

LAUC-I Annual Reports 2005-2006
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- 1. Office/Committee Name:** Secretary
- 2. Membership and Terms:** 2005-06, 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 2005-2006 Year:

- ⇒ Prepared the Summary for the Bibliographic Services Task Force Report library-wide discussion sponsored by the Administration and LAUC-I.

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.

6. Recommendations for the Coming Year:

- ⇒ Without student assistant this year, the processing of LAUC-I paper archives remains only partially completed. The previous LAUC-I secretary noted that at least several months up to year of student time was required to finish and recommended hiring another student to continue this work.
⇒ The charge of the Secretary to maintain the LAUC-I Web site can be a time-consuming task and requires expertise in Dreamweaver. I recommend that someone with Dreamweaver or Web design expertise be identified for consistent availability to assist with updating and maintaining the LAUC-I Web site and its external links.

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

T:\LAUC-I\2005-2006\Executive Board\Secretary (Harvey) [Membership Roster]
T:\LAUC-I\2005-2006\2005-2006 Meeting Documents\ExecBd Minutes
T:\LAUC-I\2005-2006\2005-2006 Meeting Documents\GenlMtnng Minutes

Submitted by: Katherine Harvey

Date: 10/16/06