

<b>LAUC-I Annual Reports 2004-2005</b>
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1. **Office/Committee Name:** Secretary
2. **Membership and Terms:** 2004-05, 1 year term
3. **Standing Charge: (from LAUC-I Bylaws):**
  - a. Responsible for the preparation and revision of minutes for meetings of the LAUC-I Executive Board and General Membership meetings and distribute copies to the membership.
  - b. Serve as a member of the LAUC-I Executive Board.
  - c. Serve as LAUC-I liaison to LAUC in the performance of the duties specified in the LAUC Bylaws Article VI Section 3.b.2) a) and b).
  - d. Compile and provide public access to a list of the officers and committee members of LAUC-I via the LAUC-I Web site.
  - e. Responsible for the maintenance of the LAUC-I Web site and LAUC-I records with the assistance of other assigned persons, as necessary.
  - f. Perform other duties as assigned by the Chair.

**4. Supplemental Charges/Tasks for 2004-2005 Year:**

- ⇒ Served as Chair of Ad Hoc Committee that coordinated creation of Librarians@UCI recruitment website (including librarian professional profiles). Ongoing responsibility to reside with Vice-Chair in conjunction with Caryn Neiswender (site maintenance).
  - <http://lauci.lib.uci.edu/recruit/>
- ⇒ Attended LAUC Spring Assembly at UCSB as a delegate and reported back to membership.

**5. Key Accomplishments (coordinate with charges above):**

- ⇒ Maintained LAUC-I and LAUC-I Executive Board Listservs.
- ⇒ Maintained LAUC-I website and T drive organization, rosters.
- ⇒ Took detailed minutes for each Membership and Executive Board meeting.
- ⇒ Active participant in LAUC-I Executive Board.
- ⇒ Supervised work of LAUC-I student assistant on Librarians@UCI site and processing of paper archives

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

- ⇒ Processing of LAUC-I paper archives only partially completed; at least several months up to year of student time required to finish. Recommend hiring another

student this year to continue this work. Recruitment site is at the point where Vice-Chair and Caryn can do routine maintenance.

**7. Documents Archived on LAUC-I T drive (agendas, minutes, other):**

T:\LAUC-I\2004-2005\Executive Board\Secretary (Vick) [Membership Roster]

T:\LAUC-I\2004-2005\2004-2005 Meeting Documents\ExecBd Minutes

T:\LAUC-I\2004-2005\2004-2005 Meeting Documents\GenlMtng Minutes

Submitted by: Liza Vick

Date: 8/16/05