

DA: September 21, 2009  
TO: Beth Hansen  
Board Liaison, Solo and Small CSO Interest Group  
CC: Fred Thrasher  
Deputy Director, NALP  
FR: Margann Bennett  
Chair, Solo and Small CSO Interest Group  
RE: Report of the Solo and Small CSO Interest Group

This report describes the activities of the Solo and Small CSO Interest Group for the period from April 1 – June 30 and from July 1 – September 30, 2009.

#### Annual Conference Meeting:

The Interest Group met during a break-out lunch session at the Annual Conference in Washington, D.C. Approximately 15 members of the group were in attendance to network and discuss issues particular to very small career services offices. Present members discussed particular challenges facing small and solo CSOs including lack of staff (professional and administrative), time management, difficulty being creative and developing new programs under work-load constraints, keeping up with reading (NALP articles, industry references, bar and business journals, etc), assigned responsibilities beyond career planning, and managing expectations and creating boundaries.

#### Assignment of Work Groups:

Mary Payne agreed to work on keeping the Shared Resource Pool up and running. Dena Bauman will continue her work on federal employer outreach and possible job and networking fair. Margann Bennett will work on outreach to expand membership in the Interest Group and explore whether to apply to the NALP Board for designation as a Section.

#### Shared Resource Pool:

The Shared Resource Pool is maintained on the NALP website by Lisa Quick. NALP members are frequently reminded to send materials to the SRP so that others can take advantage of our collective wisdom. Margann Bennett and Julie Doss have written an article for the NALP Bulletin promoting the SRP.

#### Federal Government Recruitment Initiative:

Dena Bauman has made significant headway on this project, having several conference calls with the group. She drafted a letter to federal government agencies describing the Small and Solo CSO group desire to reach out to agencies and make it easier for those agencies to recruit our students. The letter is pending NALP Board approval.

#### Interest Group Membership:

This project is slated to begin in November 2009.