

## **HIGH SCHOOL MID-HUDSON BATTLE OF THE BOOKS PROGRAM**

### **High School Battle of the Books Chair:**

This is a one year term. If more than one candidate is presented, there will be an election by the High School program committee members.

- Reports to the Executive Committee Chair & Vice Chair
- Facilitates all meetings of the high school program
- Sets agendas for the high school program
- Coordinates meeting dates for the high school program
- Keeps high school committee on timeline
- Coordinates with subcommittee chairs to check on progress of ongoing projects and determines if changes to the program need to be made through a high school committee vote.
- Administers surveys (through Google Docs, Doodle or equivalent program) for voting purposes.
- Updates the full membership on the activities and progress of the middle school program.
- Sends all relevant information to the Website Administrator including meeting minutes, book lists, facility information, etc.

### **High School Battle of the Books Budget and Finance Representative.**

This is a one year term. The position is part of the Budget and Finance Committee.

- Reports to the Treasurer on any earnings/expenses by the H.S. Battle of the Books program.
- Assists the Treasurer in preparing the budget for the H.S. Battle of the Books program.
- Maintains the budget set forth for the H.S. Battle of the Books program.

### **High School Battle of the Books Questions Committee:**

This is a one year term. This committee will include a chair of the committee, question editors, and question writers for a total of 6 members.

- The chair is responsible for facilitating the collection of edited questions from question editors, further editing and refining the pool of questions, distributing local questions to participating libraries, creating rounds for the regional event.
- Each question writer will be assigned 3 books and 15 questions must be written for each title. Questions must be submitted via the online form found on <http://mhbattleofbooks.org/> (must be created) by May 1.
- Question editors ( 1 -2 ) are responsible for collecting and editing questions for their designated books, dividing questions into Local and Regional pools, sending completed questions to the Chair of the Question Editing subcommittee.

### **The High School Book Selection Committee**

This is a one year term. The purpose of the Book Selection Committee is to aid in the vetting of potential titles for the program. Title selections will be submitted to the committee by the member libraries throughout the year via the online form. Book Selection Committee members will read the suggested titles and critique them for interest, genre diversity, content and the ability to write questions for the program. The Committee will be required to put forward 15 titles

in October to the full Teen B.O.B membership to read and vet. This committee requires 2 or 3 members.

- Throughout the year, members will read all titles suggested via the online form.
- Members will present 15 carefully vetted titles to the High School Battle of the Books membership in October.

### **The High School Facilities Committee**

This is a one year term. The Facilities committee is made up of a chair and up to three additional members. The facility subcommittee chair is the individual who made contact with the regional event venue. Until this decision is made, the full High School program membership is asked to look for venues in their home library area. For more information on venue criteria, see the website at <http://mhbattleofthebooks.org>.

- Coordination and dissemination of information regarding regional event facility.
- Reporting all anticipated expenses to the Budget & Finance Committee.
- Responsible for contracts and scheduling.
- Site visits.
- Payment to facility.
- Set up and break down of the regional event including coordination of equipment from Mid-Hudson Library System.
- Writing and sending thank you notes to the facility after the regional event.
- Returning all equipment to the Mid-Hudson Library System.
- Reporting final expenditures to the Budget & Finance Committee.

### **The High School Recruitment and Training Committee**

This is a one year term. The Recruitment and Training Committee includes recruiting additional Mid-Hudson Libraries to participate in the program, mentoring new libraries, recruiting volunteers for the Regional Battle and training these volunteers. The committee should be made up of a chair and four additional members.

- Organize annual Information Meeting for interested libraries. This should be coordinated with the corresponding Middle School program committee member.
- Arrange mentors for new libraries based on location.
- Recruit volunteers for the Regional Battle.
- Train volunteers prior to Regional Battle.