

LAUC-I Procedures Handbook

Annual Archival Procedures by Position

December 12, 2012; updated July 26, 2016

Purpose: Create and provide archival procedures to accompany the proposed bylaws changes made in 2012.

Chair:

- Creates LAUC-I Meeting Calendar; Executive Board Meeting Agendas; General Membership Meeting Agendas; Standing Committee Rosters, Charges, and Supplemental Charges; and Systemwide and Academic Senate Representatives Rosters according to [provided templates](#)
- Responsible for call for annual reports mid-July
- Ensures that annual reports are forwarded to the Secretary prior to 31 August
- Writes Chair's Annual Report (according to provided template) consisting of compiled reports from all committee chairs and Academic Senate representatives

Vice-Chair:

- Assists chair by following up with Standing Committee Chairs and Academic Senate representatives who have not submitted annual reports by first working day of August

Past Chair:

- Reviews archival procedures with incoming Chair and executive board members near beginning of new board term

Secretary:

- Reformats all Reports and Other Annual Documents received by Chair into PDF, maintaining consistency with file naming conventions, uploads the reports and documents on the LAUC-I website by first working day of September
- Migrates older electronic items and pages from current Annual Information page to Archives page by first working day of September
- Adds PDF files to the website under appropriate sections

Committee Chair(s):

- Writes annual reports in Word and submits them to the chair, copying the Secretary for addition to the Annual Information section of the LAUC-I website

Academic Senate Representatives:

- Writes annual reports in Word and submits them to the chair, copying the Secretary for addition to the Annual Information section of the LAUC-I website