just an author who writes global literature but an author who connects to a broader project, such as the Outstanding International Book List, the IBBY Honour Books that USBBY nominates, the author or illustrator whom we nominate for the Hans Christian Anderson award, the books we nominate for the Disabilities award, and authors of books that relate to our twinning partners (Haiti, South Africa, Zambia, Lebanon, Palestine). That way the session not only introduces attendees to global literature but also to projects that are integral to USBBY and IBBY. Speakers are typically authors, illustrators, or poets who write books with an

- international dimension for children or young adults. Speakers may also include editors, translators, or others as appropriate to the topic.
- Before you approach any potential speaker(s), first seek financial sponsorship that will cover all of the speaker's expenses to attend the conference (travel, accomodation, meals, etc.). Typically, sponsorship is sought from the speaker's publisher. Always approach the publisher first. Never contact a speaker directly and invite them to a conference, then subsequently inform the publisher and request their sponsorship.
  - If the publisher agrees to sponsor the speaker, they may wish to initially approach the speaker, and if so, respect that process. You should not contact the speaker directly until the publisher that is sponsoring the speaker agrees. Once that agreement is reached, contact the speaker and communicate with them about the session.
  - There is a line item of \$1,500 in the USBBY budget under "Special Projects (Domestic): Support Outside Speaker," which is available in full or in part for travel expenses to support bringing speakers to USBBY co-sponsored sessions from other countries. This funding is only for international speakers and is not intended for domestic (USA) travel expenses. It should never be offered "up front" to any publisher or potential sponsor, but should be held in reserve and only accessed after all other efforts to secure sponsorship/funding have been exhausted. Board approval is required to access these funds.
  - Through your organization (or division), book the date, time, and meeting space for the co-sponsored session. Work well in advance, making sure you meet all deadlines set by your organization for these activities and for the session to be listed in all preliminary programs and the final program of the conference. Note concerning the ALA co-sponsored session: it has been determined that 3:30 p.m. on Saturday afternoon is the most desirable time-slot for this session – this time should be requested.
  - ALA representatives, working through your division, should make every effort to have the session be co-sponsored not only by your own division, but also by the other two youth divisions of ALA. Plan ahead and meet their deadlines so that the session will be listed in the conference programs of those divisions.
  - ALA representatives, working through your division, are also responsible for all arrangements for the informal USBBY meeting at ALA Midwinter (not part of the official conference program). Traditionally this meeting takes place from 8:00 – 10:00 pm on Friday night. The format/purpose of this meeting may be refined through discussion with the Board.
- Arrangements before and during Co-sponsored Sessions at Conferences
    - Once planning of the session is completed – speakers confirmed, sponsorship of all expenses confirmed, date and time confirmed, meeting room booked, and session listed in conference program – you are responsible for the following:
    - *Before the session*

- Write an article for the USBBY newsletter and website about the speaker and session.
  - Publicize the meeting as widely as possible, both through all channels of your organization, and working with the USBBY Publicity Committee, through distribution of flyers, postings to list-servs, and all other appropriate means, to attract the audience.
  - Make arrangements for any special needs such as audiovisual equipment, internet connections, etc. (make sure that the patron organization or sponsoring publisher will cover these costs – if any costs need to be incurred by USBBY, Board approval is required, and will only be given in exceptional circumstances.)
  - Be in close touch with the speaker(s), make sure they have a clear understanding of the session and know what is expected of them, and have sufficient time to prepare well in advance. Also keep in close communication with the sponsoring publisher concerning arrangements.
  - Ask permission to tape record the session in the case that a decision is made to publish an article based on the session in the newsletter.
- *At the session*
- Serve as host and escort to the speaker before, during, and after the session (as necessary, in collaboration with the sponsoring publisher).
  - Gather contact information from all those in attendance, to recruit members and volunteers, in the following manner: customize the attached sign-up sheet; print enough copies for all attendees; print the attached list of USBBY committees on the reverse side; bring sheets to the meeting and make sure all attendees receive one; ask all attendees to fill out the form and hand it in before leaving the meeting.
  - Make sure all attendees receive an USBBY brochure.
  - The President of USBBY or another officer may introduce the meeting, but if not, you should do so; whoever does so should explain what USBBY is, its mission and activities, and make sure everyone knows that the meeting is co-sponsored by USBBY.
  - Prepare and deliver an introduction of the speaker. Act as chair or discussion leader of the meeting for the remainder of the session.
- *After the session*
- Write thank-you letters to speaker(s) and sponsor(s) after the conference.
  - Work with the editor of the newsletter to determine whether an article based on the session might be published, either written by the speaker or by someone who attended the session.

Previous Cosponsored Session Speakers

Date	Sponsoring Organization	Speaker
1/2001	ALA	Sarah Ellis
5/2001	IRA	Tololwa Mollel

11/2001	NCTE	Jane Kurtz
1/2002	ALA	Katherine Paterson
5/2002	IRA	William Taylor
11/2002	NCTE	Graham Salisbury
1/2003	ALA	Adam Bagdasarian
5/2003	IRA	Ana Veciana Suarez
11/2003	NCTE	Brian Doyle
1/2004	ALA	Pam Munoz Ryan
5/2004	IRA	Janet Wong
11/2004	NCTE	Deborah Ellis
1/2005	ALA	Pat Mora
5/2005	IRA	Linda Sue Park
11/2005	NCTE	Joseph Bruchac
1/2006	ALA	Ana Maria Machado
5/2006	IRA	Anthony Browne
11/2006	NCTE	Penda & Baba Wague Diakite
1/2007	ALA	Terry Trueman
5/2007	IRA	Niki Daly
11/2007	NCTE	Peter Sís
1/2008	ALA	Ying Chang Compstine
5/2008	IRA	Mary Hoffman
11/2008	NCTE	George Ancona
05/2009	IRA	Andrea Cheng
07/2009	ALA	Arthur Levine (editor), Karlijn Stoffels (author), Laura Watkinson (translator)
11/2009	NCTE	Michael Scott
5/2010	IRA	Katie Smith Milway
6/2010	ALA	Libraries to the World (ICDL, IYL, CLC of the LC)
11/2010	NCTE	Margarita Engle, Pat Mora
1/2011	ALA	Mitali Perkins
5/2011	IRA	Rukhsana Khan
6/2011	ALA	Patsy Aldana, Kira Lynn, Ellen Myrick, Victoria Rock
11/2011	NCTE	Sharon Draper
1/2012	ALA Midwinter General Membership Meeting	Nick Lake-sponsored by Bloomsbury
4/2012	IRA	Eric Velasquez sponsored by Walker
6/2012	ALA Annual	Writing about War: Monika Schroeder, Ruta Sepetys, Trent Reedy
11/2012	NCTE	Thanhaha Lai sponsored by HarperCollins
1/2013	ALA Midwinter General Membership Meeting	Eliot Schrefer
5/2013	IRA	Francisco Stork

6/2013	ALA Annual	Elizabeth Wein
11/2013	NCTE	Paul Fleischman
1/2014	ALA Midwinter	Maryann McDonald sponsored by Bloomsbury
5/2014	IRA	Deborah Ellis
6/2014	ALA	Brian Conaghan sponsored by Bloomsbury
11/2014	NCTE	James McMullen sponsored by Algonquin
1/2015	ALA Midwinter	Sabaa Tahir
6/2015	ALA	Ingrid and Dieter Shubert
7/2015	ILA formerly IRA	Ruth Sepetys sponsored by Penguin
11/2015		Meg Medina sponsored by Candlewick

Other Appointments (non-voting)

**Bridges (USBBY Newsletter) Editor**

The editor of the semi-annual USBBY newsletter- *Bridges* - is appointed by the Board and serves a three-year term with possible extensions with Board approval. She/he solicits newsletter contributions from the Board, particularly from the President and from Committee Chairs and Board Liaisons. Financial support for designing, printing, and mailing the newsletter is designated in the budget. Copies are emailed **electronically** to the membership twice a year (spring and fall). The Editor also is responsible for composing periodic News Flashes to the USBBY membership to be sent by the Executive Director. The Editor is invited to attend Board meetings for the purposes of information gathering, but is not a voting member.

The President shall send out a call for editor to the USBBY membership, inviting applications. This call should go out in January to be due by May 1, a year prior to when the current editor will complete her/his term. A committee, consisting of the Past President, President and President-Elect will review the applications and make a recommendation for appointment to the board at the June board meeting. The incoming editor will then work with the current editor during the last year of that editor’s appointment to assist with transition.

Applicants must be members of USBBY. The letter of application should include:

- General qualifications in the field of international children’s literature
- Prior experiences with USBBY and/or IBBY
- Previous experiences writing, editing, and/or publishing in the field
- Vision for future directions for the USBBY Newsletter
- Technological expertise, including formatting for publication.

**Timeline for *Bridges* (USBBY Newsletter)**

Date	Task
January	January 5, Send out reminder to board members to send any news items no later than February 1 January 5, Send out reminder to USBBY president for letter due February 1

	January 5, Send out reminder to author of How Does That Translate column, due by February 1
February	February 15, Send draft of newsletter to Secretariat Any revisions on newsletter coordinated between Secretariat and editor between February 15 – March 1
March	
April	
May	
June	
July	July 5, Send out reminder to board members to send any news items no later than August 1 July 5, Send out reminder to USBBY president for letter due August 1 July 5, Send out reminder to author of “How Does That Translate” column, due by August 1
August	August 15, Send draft of newsletter to Secretariat Any revisions on newsletter coordinated between Secretariat and editor between August 15 – September 1
September	
October	
November	
December	

**Each fall and spring issue includes:**

- Column from the USBBY President
- How Does That Translate column
- Announcements of any relevant book awards
- Announcements of any relevant conferences, events, grant opportunities, etc.

**Each spring issue also includes:**

- \*Speech of previous NCTE co-sponsored speaker
- \*News from ALA Midwinter session
- \*Announcement of future IRA co-sponsored speaker
- \*Announcement of ALA Annual co-sponsored speaker
- \*Announcement of future NCTE co-sponsored speaker
- \*Every other year, announcement of IBBY Regional Conference
- \*Every other year, announcement of World Congress

**Each fall issue also includes:**

- \*Speech of previous IRA cosponsored speaker
- \*Every other year, full report of IBBY Regional Conference
- \*Every other year, report of World Congress
- \*Usually a write up of the BRIDGE TO UNDERSTANDING” AWARD recipient
- \*Announcement of future IRA co-sponsored speaker
- \*Announcement of ALA Midwinter session

**USBBY News Flash Schedule**

Date	News Flash Focus
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January	ALA Midwinter session on OIB reminder
February	Follow up on OIB list and USBBY web resources about OIB
March	Open - include International Children's Book Day
April	Open
May	Open
June	ALA co-sponsored session reminder AND ILA (formerly IRA) Co-sponsored session reminder
July	Open
August	Every other year World Congress reminder
September	Every other year IBBY Regional reminder
October	NCTE co-sponsored session reminder
November	Open - include Bridge to Understanding Award reminder
December	Open

**Running list of ideas for News Flashes:**

- Book award lists as they are announced

**USBBY Web Site Coordinator**

Web design and management are outsourced to Clever InSite (2009) or other website management companies for a monthly fee. Currently, additions and changes to the web site are administered by a member of the Publicity Committee and sent to the Past President for approval.

**USBBY Nominee to the IBBY Executive Committee (EC)**

The USBBY Board may nominate one person to stand for election to the IBBY Executive Committee. Being nominated by USBBY does not ensure election by the General Assembly. EC members are elected biennially by the National Sections at a General Assembly during the IBBY Congresses. The Executive Committee is made up of ten people from different national sections and the IBBY President. Ex officio members are the President of the Hans Christian Andersen Jury, the IBBY Treasurer, the Bookbird Editor(s), the IBBY Executive Director, and the Deputy Director of Administration. IBBY's Executive Committee determines its policies and programs. The daily management of IBBY's affairs is conducted from its Secretariat in Basel, Switzerland.

A candidate for the USBBY nominee for the IBBY EC should possess the following qualities:

- Be a present or past elected or appointed USBBY Board members.
- Possess current knowledge of the projects and activities of USBBY and IBBY.
- Knowledge of a language other than English is desirable.
- Commit to attending two IBBY Executive Committee meetings per year.
- Willing to fund his/her expenses related to serving on the IBBY EC.

### **USBBY Liaison to the IBBY Executive Committee (EC)**

The USBBY Executive Director will serve as the official liaison to the IBBY EC and the IBBY Staff. In the event that the USBBY Executive Director cannot serve in this capacity, the President of USBBY will appoint a representative from the USBBY Board to serve as a liaison to the IBBY Executive Committee and IBBY staff. The USBBY Liaison may or may not be an elected or ex officio member of the IBBY EC.

The USBBY Liaison to the IBBY Executive Committee will:

- Serve as the primary contact with IBBY,
- Distribute information received from IBBY to the USBBY Board and officers as appropriate; e.g. IBBY dues notices, IBBY Congress information, calls for nominations, etc.,
- Prepare the biennial USBBY national section report for IBBY,
- Write USBBY Liaison to IBBY report for each USBBY Board Meeting.

The Board may create additional committees, if the need arises.

Individuals who are not board members may attend Board meetings with Board permission.

## **USBBY COMMITTEES**

USBBY Committee service opportunities include:

1. Alida Cutts USBBY Lifetime Membership Award
2. Astrid Lindgren Memorial Award Nominating Committee (ALMA)
3. Bridge to Understanding Award Committee
4. Dorothy Briley Lecture Committee
5. Hans Christian Andersen Award Nominating Committee
6. IBBY-Asahi Reading Promotion Award Nominating Committee
7. IBBY Regional Conference Program Committee
8. IBBY Regional Local Arrangements Committee
9. Membership Committee
10. Nominating Committee
11. Organization and Bylaws Committee
12. Outstanding Books for Young People with Disabilities Committee
13. Publications Committee
14. Publicity Committee
15. Special Projects Committee
16. USBBY Outstanding International Books Committee (OIB)

Other committees are organized on an ad-hoc basis as needed to carry out specific tasks for USBBY and IBBY.

## USBBY COMMITTEE RESPONSIBILITIES

Committee appointments are made by the incoming USBBY President so that each may begin work according to relevant deadlines, with the majority of committees needing to be in place by January. During the previous year, the President-elect's principal assignment should be to prepare for these appointments by studying the current make-up and effectiveness of each committee and elicit suggestions for improvements and possible new members or chairs from the sitting committee. The president-elect and the past-president will work together so that all appointments will be in place during the fall preceding the president-elect's term.

With the exception of the Nominating Committee, each standing committee should have at least three members, one of whom should be a Board member acting as a liaison to the Board.

The liaison from the Board of Directors shall report to the president-elect on the committee's effectiveness and make recommendations about possible new members and chairs. If a committee member is ineffective, the liaison should recommend replacement for the remainder of the term. The liaison shall submit a written report for each meeting of the Board, or at the very least, once per calendar year. The annual date shall be determined by the cycle of the committee's work.

Members of standing committees (Publications, Publicity) shall be appointed for a term of two years, with no more than half of the total number being appointed in any given year.

Committee members may serve for a maximum of two consecutive terms (four years).

The chair of the committee should be selected from members in their second term.

Additional information about the history and workings of each committee is available from the Secretariat.

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## USBBY COMMITTEES

### **Alida Cutts USBBY Lifetime Membership Award**

Chair and two committee members (June appointment in even years, one-year term)

This award, given in honor of Alida Cutts long-time USBBY Executive Director, provides a lifetime membership in USBBY. The award was initiated during Junko Yokota's presidency, in 2001 and awarded for the first time in 2001. The award is presented at the banquet during the IBBY Regional Conference every two years.

#### Criteria for selection:

1. an individual who has given extraordinary service to USBBY over many years
2. an individual who is not currently a member of the Board of Directors

#### Charge:

The President-Elect of USBBY chairs the committee that solicits nominations from the membership in the fall of even years and makes the final nomination/s for the Alida Cutts USBBY Lifetime Membership Award. These nominations are presented at the February Board

Meeting before the biennial IBBY Regional conference. The Board votes to approve or select (if more than one nominee is put forward) the award winner. More than one recipient may be selected every two years. This committee will function during even years for the subsequent regional conference held during odd years. Winners of the Award: 2001-Alida Cutts; 2003-no award was given; 2005-Mary Lou White; 2007-Joan Glazer; 2009-Katherine Paterson and Ann Pellowski, 2011-Judy O'Malley and 2013-Carl Tomlinson.

### **Astrid Lindgren Memorial Award Nominating Committee**

Chair, Board Liaison, two committee members (May appointment, two-year term)

To honor the memory of author Astrid Lindgren and promote children's and youth literature around the world, the Swedish government founded an international prize in her name: The Astrid Lindgren Memorial Award. The award, of five million Swedish crowns, is the world's largest for children's and youth literature, and the second-largest literature prize in the world. Storytellers, authors, illustrators and other individuals or organizations that make valuable contributions to the promotion of reading are eligible. USBBY member, Katherine Paterson has been a recipient.

#### Charge:

Nominate candidates for the Astrid Lindgren Memorial Award.

- up to 2 candidates in the category of writing/illustrating/storytelling/promotion of reading from the nominating body's own country/region;
- and up to 2 candidates in the category of writing/illustrating/ storytelling/promotion of reading from a different country/region.

Work with candidate's publishers to prepare supporting materials for submission to the ALMA office. Only one copy of supporting materials is needed per nomination.

Send copies of the nomination forms and supporting materials to the USBBY Executive Director no later than April 15. The USBBY Executive Director will work with the committee chair to submit the forms and materials:

- Chair completes paperwork and gathers materials for submission. Contacts should be listed as the Chair and the Executive Director
- Nomination is completed electronically. The chair can directly mail supporting materials to ALMA or send these materials to the Secretariat for international mailing.
- Copies of the submission paperwork should be sent to the Secretariat for archival purposes (can be sent electronically).

In conjunction with the USBBY publicity committee, the committee should write a press release and send it to the USBBY Secretariat for distribution and posting on the web site. The press release should be submitted to relevant organizations (CBC, IBBY, ALA, IRA, NCTE, and children's literature list servs).

### **Bridge to Understanding Award Committee**

Chair, Board Liaison, three committee members (June appointment, two-year term)

The Bridge to Understanding Award formally acknowledges the work of adults who use books to promote international understanding among children. This prestigious award was established in memory of Arlene Pillar, an educator who served USBBY as newsletter editor from 1984 until her untimely death in 1990. Organizations eligible for this award include schools, libraries, scout troops, clubs and bookstores. The program may be a one-time event or an ongoing series that serves children ranging in age from kindergarten through tenth grade. The award carries a monetary prize of \$1000 and a certificate.

This award may be given annually to a program that promotes international understanding among children through books. Committee members serve staggered two-year appointments.

#### Charge:

- Solicit nominations for the Bridge to Understanding Award.
- Recommend a winner to the Board by no later than March 15.
- Promote the award and publicize the winner.
- Review application and guidelines and make recommendations for next award year.
- Communicate with the Pillar family with information about the award recipients.

#### Specific Deadlines Relevant to this Committee

- January 31st-Deadline for submission of applications
- Once all members have received their packets from the committee chair, it should be reasonable to determine the award recipient in two weeks, but not longer than six weeks. It is not necessary nor is it a requirement for the USBBY board to announce the winner in February at the board meeting. The announcement of the award recipient should be no later than March 15th.
- Presentation of award should be made at the summer ALA Conference during the USBBY co-sponsored session. Alternatively, the award presentation could be moved to either the biennial IBBY Regional conference or the NCTE conference.

### **Dorothy Briley Lecture Committee**

Chair, Board Liaison, three committee members (one member from CBC)(appointments in even years to select lecturer for IBBY Regional Conference in following odd number year)

USBBY established the lecture in memory of Dorothy Briley, a distinguished children's book editor, who not only promoted children's literature and quality books for children at work, but also took seriously her commitment to children's books on the global stage. The lecture is given biennially at the IBBY Regional Conference (in odd numbered years) by a speaker from outside the United States who is of international significance in the children's book world. A dedicated "Dorothy Briley" fund provides for the expenses related to this lecture.

Charge:

This committee shall be convened during even years. It shall consist of five members drawn from the membership of USBBY and appointed approximately 18 months in advance of the Biennial IBBY Regional Conference. One or two members of the previous committee should be asked to serve on the next committee. The committee should be chaired by the past-president of USBBY, include one other member of the USBBY Board and three USBBY members at large, one of whom is a member of CBC. If possible, members should have attended at least one IBBY Regional Conference.

The committee should choose the lecturer at least one year prior to the conference itself so that the lecturer's name may be included in announcements about the conference. The chair of the committee will extend the invitation on behalf of USBBY. Once an invitation has been accepted, the President Elect (who will be President at the time of the conference) will follow-up with a welcome/thank you from USBBY.

The Biennial IBBY Regional Conference committee coordinates transportation and housing for the lecturer, clearly specifies the scope of the lecture, and arranges to have a copy of the speech in advance so that a copy may be on file at the Secretariat. If possible and appropriate, the speech may be printed and distributed at the IBBY Regional Conference so that conference attendees have a copy in hand as the honoree is presenting the talk. Alternatively, a copy of all major addresses could be posted on the web site as for the IBBY World Congress.

**Previous Dorothy Briley Lecturers**

- 1999—Nina Bawden
- 2001—Leena Maissen
- 2003—Mette Newth
- 2005—Virginia Allen Jensen
- 2007—Meshack Asare
- 2009—Carmen Diana Dearden
- 2011- Beverley Naidoo
- 2013- Mem Fox
- 2015 – Susan Cooper

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**Hans Christian Andersen Award Nominating Committee**

Chair, Board Liaison, four committee members (September Appointment, two-year term)

This prestigious award is presented to an author and illustrator of international stature at each biennial IBBY World Congress. It is recommended that the committee should be convened in

January of even-numbered years. It is further recommended that members serve two 2-year appointments, staggered so that there are always experienced members on the committee.

The committee is responsible for nominating the U.S. candidates for the author and illustrator awards to IBBY, preparing dossiers, and publicizing the nominees in conjunction with the publicity committee. The committee will also choose books for the biennial IBBY Honour List. Finally, the committee will coordinate submissions of US illustrators' work for the Biennale of Illustrations Bratislava (BIB).

These appointments need to be in place to begin work on January 1<sup>st</sup> of even numbered years. The committee should have some members from the previous group, including the incoming chair, so that those with experience can guide newer members. The work of this committee involves much more than naming two nominees. Nominees must be submitted to IBBY by February of odd numbered years and the committee's work continues until late fall of odd-numbered years.

The national sections should receive a letter of invitation from the HCA Jury President (late fall in even-numbered years) that details a timeline and submissions for the awards. The usual deadline for the nominations is 28 February of odd-numbered years. It is imperative that US HCA Committee members receive the following documents (three or more are usual) as soon as they accept the appointment. The most recent documents from IBBY include:

- Updated guidelines for the submission of books and dossiers for the nominated candidates
- Letter of Invitation
- The Hans Christian Andersen Awards Guidelines for National Sections of IBBY
- Hans Christian Andersen Awards: Schedule [2012]

#### **U. S. Hans Christian Andersen Committee Charge**

According to the regulations set by IBBY and the guidelines provided in the HCA Award Manual, the U. S. Hans Christian Andersen Committee shall nominate the U. S. candidates for the Hans Christian Andersen Awards

- Nominate a candidate for the Author award and a candidate for the Illustrator award
- Work with the CBC and the candidates' publishers to prepare dossiers to submit to the HCA jury. The committee is responsible for writing a 2-3 page rationale documenting why each nominee's body of work is worthy of the award.
- In conjunction with the USBBY publicity committee, write a press release and send it to the USBBY Secretariat for distribution and posting on the web site. The press release

should be submitted to relevant organizations (CBC, IBBY, ALA, IRA, NCTE, and children's literature listservs).

- Select entries for the IBBY Honor List in three categories: author, illustrator, translation.
- Coordinate submission of the HCA illustrator nominee's work for the BIB
- Promote the IBBY Honour List and Hans Christian Andersen nominees and winners at USBBY functions and related professional organizations.

Appointments for the Hans Christian Andersen committee are for two-year terms effective January 1 of even years, ending with the submission of materials by September of the following odd-numbered year. HCA committee members may serve for 2 two-year terms. Members' terms should be staggered so that there is a rotation of old and new members.

### **Definition of Terms**

- **Translated** - a book that is originally published in a language and is then translated into the official language (one of, if more than one) of the country, is eligible for the translation category. In the case you cite, a book that was originally written and published in Spanish and then translated into English would be fine for the USA.
- **Dual-language** books are acceptable, although it must be clear that such a book is nominated for the quality of the translation and it is not a book that was originally written in both languages.

### **2008 Updated Hans Christian Andersen Awards Guidelines for National Sections of IBBY**

These guidelines have been formulated to help the National Sections nominate the best and most eligible candidates and also help to introduce the candidates in a comprehensive way. These requirements should be addressed in preparing the nomination packets.

The Hans Christian Andersen Awards are given to an author and an illustrator for the complete body of their work to date and are judged by the following criteria:

- The aesthetic and literary qualities of writing and illustrating.
- The ability to see things from a child's point of view.
- The ability to stretch the child's curiosity and literary and creative imagination.
- Cultural differences in literary aesthetics will be taken into account and appreciated.
- Freshness and innovation will be a great advantage.
- The complete works of the author and of the illustrator will be taken into consideration.

According to these criteria, the National Sections have to consider the following:

- To nominate great authors and illustrators who have made an outstanding contribution to children's literature. This may include authors and illustrators whose works are of the highest quality, but who for reasons of language and/or national circumstance, are not well known outside their country or linguistic group.

- To nominate persons who have a significant body of work.
- To present an informative dossier that reveals the breadth of the candidate's work and shows the impact of her/his works, both in the candidate's country of origin and internationally. The dossier can be submitted as an electronic file, although one paper copy must be submitted to the Secretariat. The nominating National Section is responsible for any copyright issues that may be involved in compiling the dossier.
- Summaries of the candidates' works should be prepared in English. If there are no translations available, at least 2 to 3 representative chapters should be translated into English.
- If among the works of an outstanding writer, there are some quality works that, because of censorship, are not allowed to be published in their own country, the National Sections may nominate the writer and submit the unpublished manuscripts for consideration by the Jury. However, it must be stressed that the candidate must have some published works available for the Jury.
- The EC recognises that economic difficulties faced by the nominating National Section as well as problems of availability of the candidates' best books that have become out-of-print, often hinders the nomination process. In either of these cases, the National Section is permitted to submit an electronic version of the selected book. This should be in the form of a full-colour PDF with the book presented from cover to cover – in double-spreads – that allows the jury to turn the pages of the book in a virtual form. It would be best if at least one or two of the creator's books could be made available in physical form. The Secretariat must receive at least one copy of each selected book to display during the Jury meeting and for the subsequent exhibitions.

The nominating National Section is responsible for any copyright issues that may be involved in producing a PDF of the selected works. Bibiana in Bratislava and the International Youth Library in Munich, are both willing to help with the digitization of rare or out-of-print books.

Guidelines accepted by the IBBY Executive Committee, November 2008

### U. S. Nominees for the Hans Christian Andersen Awards

Author	Illustrator
1956 No record	<i>Illustrator Medal was not awarded until 1966.</i>
1958 No record	
1960 Jean Craighead George	
1962 Meindert DeJong*	
1964 Madeleine L'Engle	
1966 Natalie Savage Carlson	Marcia Brown
1968 Elizabeth Coatsworth	Roger Duvoisin
1970 E. B. White	<b>Maurice Sendak*</b>
<b>1972 Scott O'Dell*</b>	Evaline Ness
1974 Irene Hunt	Ingri and Edgar Parin d'Aulaire

1976 E. B. White	Marcia Brown
<b>1978 Paula Fox*</b>	Leo and Diane Dillon
1980 Katherine Paterson	Margot Zemach
1982 Natalie Babbitt	William Steig
1984 Beverly Cleary	David Macaulay
1986 Jean Fritz	Chris Van Allsburg
1988 William Steig	Margot Zemach
1990 Katherine Paterson	Tomie dePaola
<b>1992 Virginia Hamilton*</b>	Ed Young
1994 Sid Fleischman	Barbara Cooney
1996 Lloyd Alexander	Leo and Diane Dillon
<b>1998 Katherine Paterson*</b>	Jerry Pinkney
2000 Lois Lowry (Finalist)	Ed Young
2002 Susan Cooper	David Macaulay
2004 Lois Lowry	Vera B. Williams
2006 E. L. Konigsburg	Ashley Bryan
2008 Lloyd Alexander	David Wiesner (Finalist)
2010 Walter Dean Myers	Eric Carle
2012 Paul Fleischman	Chris Raschka
2014 Jacqueline Woodson	Bryan Collier

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\*Hans Christian Andersen Award winner

### **IBBY Honour List (Hans Christian Andersen Committee)**

The IBBY Honour List is a biennial selection of outstanding, recently published books, honoring writers, illustrators and translators from IBBY member countries. The IBBY Honour List is one of the most widespread and effective ways of furthering IBBY's objective of encouraging international understanding through children's literature. The titles are selected by the National Sections, which can nominate one book for each of the three categories. Books must be published within three (3) years of the nomination. For a country with a substantial and continuing production of children's books in more than one language, up to three books may be submitted for writing and translation in each official language.

Important considerations in selecting the Honour List titles are that the books are representative of the best in children's literature from the country and that the books are suitable for publication throughout the world. It provides insight into the diverse cultural, political and social settings in which children live and grow and it can be used by all those involved with developing educational and literacy programs and publishing initiatives to develop exemplary "international" collections.

Books must be selected by September 15<sup>th</sup> of the odd numbered years. Seven copies of each nominated book must be sent to the IBBY Secretariat.

The Honour List diplomas are presented at the IBBY Congresses where the catalogue is introduced and the books are shown for the first time. Thereafter seven parallel sets of the books circulate around the world at exhibitions during conferences and book fairs. Permanent collections of the IBBY Honour List books are kept at the International Youth Library in Munich,

the Swiss Institute for Child and Youth Media in Zurich, Bibiana Research Collection in Bratislava, at IBBY in Tokyo and Northwestern University Library at Evanston, Illinois.

### **Guidelines for Nominations to IBBY Honour List**

#### IBBY Guidelines

Nominate books in three categories

- Writing
- Illustration
- Translation

Criteria for selections

- Representative of the best in children's literature.
- Suitable for publication throughout the world
- Provides insights into diverse cultural, political, and social settings in which children live and grow
- Can be used by those involved in developing educational and literacy programmes and publishing initiatives to develop exemplary international collections

#### Additional USBBY guidelines

Books nominated for Writing and Illustration

- Published no more than 3 years prior to their nomination.
- Reflect the diverse cultures of the U. S., since the books are to be representative of their country of origin.
- Created by an author and illustrator with a body of work that has received literary recognition.
- Included on award-winning lists for books recognized as excellent, such as
  - ALA Awards for the previous 2-year period (Pura Belpre, Coretta Scott King, Caldecott, Newbery, etc.)
  - Starred reviews from *Booklist*, *School Library Journal*, *Horn Book*, or *Bulletin of the Center for Children's Books*.
  - Consult other major award lists, such as the Boston Globe-Horn Book Award or the New York Times Best Illustrated Books of the Year.

Book nominated for Translation

- Consult the Batchelder Award Winner and Honor Books for the previous two years.
- Consult the USBBY Outstanding International Books list for the previous two years.
- IBBY defines a translated book as a book originally published in another language and then translated into the official language(s) of the country, so the book could be published in the U.S. in another language and then translated into English.

#### Solicit Honour Book Suggestions from USBBY Members

- Invite the USBBY membership to propose books to be considered by the HCA Committee for the U.S. nominations in writing, illustration, and translation. The criteria to be considered shall be included with the invitation and members must submit a rationale along with a book title.
- The HCA committee will create the invitation and submit it to the Executive Director to be sent out by email to the membership. Proposed book titles will be sent to the chair of the HCA Committee.

#### **Biennale of Illustrations Bratislava (HCA Nominating Committee)**

BIB is the most important event organised by BIBIANA, the International House of Art for Children. It is an international competition and exhibition of children's book illustration originals. The Biennial of Illustrations Bratislava takes place under the auspices of UNESCO and the International Board on Books for Young People (IBBY) supported by the Ministry of Culture of the Slovak Republic and BIBIANA as its main organiser. It is realised every odd year in autumn in the capital of Slovakia in Bratislava. It is the most significant event of visual art and illustration for children from a global point of view. The best from the world of illustrations meets every second year in Bratislava.

During BIB, the works of an artist awarded the H.C. Andersen Award are presented. The USA nominee for BIB will be the illustrator most recently nominated for the Hans Christian Andersen Illustrator Award.

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#### **IBBY-Asahi Reading Promotion Award Nominating Committee**

Chair, Board Liaison, three committee members (July appointment, two-year term)

The IBBY-Asahi Reading Promotion Award was established in 1986 during the IBBY Congress in Tokyo. The Asahi Shimbun newspaper company sponsors the Award. It is given biennially to two groups or institutions whose outstanding activities are judged to be making a lasting contribution to reading promotion programs for children and young people. The nominations are submitted by the National Sections of IBBY and may include projects from any part of the world. The jury consists of members of the IBBY Executive Committee. The prize of a diploma and \$10,000 US is presented to the winners at the biennial IBBY Congress.

Committee members shall serve a two-year appointment made in the even year, ending with submission of nominations by June 30 of the following year. Members may serve a second term. A new committee needs to start work in January of even numbered years to nominate candidates by June of odd numbered years.

Charge:

The USBBY IBBY-Asahi Reading Promotion Award Committee shall review all submissions and recommend a project to be nominated for the Award, given to a group or institution that by its outstanding activities is judged to be making a lasting contribution to book promotion programs for children and young people. This can be worldwide and USBBY can combine with another IBBY national section to nominate a project in another country.

All proposals shall be submitted to the USBBY Secretariat, which will work with the committee chair to submit the application to IBBY.

There are several ancillary charges for this committee.

- Coordinate with the publicity committee to broadcast the criteria for this award within the United States. Publicity is probably the most important part of this committee's charge. A proactive plan needs to be in place that includes a structured and time-sensitive plan of advertising.
- Write press releases to advertise the availability of the award. Press releases should also be sent out after a program has been selected for nomination. Obtain photos to include with the press releases and to post on the web and the newsletter.
- The crucial information about applying for the USBBY-nomination for the IBBY-Asahi Reading Promotion Award should be posted on the web site and updated each year as new information and deadlines are released.
- This committee needs to be in contact with current and past USBBY twinning partners. USBBY may be able to assist these new IBBY members in identifying and writing proposals for programs, groups, or institutions that are making a lasting contribution to book promotion. The Executive Director, IBBY EC representative (if there is one from USBBY), or the Secretariat should be able to provide additional information.
- Press releases about the availability of the award can be sent by email to organizations that have been identified by the committee. These can also be sent to other academic and professional journals, including sponsor organizations and other professions that operate internationally.
- Additional information may be available at <http://www.ibby.org/index.php?id=272>

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### **IBBY Regional Conference Program Committee**

Chair, Board Liaison, variable number of committee members (January appointment, two-year term starting in even year preceding the conference)

USBBY sponsors a biennial regional conference that features speakers of international interest in the field of literature for young people that is held in the fall in odd numbered years. The umbrella organization, IBBY, holds a worldwide Congress every two years (in even numbered years), so our conference emerged as a parallel event for our "region" of the globe.

#### Selection of a Conference Site:

More than a year before the IBBY Regional Conference Program Committee is appointed, the USBBY Board will begin the process of selecting a site for the conference, as follows:

a) Determining Criteria for Site Selection

The process of selecting a conference site will begin at the June board meeting of each even numbered year. At that meeting, the Board will discuss the IBBY Regional Conference that will take place in three years and determine whether to set criteria or preferences that would narrow the choice of a site, so that those can be clearly communicated in the call for proposals.

- Examine the sites of past conferences and the one coming up the next year, and decide whether to specify, or rule out, any geographic region(s).
- Discuss whether there are other preferences that need to be stated in the call for proposed sites, such as ambience vs. cost (a resort/retreat atmosphere vs. a college campus or other less expensive venue that is affordable for more people).

Past IBBY Regional Conference locations are as follows:

1995 Callaway Gardens, GA  
1997 Albuquerque, NM  
1999 Madison, WI  
2001 Burlingame, CA  
2003 Chautauqua, NY  
2005 Callaway Gardens, GA  
2007 Tucson, AZ  
2009 St. Charles, IL  
2011 Fresno, CA  
2013 St. Louis, MO  
2015 New York City

b) Call for Proposals

In the summer/early fall after the June meeting, the President of USBBY will send out a call for proposals to all USBBY members, asking that proposals be submitted by January 15th of the following (odd numbered) year. Any criteria or preferences determined by the Board in June will be clearly communicated in the call.

The call for proposals will be as specific as possible about the required information. At the same time, it should make clear that at this stage people are not being asked to invest enormous time and effort in putting together an elaborate proposal with a detailed program or exact costs. Rather, they should provide a relatively succinct preliminary outline. If the outline is accepted, the Board may ask for more detailed information later.

The call for conference proposals should request the following information, which will be used as the criteria to select the site:

- Rationale for a particular geographical location
  - Location in the U.S. as compared to previous conferences (the Board may invite proposals from particular regions)
  - Location has an appeal to USBBY members in terms of accessibility and desirability
- International Vision
  - A vision for the conference that is international and reflects cultural diversity globally, not just locally
  - Vision indicates an understanding of the mission of both USBBY and IBBY, and an understanding of the function of the IBBY Regional Conference within, as well as beyond, USBBY.
  - Vision may take advantage of possible themes or activities that would draw on the location and collaborators
- Organizational Team
  - Collaborators in the area who are familiar with USBBY and with international literature (at least some of whom are USBBY members, along with other possible groups and individuals) who could sponsor the conference in this location.
  - Experience with previous Regional IBBY Conferences
  - Plan for collaborating with the USBBY Board on the program content
- Conference Location
  - Describe several possible site locations in terms of facilities and estimated costs for hotel, food, and transportation. Outline the pros and cons of each. (If the Board has specified a preferred type of ambience/location, show how the sites meet those criteria.) Provide web site address for each location.
  - Comfortable hotel and dining facilities that will accommodate large and small group meetings, as well as book exhibits, for 250-300 participants
  - Location has an ambience conducive to presentations, discussions, and conversations.
- Cost for attendees
  - Estimate the total cost for participants, including hotel, food, transportation to the location and to and from the airport, etc.

c) Evaluation of Proposals and Final Choice of Conference Site

All proposals received by January 15th of each odd numbered year will be forwarded to Board

members to be considered at the February Board meeting. At that meeting, the Board will discuss the proposals, and may select one or more preliminary choices.

Selected proposers may be invited to submit further more detailed information if needed. The Past President (and/or other Board members) will work with the proposers to specify and collect the desired information. This additional information will be forwarded to all Board members to be considered at the June Board meeting.

Final selection of the conference site shall occur at the June board meeting of each odd numbered year, so that initial information about the next conference can be published in the Fall newsletter of that year, and released at the IBBY Regional Conference of that year.

#### Appointment of the program planning committee:

Once the conference site has been selected, the conference program planning committee will be appointed. The current President-Elect and the incoming President-Elect (who will be President at the time of the conference) will play a major role in appointing the committee.

Members of the committee should include several USBBY Board members or Board appointees in addition to the local committee members. If possible, the local committee members should be USBBY members who are familiar with IBBY regional conferences.

#### Charge of the Committee:

The work of the committee should begin two years in advance of the conference, and its major focus should be on creating the program for the conference.

Guidelines for developing the program include:

- Selection of major speakers should include at least one international speaker in addition to the Dorothy Briley lecturer and at least one “new” author or illustrator whose work is international in focus.
- Work to obtain as much outside funding as possible, such as publisher sponsorships of speakers, meals, receptions, giveaway materials, etc., plus grants from foundations, support from local colleges or businesses, etc.
- Consider appointing panels that include two - three panellists on topics related to the conference theme with moderators briefly introducing each panellist and summarizing connections between or among panellists, as well as moderating questions and comments from the audience. When appropriate, sessions should include audience participation and response.
- Consider a local authors’ reception that highlights the work of local authors and illustrators from that city or region who display their work and interact informally with attendees.

- Selection of breakout groups and/or poster sessions should focus on issues related to international books and be discussion and interaction oriented.
- Selection of books for advance reading list and book discussion groups can include possible pairings of international and U.S. books.
- The program should allow time for informal discussion.
- Time for interacting with exhibits of international books should be included.

Additionally, the committee, working closely with the Local Arrangements Committee, the USBBY President, Executive Director, Treasurer, Web Master, and Publicity Committee should develop an informative conference website, within the USBBY website, that is fully functional for members to register, book accommodations, etc., by spring of the conference year.

The committee must develop a conference budget, which must be approved by the USBBY Board. The committee needs a treasurer in charge of the budget, keeping track of all income and expenses, and will work with the Secretariat for items paid under the Secretariat contract.

Other responsibilities of the committee include managing all activities that are essential for successful conference planning and execution, such as:

- Communication with speakers at all stages of planning
- Arrangements for welcoming, hosting, and thanking speakers
- Strategic plan for promoting and publicizing the conference
- Manage the many aspects of making the conference experience the best it can be for participants.

The committee will also work closely with the Secretariat throughout the planning process and in determining who is carrying out specific responsibilities. In general, the planning committee provides content and the Secretariat provides templates for correspondence and forms; editing, distribution, and tracking of materials; layout and design of materials; and duplication and shipping of materials to the conference site.

It is recommended that the committee examine previous conference planning committees and reports, particularly the report for the most recent conference.

### **IBBY Regional Local Arrangements Committee**

Chair, Board Liaison, variable number of committee members (January appointment, two-year term in even year preceding the conference)

The work of the local arrangements committee and the program committee may overlap and thus be divided and shared in a different way than noted here. Some of the following charges can be assumed by the program committee, depending on how the committees work together. The members of the two committees should meet and make clear decisions about these responsibilities early in the process.

Charge:

- Make local arrangements for facilities, meals, etc. (meeting rooms, hotel, etc.)
- Maintain communication with USBBY Board, President, President-elect, and Secretariat, and make update reports at Board meetings.
- Appoint and oversee local committees (publicity, tours, facilities, exhibits, hospitality, USBBY exhibit(s), including the IBBY Honour Books, if applicable).
- Coordinate efforts with the standing committee on Publicity in creating flyers and posting information on the USBBY web site. These could include a one-page “save the date” flyer or postcard that is distributed two years prior to the conference, announcing the conference theme, dates, location, and confirmed speakers. Additional flyers can be developed as more details are determined. In the past a final conference registration brochure was developed at least six months in advance and also posted on the USBBY web site. Given the expense of this brochure, the committee may want to post the registration information only on the USBBY web site and instead print off large quantities of an attractive postcard that provides basic information and directs people to the web site for registration.
- Oversee registration procedures, attendance lists, and creation of conference packets.
- Arrange for a bookstore to sell the books of authors at the conference.
- The registration rates should be determined in collaboration with the Secretariat and the USBBY Executive Committee.
- Early-bird registration at a reduced price should be posted as early as possible on the USBBY web site. Registration deadline is one month prior to conference, unless space is filled earlier. Offer full-time student registration at a discounted rate; service as a volunteer is required and sometimes has not included the cost of meals. The Chair assigns jobs to volunteer students throughout the conference, as needed. Rate to be determined in conjunction with the USBBY Executive Committee. The USBBY Secretariat may handle the above arrangements in special situations, with Board approval. In particular, the final negotiation of legal contracts with the facility is the responsibility of the Secretariat.
- Arrange for volunteers for registration and exhibits.
- Plan after conference tours, if appropriate.

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**Membership Committee**

Chair, Board Liaison, three members, executive director *ex-officio* (more may be appointed as needed) (January appointment, two-year term)

Committee members shall be appointed for staggered two-year terms, and may be appointed for a second two-year term. Terms run from January 1-January 1. New appointments should be made in November or December.

Charge:

The overall charge of this committee is membership recruitment and membership activities. Currently, this committee is appointed as needed. It is recommended that this committee be converted to an active standing committee. It is further recommended that members should represent the sponsor organizations: ALA, CBC, ILA (formerly IRA), & NCTE so they can focus on recruiting from their specific organizations.

- Explore and recommend to the Board possible means of membership recruitment
- Develop and carry out membership recruitment plans approved by the Board
- Review and revise membership brochure as needed
- Explore ways of involving all members of USBBY in continuing activities related to the purposes of USBBY
- Recommend plans for membership activities to the Board
- Implement those plans accepted by the Board
- Work with the Publicity Committee
- Work with the Executive Director to compile current email addresses for all USBBY members
- Provide regular updates on USBBY activities by email
- Promote subscriptions to IBBY journal, *Bookbird*

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### **Nominating Committee**

Chair (Past-past president of USBBY) and two or three members who are not members of the board. (January appointment, one-year term)

Charge:

- Nominate one, or at the most two, candidates for the office of President-elect and for each of two positions as Director at Large (two year terms). Check to make sure all nominees are eligible for office and willing to run. Nominees must be USBBY members, familiar with the organization, and willing to make a commitment to attend three Board meetings per year.
- Present the slate to the President and General Secretary by September 1, so that a proxy vote can be sent to all members prior to the Annual Meeting to be held before the USBBY cosponsored session at NCTE or at the IBBY Regional Conference, in alternating years.

This is a one-year appointment, chaired by past past-president with two additional members, not currently serving on the Board of Directors, appointed for one year. If the past-past president cannot serve, the President shall appoint a chair with the approval of the Board of Directors. No member of the Nominating Committee shall be a candidate.

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### **Organization and Bylaws Committee**

Chair, two members selected from the board of directors (Appointed as needed)

Charge:

- Prepare such Amendments to the Bylaws of the USBBY as may be requested by the Board.
- Present said Amendments to the Board for approval, further study, or membership vote.
- Review committee charges for standing committees, committees appointed for ongoing projects and ad hoc committees as requested by the Board.
- Review all Bylaws and committee charges in the light of current practice and need at least once every two years.

This committee shall be appointed as the need arises.

### **Outstanding Books for Young People with Disabilities Committee**

Chair, Board Liaison, four members (January appointment, two or three-year term)

Members of this committee are appointed for staggered two-year terms and may be appointed for a second two-year term. The committee chair should be selected from previous members of the committee.

#### Goals:

The aim of this IBBY list is to obtain a general overview of suitable quality books for young people with disabilities, to inform about such books internationally, and to make them more readily available. Another important aim is to encourage the production, promotion and dissemination of suitable books: including books especially made for young people with disabilities as well as regular books serving special needs.

IBBY National Sections can nominate books that, in their opinion, qualify regarding literary and artistic criteria and the guidelines developed by the IBBY Documentation Centre of Books for Disabled Young People. All submissions will be kept in the permanent collection of the IBBY Documentation Centre of Books for Disabled Young People in Canada. The illustrated and annotated book list will be distributed worldwide by IBBY.

#### Charge:

Select up to eight U.S. books published in the stated period for the IBBY project “Outstanding Books for Young People with Disabilities” in accordance with guidelines in three categories.

- Category 1: Up to four books should be especially produced for young people with special needs.
- Category 2: Up to two books should portray young people with disabilities.
- Category 3: Up to two books should be picture books from regular production that would be appropriate for young people or adolescents with language disabilities, poor visual perception, and/or poor motor skills.

It is important to have at least one member of the committee, preferably the chair, who is familiar with requesting books from publishers. Letters of request should be sent to publishers requesting books that fit the criteria. One copy for each committee member and one copy for the Secretariat should be requested. The publishers should be notified that if their book/s are selected, they will be asked to submit an additional two copies that will be mailed by the Secretariat to the IBBY Documentation Centre of Books for Disabled Young People for

permanent and travelling displays. Specifics on the types of books sought for each category are contained in the guidelines for the project. Additional information can be found on the IBBY web site at <http://www.ibby.org/index.php?id=271>

Two copies of each nominated title are to be submitted to:

Heidi Boiesen, Project Director  
IBBY Documentation Centre of Books for Young People with Disabilities  
North York Central Library Branch, Children's Department  
Toronto Public Library 5120 Yonge Street  
Toronto Ontario M2N 5N9  
Canada  
416-395-5630; Fax 416-395-5668  
[ibby@torontopubliclibrary.ca](mailto:ibby@torontopubliclibrary.ca)

### **Publications Committee**

Chair, Board Liaison, Past Editor of the Scarecrow publication, Newsletter editor, Web Liaison (Subject to renewal every two years)

#### Charge:

- Monitor, manage, and coordinate USBBY publications.
- Select and monitor the USBBY Newsletter editor.
- Monitor the USBBY website and work with the secretariat to update as necessary.
- Work with and support the Publicity Committee and other USBBY members to add content to the website.
- Recommend the editor of the next book in the "Bridges to Understanding" series of books to the board.
- Supervise the publishing and review the contracts for the following books: *Children's Books from Other Countries* edited by Carl M. Tomlinson, *The World Through Children's Books* edited by Susan Stan, *Crossing Boundaries with Children's Books* edited by Doris Gebel, *Envisioning the World through Children's Books*, edited by Linda Pavonetti and *Bridges to Understanding: Envisioning the World through Children's Books*, edited by Annette Goldsmith.
- Make recommendations to the Board for the design, packaging, marketing, promotion, etc. of this series, and of any future USBBY publications.
- Make recommendations for any future publications that USBBY might sponsor, and if adopted, manage and coordinate them in a similar fashion.

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### **Publicity Committee**

Chair, Board Liaison, up to six members (Subject to renewal every two years)

The publicity committee works to ensure that USBBY has visibility, motivates/involves its members, and attracts new members, through communicating its activities to the widest possible audience in multiple ways. The mission of this committee is to increase visibility of USBBY, and publicize ongoing projects both to USBBY members and to the wider community.

### Charge

- To increase visibility of USBBY and publicize USBBY projects
- In collaboration with the Board Liaison to each Professional Membership Organization Patron Member, promote co-sponsored sessions at IRA, ALA, and NCTE, through the website, newsletter, distribution of flyers, mailings, email blasts to membership, postings on appropriate list-servs, and any other appropriate means.
- In collaboration with the IBBY Regional Conference Program Committee, and the IBBY Regional Conference Local Arrangements Committee, promote the biennial IBBY Regional Conference, through the website, newsletter, distribution of flyers, mailings, email blasts to membership, postings on appropriate list-servs, in the IBBY World Congress conference packets, and any other appropriate means.
- In collaboration with the appropriate committee chairs or liaisons, work to get maximum publicity coverage for major news items coming out of IBBY and USBBY – for example, write and send out a press release when the US nominees for the Hans Christian Andersen Award are announced.
- In collaboration with the Bridge to Understanding Award Committee, publicize the USBBY Bridge to Understanding Award and winner.
- Plan activities with other constituencies in the field of children’s literature that promote USBBY and USBBY’s mission. For example: approach the Children’s Book Council about having one day of “Children’s Book Week” be focused on international books; promote “El dia de los ninos/El dia de los libros;” cosponsor an “International Book Day” poster.
- Monitor the USBBY website and make recommendations for its improvement.
- Perform other duties as requested to publicize USBBY and its activities.

### Note

The following activities have at times been considered part of the responsibilities of the Publicity Committee, but have proven more practical to be handled in other ways. This is open to future discussion and can be changed, should the leadership or the dynamics of the organization change.

- In collaboration with the Board and Executive Director, oversee the quality and effectiveness of email blasts to members, and set guidelines for this activity. *It has proven more practical for the President and Executive Committee to manage this, in collaboration with the Executive Director*
- In collaboration with the Outstanding International Books Committee, assist the committee in posting a PowerPoint presentation of each year’s OIB list on the USBBY website, from where it may be downloaded and used by members. Arrange for previous presentations to be archived on the site. *It has proven more practical for the Chair of the OIB Committee to manage these activities, working directly with the webmaster.*

- In collaboration with the Special Projects Committee, post information and photos on the USBBY website about the overseas projects and national sections USBBY supports, through the Hands across the Sea Fund and the Special Projects Fund, possibly with links to related websites. *This duty is effectively handled directly by the Executive Director. The involvement of the Publicity Committee has not been needed.*

### **Special Projects Committee**

Chair, Board Liaison, Executive Director (Ex-Officio non-voting member), four committee members. (June appointment) Members serve staggered two-year appointments. They may be reappointed for a second term. The committee's work may extend over a two-year period of time.

Chair and members should receive copies of the Special Projects Guidelines, Criteria for Funding, Application Process and Selection Process, and a copy of the Special Projects Application Form (Appendix A).

#### Charge:

Funds are to be used for worthy domestic (U. S.) and international (IBBY-related) projects that merit USBBY support and are approved by the Board.

- Review submitted Special Projects applications
- Recommend projects for Board approval at the fall meeting of the Board

#### Budget:

- Funds used each year for Special Projects will not exceed the amount of the annual dividend accrued each year in the G.E. Fund unless authorized and approved by the Board. No more than \$4,000 will be awarded to any one project during a fiscal year.

#### Guidelines (Revised: 11/07; 11/08; 02/09):

- Dividends that have accrued from the USBBY GE Government Fund above \$100,000 will be deposited into a Special Projects Fund account.
- The balance in the GE Fund will remain constant at the \$100,000 level unless otherwise approved by the Board.
- At the end of each calendar year (December 31), the dividend accruing from the fund will be withdrawn and placed in the Special Projects account.
- Funds used each year for Special Projects will not exceed the amount of the annual dividend unless authorized and approved by the Board.
- Other monies from earmarked donations and/or special projects fund-raising may also be deposited in this account.
- Income and expenditures for Special Projects will be included in the USBBY annual budget and approved by the Board as a part of the budget process.

- Special Projects yearly allocated funds will be divided between domestic and international projects.
- From the international allocation, funds may be used to support dues payments for IBBY under-funded national sections (above what is raised through annual USBBY Hands across the Sea donations) and Board-approved twinning agreements between USBBY and other national sections.
- In every case, a clear program for twinning will be developed that promotes activities and projects that benefit both participating countries and a clear plan and program for mutual cooperation and collaboration over time will be delineated.
- Domestic projects might include funding of activities and needs which promote the work of USBBY and/or advance its mission, goals, or objectives.
- The Special Projects Committee will review submitted applications and recommend projects to the Board for approval at the fall meeting of the Board.
- Applications must be submitted two months in advance of Board approval.
- Annually, during budget deliberations (October/November), the Board will assess the success of current projects for possible continued funding as well as entertain new projects of merit for possible new funding.
- The Board may entertain possible funding of new projects at other times during the year when the Board meets at scheduled Board meetings.
- A written application must be submitted to the Special Projects Committee chairperson and forwarded to committee members.
- The Special Projects Committee members will review the application and approve or not approve the application via email.
- If approved the Special Projects Committee chairperson will forward the application along with the Committee recommendation to the Board.
- Applications must be submitted two months in advance of Board approval.
- The Board will have final approval before any project is funded based on budget/funding availability.
- Under special circumstances or need, the Board may review the annual allocation and approve additional funds be expended from the Special Projects Fund.
- No more than \$4,000 will be awarded to any one project.

#### Criteria for Funding of Projects:

- Urgency of need
- Quality of the proposed project
- Short-term and long term benefits
- Compatible with IBBY and USBBY's mission and goals

#### Application Process:

- A written application must be submitted to the Special Projects Committee, to include:
  - Title of project and category (domestic or international)
  - Project description: purpose, summary, timeline
  - Human resources involved

- Participants who may benefit or take part
  - Implementation plan
  - Budget and possible sources of matching funding
  - Tangible results expected and the effect on long-term planning; semi-annual reports of program implementation and use of funds are required of Special Projects Funds recipients (project photos are welcome)
  - Letter(s) of support for project
- The application must include the name, mailing address, phone and fax numbers, and the email address of the applicant.

#### Selection Process:

- The Special Projects Committee will review submitted applications for possible funding recommendations by the committee to the Board.
- The Board will have final approval before any project is funded.
- No more than \$4,000 will be awarded to any one project.

#### Possible twinning Suggestions:

- Payment of IBBY dues for under-funded national section.
- Provide funding to purchase books or other needed resources for classrooms and libraries.
- Provide or fund training for writers, illustrators, editors, librarians and publishers.
- Facilitate fellowships for writers, illustrators, editors, librarians, and publishers, or persons who want to study children's literature and use with children.
- Support the translation of children's literature (both ways).
- Support cultural exchange and visits between members of USBBY and twinning national section.
- Encourage twinning with children's libraries.

#### Specific Deadlines Relevant to this Committee

- Applications are due to the committee chairperson at least two months prior to the Fall Board Meeting.
- Committee members must approve applications for Board consideration at least two weeks prior to the fall Board Meeting.
- Publicity should be sent out in the Fall and Spring to the USBBY Newsletter and USBBY website (updated as appropriate)

Membership should be aware of projects funded and the application process for new projects each year. Funded projects should be highlighted in the Friends and Partners sections of the website.

#### Domestic projects previously funded:

- the revised website

- new membership brochures
- the printing of the Outstanding International Children’s Booklist bookmark

International projects funded

- the Lubuto Library Project in Zambia
- the development of the IBBY Zimbabwe website
- Projects and activities in Haiti, Palestine, Lebanon, and South Africa have been supported.

### **USBBY Outstanding International Books Committee**

Chair, Board Liaison, eight committee members (Appoint four each January appointment, two year term)

#### **Charges:**

Select an annual list of Outstanding International Books for children and young adults, which shall be published each year in the February issues of *School Library Journal* and as a bookmark.

Members serve a staggered two-year appointment and may not be reappointed. Members will continue with an additional year of promotional activities once their term on the selection committee has been completed in order to promote the booklist. At the beginning of the chair’s term, an assistant chair will be selected from existing members to assist the chair and then serve as chair for the following year and so that person will typically serve a three-year term. All appointments should be in place by mid-January once the previous committee has completed its work in December.

This committee is charged with selecting international books that are deemed most outstanding of those published or released in the U.S. during the calendar year. For the purposes of this honor list, the term “international book” is used to describe a book published in the United States that was originated or first published in a country other than the U.S. Typically, 39-42 books are named on the award list, separated into 4 age groupings (PreK-2, Gr. 3-5, Gr. 6-8, Gr. 9-12).

The responsibilities of being a committee member include:

- Reading extensively throughout the year in all genres across PreK-12 grade levels and evaluating books in terms of their literary merit and other criteria established by the USBBY board.
- Engaging in monthly e-mail correspondence with the committee members to nominate books to consider for the list and convey positive comments about the books previously nominated by other committee members. (*Note: A format has been developed for nomination suggestions and the monthly e-mail comments focus on positive and respectful responses to the work and the person nominating it. Several opportunities are provided to eliminate nominated books from the running via ranking or voting procedures. Email correspondence is kept positive so that every book has a fair chance and committee member dealings with each other remain congenial.*)
- Attending the annual selection meeting, usually held in early December at a designated site determined by the OIB Committee Chair (e.g. the Center for Teaching through Children’s Books near Chicago, IL).
- Creating an annotated bibliography of books selected, to be published in the February issue of *School Library Journal* and on the USBBY web site.
- Participating in conference presentations to promote the booklist during the member’s two-year term, and in the following year to promote the booklist the member assisted in selecting during her/his second year (or third year, in the case of the chair).

Selection criteria include:

- Books that represent the best of children’s literature from other countries.
- Books that introduce readers in the United States to outstanding authors and illustrators from other countries
- Books that help children in the United States see the world from other points of view
- Books that provide a perspective or address a topic otherwise missing from children’s literature in the United States
- Books that exhibit a distinct cultural flavor
- Books that are accessible to readers in the United States

Criteria for Content and Presentation include:

- Artistic and literary merit
- Originality or creativity of approach
- Distinctiveness of topic
- Uniqueness of origin
- Qualities that engage and appeal to children

Additional information on criteria, specific guidelines and a timeline are passed down by the past chair and can also be found on the USBBY website under the drop-down menu “About USBBY,” then “USBBY Organization,” then “USBBY Manual.”

## Other Activities

### USBBY Newsletter

USBBY publishes a semi-annual newsletter for its members that reports on conferences and co-sponsored sessions, as well as general news related to international literature for children and young adults. The editor considers email announcements, manuscripts, and press releases related to national and international children's literature. The publication schedule is as follows: fall issue submission deadline—July 15 for September delivery to members; spring issue deadline—January 15 for March delivery. The Newsletter will be delivered electronically in January 2013. The editor is appointed by the Board, based on a review of applications.

### “Hands Across the Sea” Fund

The “Hands Across the Sea” project is designed to support underfunded IBBY sections. Many countries around the world would like to have an IBBY section, but can't afford the dues to join. These funds help new, struggling IBBY affiliates pay their IBBY dues.

### Twining with other IBBY National Sections

Twining can take many forms, but in keeping with USBBY's mission, the intent is to promote international understanding of peace and goodwill between and among countries through books for children and young adults, by

- Exploring and promoting materials of literary merit for young people;
- Cooperating with IBBY and other organizations with similar goals as USBBY;
- Facilitating the exchange of information about books of international interest for children/young people; and
- Promoting reading of such books by children and young people in the United States.

**Twining is meant to mutually benefit both countries.** It is a prime means to learn to know and work closely with specific countries and to internationalize USBBY perspectives. To facilitate these partnerships, one or more USBBY Board members volunteer as liaisons with each twinning partner.

Several initiatives currently being undertaken by the USBBY Board are:

- Payment of IBBY dues for under-funded national sections.
- Provide funding to purchase books or other needed resources for classrooms and libraries.
- Provide or fund training for writers, illustrators, editors, librarians and publishers.
- Facilitate fellowships for writers, illustrators, editors, librarians, and publishers, or persons who want to study children's literature and use with children.
- Support cultural exchange and visits between members of USBBY and twinning national sections.

- Encourage twinning with children’s libraries.
- Develop reciprocal website postings of newsletters, information about projects, lists of children’s books published in each country, and relevant websites.
- Include news about twinning partners in regular “Global Partnerships” column in *Bridges*
- Feature speakers, books, and topics related to twinning partners whenever feasible at USBBY co-sponsored sessions for ILA (formerly IRA), NCTE, and ALA, in addition to the biennial IBBY Regional Conference.

Under the banner of the IBBY campaign, “The Child’s Right to Become a Reader: Books for Children Everywhere,” projects around the world have been funded. These projects are aimed at bringing children and books together and are organized by a national section in its own country, and in some cases by twinning with another national section. In every case, where USBBY is supporting IBBY underfunded national sections, a clear program for twinning between USBBY and those national sections will be developed that promotes activities and projects benefiting both countries. USBBY will strive to be a model of the twinning process between IBBY national sections.

USBBY has also taken on other projects to support literacy development, disaster recovery, etc. in other parts of the world, including raising funds for tsunami relief in Indonesia, raising funds for IBBY’s Children in Crisis Projects, supporting library rebuilding efforts in Lebanon, Venezuela and Prague, “twinning” with the Haiti, Lebanon, Palestine, South Africa, and Zambia IBBY sections, supporting the development of a website for IBBY Zimbabwe, supporting the International Youth Library established by Jella Lepman in Germany, and others. USBBY also regularly participates in worldwide IBBY projects and initiatives such as the “Books for Children Everywhere” campaign.

Haiti  
 Lebanon  
 Palestine  
 South Africa  
 Zambia

## USBBY BYLAWS

### Article I. Name

The name of this organization is the U.S. Board on Books for Young People (USBBY), which is the U.S. Section of the International Board on Books for Young People.

### Article II. Purpose

- A. The International Board on Books for Young People (IBBY) was founded to promote international understanding and good will through books for children and young people. The U.S. Board on Books for Young People (USBBY) shall serve as the U.S. national section of IBBY, executing the responsibilities and rights of national membership in that organization.
- B. The purpose of USBBY is to explore and promote reading materials of literary merit for young people that have been created throughout the world; to cooperate with IBBY and with organizations whose objectives are similar to USBBY; to facilitate the exchange of information about books of international interest for children and young people; and to promote reading of these books by children and young people in the United States.
- C. The U.S. Board on Books for Young People is chartered as a nonprofit corporation in the state of New York for the purpose of raising funds to carry out the objectives outlined in the Bylaws.

### Article III. Members

- A. Any person, institution, organization, or corporation interested in international cooperation in promoting and developing excellence in books for children and young people is eligible for membership.

There shall be the following classes of members, with perquisites as stated:

- 1. Individual members: Any individual interested in the objectives of the organization. Individual members shall receive the publications of USBBY specified by the Board of Directors. Individual members may vote and hold office.
- 2. Institutional Members: Any institution, organization, professional membership organization, trade organization, corporation or business interested in the objectives of USBBY. Institutional members shall receive the publications of USBBY specified by the Board of Directors. Additionally, organizations and publishers who join at the higher levels (Sponsor, Patron) will receive an individual subscription to the journal *Bookbird* and a link from the USBBY website to their website.

3. Professional membership organizations may be invited to join as Patron members. Such Patron members shall be entitled to appoint up to two members to the Board of Directors to represent their membership.
  4. Honorary members: Upon nomination by the Board of Directors the organization may confer on any person the title of honorary member for life. Honorary members shall receive gratis all the benefits of individual members.
- B. The fiscal year of the organization shall end December 31. The fiscal year shall govern all business and activities of the organization except as otherwise provided in the Bylaws.
  - C. Dues for all members and membership categories shall be set by the Board of Directors.
  - D. Membership dues are for a 12-month period, renewable in advance of the member's expiration date, which shall be calculated from the date the member last renewed/enrolled in USBBY.

#### Article IV. Officers and Directors

- A. The elected officers are a President, a President-Elect who shall serve as Vice-President, a Treasurer, and a Recording Secretary. The immediate Past-President shall serve as a member of the Board of Directors. The President-Elect, Treasurer, and Recording Secretary shall be elected by ballot. The ballot may be dispensed with by a unanimous vote of the members present when there is but one candidate for an office. A President-Elect shall be elected every two years in the fall of the even-numbered years. The President-Elect shall serve a one-year term, and shall then succeed to the office of President, in which he/she shall serve a two-year term, and shall then succeed to the office of Past President, in which he/she shall serve a one-year term. The Treasurer and Recording Secretary shall be elected every three years. No officer, except for the Treasurer and Recording Secretary, shall be eligible for a reelection to a consecutive term.
- B. In addition to the elected officers, Directors shall be selected for two-year terms in the following manner: up to two directors selected by each professional and trade organization that joins as Patron member, and four directors-at-large elected by the active members of USBBY. Terms of service will be on a staggered basis. At no time shall the total number of Board members, including officers, exceed 20 (twenty).
- C. The Board of Directors may suspend a Board member for cause by a two-thirds vote and may reinstate a member by a like vote. For example, two consecutive unexcused absences from Board meetings shall constitute cause.
- D. Candidates for the elected offices, i.e., officers and at-large members of the Board, shall be chosen by a Nominating Committee of three persons, consisting of the past past president of USBBY as chair, if possible, and two persons not currently members of the Board of Directors appointed for one year by the President with the approval of the Board of Directors. If the past past president

cannot serve, the President shall appoint a chair with the approval of the Board of Directors. No member of the Nominating Committee shall be a candidate.

Candidates may also be nominated by a petition signed by at least ten members of the organization, and it is the responsibility of the Board of Directors to advise the membership each year of the date by which petitions must be submitted.

- E. The President, President-Elect, immediate Past-President, Treasurer, Recording Secretary and the Directors shall constitute the Board of Directors. The Board of Directors has the power to act for the organization in all matters not reserved in these Bylaws. The officers and the immediate Past-President shall constitute the Executive Committee. The Treasurer may act on behalf of the account/s established in the treasurer's town/area, and authorize the transfer of account/s from the previous treasurer to the new treasurer when needed.
- F. The Board of Directors shall select an Executive Director who may serve the organization on a volunteer or salaried basis, who shall be recognized as the Administrative officer of the organization, and shall be designated as corporate officer of the organization serving at the pleasure of the Board of Directors. The Executive Director shall serve as an ex officio non-voting member of the Executive Committee and the Board of Directors. The Executive Director shall maintain the membership records and other records of the organization including minutes of meetings, manage correspondence and mailings including communication with IBBY, compile the annual report of the organization, and prepare business items of the Board of Directors and committees. The Executive Director shall report quarterly or as needed to the Board of Directors. The Board of Directors shall review annually the activities, performance, and appointment of the Executive Director.
- G. Vacancies in offices, except those of President and President-Elect, may be filled by the Board of Directors for the unexpired term. If the Presidency becomes vacant, the President-Elect shall act as President for the unexpired term. If the office of President-Elect becomes vacant, the current Nominating Committee shall submit a name or names to the Executive Committee, and then a special election shall be held as soon as possible. In case of simultaneous vacancy in the offices of President and President-Elect, the Board of Directors shall appoint one of its members to act as President until an election can be held.

#### Article V. Meetings

- A. The membership of the organization shall meet annually at such time and place as the Board of Directors may determine. The membership shall be notified by mail at least thirty days in advance of the annual meeting and at least thirty days in advance of any special membership meeting deemed necessary by the Board of Directors. A quorum for the transaction of business at such meetings shall consist of thirty-five members having the right to vote.
- B. The Board of Directors shall meet at least semi-annually. One meeting shall be in conjunction with the annual membership meeting, and others at such times and places as deemed feasible and necessary. Business transacted by the Board of Directors shall be communicated to the

membership regularly in writing. One half plus one of the voting members of the Board of Directors shall constitute a quorum.

#### Article VI. Committees

- A. Standing Committees shall include Membership, Nominating, Organization and Bylaws, and such others as the Board of Directors shall deem necessary. With the exception of the Nominating Committee, which is governed by Article IV, Section D above, each standing committee shall have at least three members, one of which shall be a Board member. Appointments to standing committees shall be made by the President-elect, in consultation with the Executive Committee. The President may fill committee vacancies during the year.
1. Standing committee members shall be appointed for a term of two years, with no more than half of the total number being appointed in any given year. Committee members may serve for a maximum of two consecutive terms.
  2. New standing committee members shall be appointed within sixty days after the annual meeting and appointments shall take effect sixty days after the annual meeting.
- B. Committees for recurring or ongoing activities and projects shall be appointed by the President, in consultation with the Executive Committee. The President and the Executive Committee shall determine the size of the committee, time of appointment and length of term based on the nature of the activity or project. Committee members may serve no more than two consecutive terms.
- C. Ad hoc committees shall be appointed by the President, in consultation with the Executive Committee, as needed for special purposes and projects. The number of committee members should meet the need of the activity and shall be determined by the President, in conjunction with the Board of Directors. The term of appointment shall be for the duration of the activity.
- D. Vacancies in committees may be filled by the President for the unexpired term.
- E. The membership may petition the Board of Directors to establish a committee for a specific function or activity. A minimum of twenty signatures shall be required for Board consideration. Such committees shall be established and constituted in accordance with the bylaws.

#### Article VII. Parliamentary Authority

Sturgis' Code of Parliamentary Procedures, shall govern the organization in all cases to which it can be applied and in which it is not inconsistent with these Bylaws, the Articles of Incorporation, or special rules of order of the organization.

#### Article VIII. Amendments

Amendments to these Bylaws may be proposed by the Organization and Bylaws Committee, the Board of Directors, or by a petition signed by twenty-five members.

A proposed amendment or new Bylaw shall become effective when it shall have been approved by the Board of Directors followed by the members of the organization either by a vote by mail of two-thirds of the members voting, or by a two-thirds vote of the members present and voting at a membership meeting of the organization provided that a quorum is present and voting.

The Board of Directors, on approving a proposed amendment or new Bylaw, shall specify whether a vote for ratification shall be taken at a called membership meeting of the organization or by mail, and if the mail vote is ordered, the Board shall fix the time for the beginning and closing of the balloting. If a vote at a membership meeting is ordered, at least one month's written notice and the text of the proposal shall be mailed to each member. Publication in the organization's newsletter fulfills the requirement that the text be mailed to each member.

#### Article IX. Dissolution

In the event the corporation dissolves, after its obligations have been satisfied, its remaining assets will be given to the International Board on Books for Young People, or some other not-for-profit corporation with similar objectives, as determined by the Board of Directors.

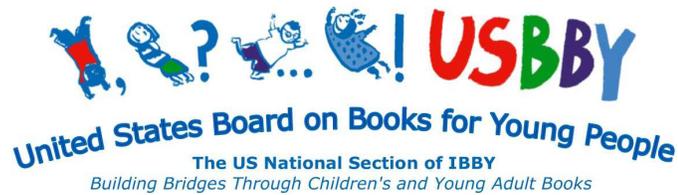
10/27/99

Revision ratified at Annual Membership meeting, November 21, 2008

Ref: [pd/f/usbyby/board/usbylaw](#).

Revision ratified at Annual Membership meeting, November 21, 2010

Amended October 1999, November, 2008, November 2010



## CALENDAR OF ACTIVITIES

### JANUARY

1. New Board members take over their official duties. January 1<sup>st</sup> – December 31<sup>st</sup>
2. Committee appointments go into effect January 1<sup>st</sup> – December 31<sup>st</sup>
  - USBBY Outstanding International Books Committee
  - IBBY-Asahi Reading Promotion Award Committee
  - Membership Committee
  - Nominating Committee
  - Organization and Bylaws Committee
  - Publications Committee
  - Publicity Committee
  - Special Projects Committee
3. ALMA invitations extended to eligible organizations.
4. Bridge to Understanding Award Committee sends its recommendation to the Executive Director for Board action at the February meeting.
5. Outstanding Books for Young People with Disabilities
6. One page annual report sent to each patron organization

### FEBRUARY

1. Meeting at CBC—generally on Friday of President's Day weekend.
2. February 28 deadline for nominees to the HCA Jury
3. February 28 deadline for nomination of candidates for the HCA Medals.

### MARCH

1. IBBY EC selects the HCA Jury

### APRIL

1. Bologna Book Festival
2. IBBY EC meeting
3. Jury decides Hans Christian Andersen Awards (even years)
4. USBBY nominees are sent to IBBY to be forwarded to ALMA

### MAY

1. Bridge to Understanding Award Committee (for the following year's award) May 1<sup>st</sup> – April 30<sup>th</sup>
2. Co-sponsored session at IRA's annual conference
3. USBBY's IBBY Asahi Reading Promotion Award nomination deadline should be set for early May. Committee should make a recommendation to the Board then prepare the paperwork to formalize the nomination.
4. May 15 (at the latest) – deadline for ALMA nominations
5. IBBY HCA invoices and confirmations are sent to National Sections
6. HCA award candidates are announced

## JUNE

1. Astrid Lindgren Memorial Award nominating committee June 1<sup>st</sup> — May 31<sup>st</sup>
2. Co-sponsored session at ALA Annual
3. Board meeting
4. IBBY Regional Conference proposals are presented to the board
5. IBBY Asahi Reading Promotion Award nominations are due to IBBY
6. June 30 deadline for HCA books and dossier (14 copies)

## JULY

## AUGUST

## SEPTEMBER

1. Biennial IBBY World Congress (even-numbered years)
2. President of USBBY represents US national section at the board meeting.
3. Outstanding Books for Young People with Disabilities book nominations are due in the fall of even-numbered years.

## OCTOBER

1. Annual meeting of members at the Biennial IBBY Regional Conference (odd-numbered years)
2. IBBY Regional Conference site is determined
3. IBBY Regional Conference Program Planning Committee appointed
4. IBBY Regional Conference Local Arrangements Committee appointed
5. Dorothy Briley Memorial Lecturer Selection Committee (appointed immediately following the Biennial IBBY Regional Conference; work conducted in even-numbered years with recommendation to the board at latest by February of conference year.)
6. October 31 deadline (odd-numbered years) for the payment of the HCA nomination fees

## NOVEMBER

1. Annual meeting of members at the NCTE Conference (even-numbered years)
2. Hans Christian Andersen Jury President extends invitations for candidates to the IBBY National Sections.
3. Hans Christian Andersen Jury President extends invitations for candidates to serve on the HCA Jury.

## DECEMBER

1. Past-president and president-elect ensure all committee appointments are complete.

## USBBY COMMITTEES

If you are interested in volunteering to serve on any of these committees, please indicate your preference on the other side of this form.

### National Selection Committees

#### **USBBY Outstanding International Books Committee**

Two-year appointment. Select annual list of the best books from other countries published or distributed in the USA during the previous year. Attendance is required at the selection meeting in December.

#### **Bridge to Understanding Award Committee**

This award is given annually to a program that promotes international understanding among children through books. Two-year appointment. Solicit nominations, select winner, publicize the award.

#### **Dorothy Briley Memorial Lecturer Selection Committee**

Meets in even years. Select the Dorothy Briley Memorial Lecturer, a lecture presented at each biennial IBBY Regional Conference by a speaker from outside the United States.

### Nominating Committees for International Awards and Projects

#### **Hans Christian Andersen Award Committee**

This prestigious award is presented to an author and illustrator of international stature at each biennial IBBY World Congress. Two-year appointment. Nominate U.S. candidates for the awards to IBBY, prepare dossiers. Also choose books for the biennial IBBY Honor List.

#### **Astrid Lindgren Memorial Award Committee**

Two-year appointment. Nominate U.S. candidates for the Astrid Lindgren Memorial Award, given annually by the Swedish government to an author, illustrator, storyteller, or promoter of children's books.

#### **IBBY-Asahi Reading Promotion Award Committee**

Two-year appointment. Recommend a project to be nominated for the award, given biennially to groups or institutions that have made a lasting contribution to reading programs for children and young people.

#### **Outstanding Books for Young People with Disabilities**

Two- or three-year appointment. Select U.S. books for this biennial IBBY list and traveling exhibit.

### Other USBBY Committees

#### **IBBY Regional Conference Program Planning Committee**

This committee serves for a two-year term starting in the even year preceding the conference.

#### **IBBY Regional Conference Local Arrangements Committee**

This committee works closely with the Regional Conference Program Planning Committee, once the site for the conference is selected.

#### **Membership Committee**

Charged with membership recruitment and retention.

#### **Nominating Committee**

One-year appointment. Prepare slate of nominees for annual election to the Board of USBBY.

#### **Organization and Bylaws Committee**

Prepares amendments to the Bylaws as requested by the Board. Reviews charges for committees.

#### **Publications Committee**

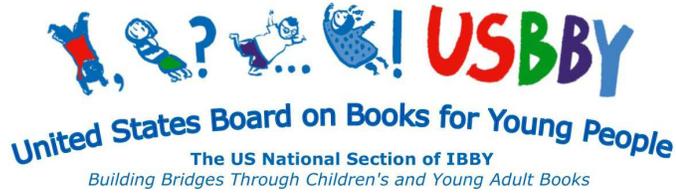
Monitors, manages, and coordinates USBBY publications.

#### **Publicity Committee**

Two-year appointment. Charged with increasing visibility of USBBY and publicizing USBBY projects.

#### **Special Projects Committee**

Two-year appointment. Review submitted applications and recommend projects for Board approval.



**Appendix A: USBBY Committee Annual Report Form**

**Committee** \_\_\_\_\_

Date: \_\_\_\_\_ (Due three weeks before February board meeting)

Committee Members: \_\_\_\_\_

Chair: \_\_\_\_\_ Term Appointed \_\_\_\_\_ Terms served (1 or 2)

Board Liaison: \_\_\_\_\_

Committee members' names (include term of appointment 1<sup>st</sup>, 2<sup>nd</sup>)

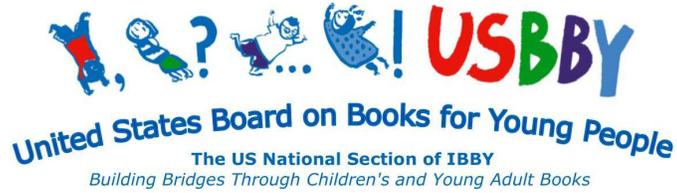
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Narrative Report of Accomplishments: Be as detailed as possible to help the new committee understand their tasks. Include committee accomplishments: programs (speaker, number of attendees, etc.). Include relevant deadlines, publicity, nominations, awards, etc.

Additional information: problems, suggestions to enhance the mission or improve the way the committee functions.

Submit to: USBBY Secretariat; cc to Board Liaison

Submitted by: \_\_\_\_\_, chair



Appendix B: Patron Member Director Report Form

Date: \_\_\_\_\_ (Due three weeks before February board meeting)

Patron Member \_\_\_\_\_

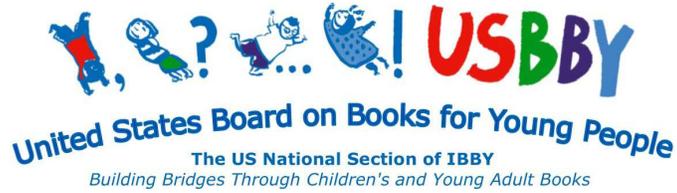
Representative \_\_\_\_\_ Term Appointed \_\_\_\_\_

Narrative Report of Accomplishments: Be as detailed as possible to help the new representative understand their tasks, particularly include the timetable for preparing co-sponsored sessions, relevant deadlines, publicity, etc.

Additional information: problems, suggestions to enhance the mission or improve the way the liaison functions.

Recommendations for future liaisons: \_\_\_\_\_

Submit to Board Liaison, cc to USBY Secretary



Appendix C: Co-Sponsored Session Contact Form

<http://www.usbby.org>

Co-sponsored session at [name of convention], [city]  
[day], [date], [year], [time]  
[session number, room location of session]

[Speaker]

[Chair]

***Thank you for coming to our co-sponsored session.  
Please share a bit of information about yourself with us!***

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

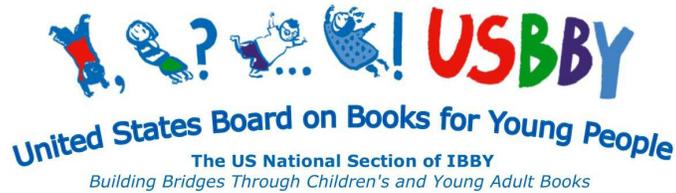
City/State/Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Already a USBBY member? Yes  No

Interested in serving on a USBBY Committee? Yes  (see reverse side for committee list)



## Appendix D: USBBY Special Projects Fund Application

**Purpose:** Funds are to be used for worthy domestic (U.S.) and international (IBBY-related) projects that merit USBBY support and are approved by the USBBY Board.

You are invited to submit an application via email to V. Ellis Vance, Special Projects Fund chairperson, <vev40@comcast.net> **Deadline is August 1.**

### Application Process:

1. A written application must be submitted to the Special Projects Committee, to include:
  - a. Title of project and category (domestic or international)
  - b. Project description: purpose, summary, timeline
  - c. List of responsible partners and human resources involved
  - d. Participants who may benefit or take part
  - e. Implementation plan
  - f. Budget and possible sources of matching funding
  - g. Tangible results expected and the effect on long-term planning; semi-annual reports of program implementation and use of funds are required of recipients (project photos are welcome)
  - h. Letter(s) of support for project
2. The application must include the name, mailing address, phone and fax numbers, and email address of the applicant.

### Selection Process:

1. The Special Projects Committee will review submitted applications for possible funding recommendations by the committee to the Board.
2. The Board will have final approval before any project is funded.
3. No more than \$4,000 will be awarded to any one project.

### The following criteria will be considered for funding of projects:

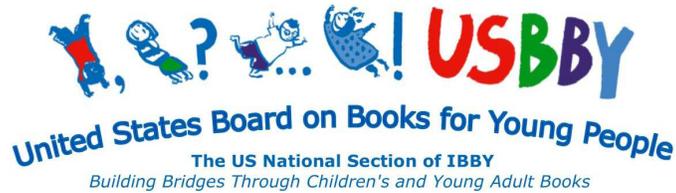
1. Urgency of need
2. Quality of the proposed project
3. Short-term and long term benefits
4. Compatible with IBBY and USBBY's mission and goals

**USBBY Mission:** The mission of USBBY is to promote international understanding and good will through books for children and young adults, by

- Exploring and promoting materials of literary merit for young people worldwide;
- Cooperating with IBBY and other organizations with similar goals as USBBY;
- Facilitating the exchange of information about books of international interest for children/young people;
- Promoting reading of such books by children and young people in the U.S.

**IBBY Mission:** The mission of IBBY is to:

- Promote international understanding through children's books;
- Give children everywhere the opportunity to have access to books of high literary and artistic standards;
- Encourage the publication and distribution of quality children's books especially in developing countries;
- Stimulate research and scholarly works in the field of children's literature including the production and distribution of children's books;
- Provide support and training for those involved with children and children's literature.



## Appendix E: ALA Program Planning Recommendations

Planning Your Program: ALSC/YALSA/AASL Rep to USBBY Board  
Prepared by Marianne Martens, ALSC Rep, 2008-2009  
July 17, 2009

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A year in advance: No later than ALA Annual, reserve space for next year's program at ALA Annual. Our current time slot is in the afternoon on Saturday. In 2013 ALA shortened the time to one hour, from 4:30-5:30.

About a year in advance: Submit a tentative title for next year's program. Immediately following Annual, you will want to flesh out your program as much as possible, particularly if you are going to invite an author to speak.

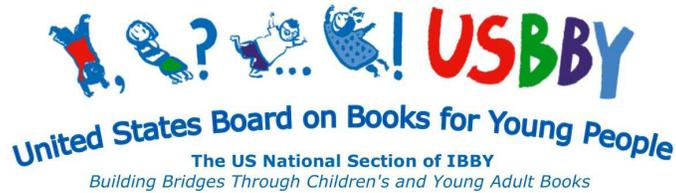
Six months before: Equipment and room requests should be submitted about 6 months before the event. Request a projector to display a power point of the OIB list. Follow guidelines as listed in Responsibilities of Board members who are appointed by IRA,ALA and NCTE.

Six weeks before: About 6 weeks prior to event, design your flyer and publicize the event on various listservs. Work with the USBBY publicity person and past president to help coordinate this. In addition, you'll want to promote the event on the YALSA and/or ALSC wikis, on the USBBY website, and in ALA's CogNotes. I also submit a brief paragraph to ALA's CogNotes, and it was published during ALA.

Also use your speaker(s) to help promote the event. Cheryl Klein is very active on Child\_Lit, and even promoted the event on Twitter and facebook.

Six weeks before: Also about 6 weeks prior to the event, coordinate with the USBBY President regarding hand-outs and other material to be made available at your event. The USBBY sign-up sheet is mandatory.

Day of event: If you haven't yet met your speaker(s), you might want to try to meet them before the event. You'll want to get to the room about ½ hour earlier - there may be another session in the same room before yours, but it should finish ½ before yours begins, so that you have time to set up.



## Appendix F: IBBY Regional Conference Host Duties

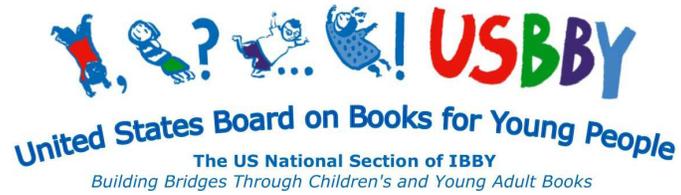
### Host or Guide Duties

This is a general outline of the possible duties that a host/guide might assume during the three days of the conference. If the speaker or guest is staying on in Chicago or participating in post-conference activities, you will not be responsible for these events.

The reasoning for these “responsibilities” is that in past years there have been speakers who were not confident either in the conference procedures or in the language. We have found them eating alone, or wandering around looking lost. We would prefer that all of our guests have the opportunity to relax and enjoy themselves—but that requires some attention to details on our part.

Please realize that all speakers do not need assistance. But as a guide or host if you see anyone wandering with that lost expression on his face, ask if you can assist in any way. When you get to the Q Center, you may realize how easy it is to get lost.

1. Familiarize yourself with the person’s works: books, art, academic life, journal articles, etc.
2. Know what your guest looks like
3. Greet your speaker when they arrive at the Q Center. If you cannot be there at the time the person arrives, please let me know so the local arrangements committee can make special arrangements.
4. Help your speaker find his or her room.
5. Arrange a time to escort the speaker around the facilities. It would be advisable to orient yourself before the speaker arrives.
6. Be sure to help your speaker find the dining area.
7. Walk the speaker through the program so they know where and when programs or meals will begin.
8. If your speaker is unfamiliar with USBBY and our conferences, you may want to escort them to dinner (lunch, breakfast) so they do not have to eat alone. All meals are included in your registrations, so you will not have to pay for the speaker’s meals.
9. If your speaker is not comfortable with English, help him or her place a wake-up call, or take care of other problems that might come up.
10. Make sure the speaker can contact you or me—Linda Pavonetti (cell: 248-505-5996) if there are any problems.
11. If your speaker is comfortable on her own, that’s great. Just ensure she knows that you are available to solve problems if any arise.



#### Appendix G: Board Liaison Responsibilities

1. The Board Liaison should communicate relevant information to the committee chair following each board meeting.
2. The Board Liaison should request a report from the committee chair using the form in Appendix A in time to file a report three weeks prior to each stated board meeting.
3. The Board Liaison should relay information to the president regarding problems with committee performance, deadlines, or successes of the committee.