# LAUC-Irvine Chair’s Annual Report

# YYYY-YYYY

**Submitted:** Month Day, Year

[Write a brief 3-4 sentence summary/introduction of the year.]

**1. Office/LAUC-I Executive Board Members:**

Chair:

Vice-Chair/Chair-Elect:

Secretary:

Immediate Past-Chair:

Member-at-Large:

Standing Committee Chairs: Name (LRC), Name (PC), Name (PDC)

Web Manager (ex-officio):

**2. Standing Charge:**

a. Represent LAUC-I in its communications with the University Librarian and library administration, and the campus administration and community.

b. Determine the will of the membership and act in accordance with that will.

c. Expedite LAUC-I business in a manner consistent with the best interests of the membership.

d. Bring to the attention of the membership and the Executive Board any matters which require a LAUC-I response or which may be of concern to LAUC-I.

e. Report to the membership regularly.

f. Preside over meetings of the membership and of the Executive Board.

g. Create ad hoc committees upon the advice and consent of the Executive Board.

h. Participate in a non-voting capacity in the deliberations of any committee, except the Library Review Committee, the Nominating- Elections Committee or other committees as may be specified. Any committee may invite the Chair to attend any of its meetings.

1. Provide annual charges to the LAUC-I standing committees by October 1st.

j. Prepare~~s~~ and distributes agendas for the Executive Board and General Membership meetings with the advice of the Executive Board.

k. Nominate or appoint LAUC-I representatives to LAUC Committees, with the advice and consent of the Executive Board.

l. Serve as a member of the Executive Board of LAUC and report back to LAUC-I on all Executive Board decisions and deliberations and perform the duties specified in the LAUC Bylaws Article VI, Section 3.b.1) a) and b).

m. Serve as a delegate to the statewide Assembly of LAUC.

n. Designate alternate delegates to the LAUC Assemblies from the LAUC-I Executive Board in the event that the regular delegates cannot attend.

o. Prepare an annual report of the activities of LAUC-I to be presented to the members prior to 31 August each year.

p. Serve as liaison with the library staff organizations and/or other staff groups.

**3. Key Accomplishments:**

**Librarian Review Committee**

**Program Committee**

**Research and Professional Development Committee**

**Ad Hoc Committee(s)**

**LAUC-I Budget**

**Academic Senate Representatives**

**LAUC Related Business**

**4.** **Recommendations for the Coming Year**: