

**LAUC- I
2007 ~ 2008
Executive Board and Committees
Roster, Charges, and Implementation Tasks**

Executive Board

Last Updated: 12 June 2008 LM

Chair: Linda Murphy (IV.5.)

- 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.
- i. Provide annual charges to the LAUC-I standing committees by October 1st.
- j. Prepares 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 Employees Association and/or other staff groups.

Vice-Chair/Chair-Elect: Mitchell Brown (IV.6.)

- a. Serve as a delegate to the statewide Assembly of LAUC.
- b. Serve as a member of the LAUC-I Executive Board.
- c. Assume the duties of the Chair of LAUC-I in the Chair's absence or incapacity.
- d. Conduct the fiscal affairs of LAUC-I in coordination with the Libraries' Business Office.
- e. Submit regular financial reports to the Executive Board and the General Membership.

- f. Nominate or appoint LAUC-I representatives to UCI Academic Senate Committees, with the advice and consent of the Executive Board.
- g. Perform other duties as assigned by the Chair.

Secretary: Holly Tomren (IV.7.)

- a. Responsible for the preparation and revision of minutes for meetings of the LAUC-I Executive Board and General Membership meetings and the distribution of 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.

Immediate Past-Chair: Yvonne Wilson (IV.8.)

- a. Serves as member of the LAUC-I Executive Board
- b. Serves as Chair of the Nominating-Elections Committee.
- c. Provides orientations regarding LAUC and LAUC-I to new members of LAUC-I.

Member-at-Large: Kristin Andrews (V.2.d.)

- i. Serve as member of the Executive Board.
- ii. Serve as Divisional representative to the LAUC Assemblies (alternating attendance between Spring and Fall Assemblies).
- iii. Perform other duties as assigned by the Chair, 07/08.
 - Serve as Liaison between Executive Board and LAUC-I Representatives to UCI Academic Senate Committees.
 - Serve as reporter to LAUC-I Membership on LAUC Assembly attended as representative.
 - Assist the Chair in monitoring the completion of LAUC-I action items.
 - Co-responsibility for LAUC-I Membership Meeting refreshments.

Member-at Large: Dana Peterman (V.2.d.)

- i. Serve as member of the Executive Board.
- ii. Serve as Divisional representative to the LAUC Assemblies (alternating attendance between Spring and Fall Assemblies.)
- iii. Perform other duties as assigned by the Chair, 07/08.
 - Serve as Membership Liaison to LAUC-I to identify issues, encourage/promote participation.
 - Serve as reporter to LAUC-I Membership on LAUC Assembly attended as representative.
 - Assist the Chair in monitoring the completion of LAUC-I action items.
 - Co-responsibility for LAUC-I Membership Meeting refreshments.

Standing Committees (VII.)

LAUC-I standing committee members are elected for 2-year terms with the exception of the Library Review Committee (LRC) whose terms shall be three years, commencing September 1 in year of election. Standing charges are included in the LAUC-I Bylaws. Supplemental implementation tasks for the current year are noted below; these may be augmented by Executive Board during the course of the year.

Academic Librarianship (VII.8.b)

Chair: Pauline Manaka

Katherine Harvey (2009), Pauline Manaka (2008), Keith Powell (2009), Sheila Symth (2008)

Charge: The Committee on Academic Librarianship shall address matters relating to the academic status and professional issues of librarians at the direction of or in consultation with the LAUC-I Chair and the Executive Board. The Committee shall also undertake other duties as directed by the LAUC-I Chair and Executive Board.

2007-2008 Implementation Tasks:

1. Revise and implement the final version of "Creating a Profile in the UCI Faculty Profile System" and "Creating a Profile on the Career Center's "Career Connections" System." The draft was approved by the Executive Board on 08/06/2007.)
2. Update the CROP brochure and encourage more librarians to become resource librarians. Update the Directory (add new volunteers to be resources librarians and remove librarians who have left UCI.)
3. Continue to promote the mentor program to encourage UCI undergraduates and staff to explore the librarian profession. Activities may include working with the UCI Career Center, participating in campus career fairs, organizing panel discussions, and promote ALA's recruitment web site.
4. Coordinate with Professional Development Committee on updating and maintaining the *Librarians@UCI* website and UCI Librarian profiles in the UCI Faculty Profile System <<http://lauci.lib.uci.edu/recruit/libdir.html>>.
5. Review the process and guidelines for Librarian's annual plans and FAQ statements; recommend any needed changes to LAUC-I Executive Board and Executive Council; report on the review and recommendations to the LAUC-I general membership.

Professional Development (VII.8.c)

Chair: Judy Bube

Judy Bube (2008) Kristine Ferry (2009), Brian Williams (2009), Yin Zang(2009)

Charge: The Committee on Professional Development shall monitor and provide leadership on ongoing professional development and mentoring opportunities for LAUC-I members.

1. Coordinate LAUC-I activities associated with the LAUC (System-wide) "Call for Research Proposals, UC Research Grants for Librarians."
2. Undertake other duties as directed by the LAUC-I Chair and the Executive Board.

2007-2008 Implementation Tasks:

1. Coordinate with Academic Librarianship Committee on updating and maintaining the **Librarians@UCI** website and UCI Librarian profiles in the UCI Faculty Profile System <<http://lauci.lib.uci.edu/recruit/libdir.html>>. Develop trainers to assist librarians in creating faculty profiles.
2. Encourage submission of Irvine Librarians for UC Research grants.
3. Promote the LAUC-I mentorship program.

Program Committee (VII.8.d)

Chair: John Novak

Vicki Grahame (2009), Ryan Hildenbrand (2008) Past-Chair, John Novak (2008), Colby Riggs (2008)

Charge: The Program Committee shall organize, advertise, and coordinate programs of interest to LAUC-I membership at the direction of or in consultation with the LAUC-I Chair and Executive Board. The Committee shall also undertake other duties as directed by the LAUC-I Chair and the Executive Board.

2007-2008 Implementation Tasks:

1. Organize and plan for Timely Topics programming.
2. Plan, advertise and implement lunch with LAUC-I discussion.
3. Review and update the "LAUC-I Program Series" document, last updated 14 January 2004.
4. Archive program notes, presentation on summaries for later use.

Library Review Committee (LRC) (VII.8.a)

Chair: Christina Woo

Dan Tsang (2010), Wanda Pittman Jazayeri (2008) Past-Chair, Jackie Dooley (2009), Christina Woo (2008)

Charge: The Library Review Committee reviews and advises the University Librarian on personnel actions, as applied to the Librarian series, including but not limited to matters concerning appointment, merit increase, and promotion. The LRC reviews non-confidential matters regarding librarian review processes and advises the LAUC-I Executive Board and general membership on these matters. The committee shall submit an annual report to the LAUC-I membership and the report shall include a statistical analysis of the review actions.

Nominating-Elections Committee ((VII.9.b)

Appointments to the Nominating-Elections Committee are for a 1-year term, commencing September 1 in year of appointment. The outgoing LAUC-I chair serves as chair of this committee.

Chair: Yvonne Wilson (2008)

Other members to be determined.

2007-2008 Implementation Tasks:

1. Actively foster and support nominations and volunteers for LAUC-I elections and committee appointments including representatives to UCI Academic Senate and LAUC system-wide committees.
2. Conduct all regular and supplemental elections including Bylaws revisions as directed by Executive Board.

2008 LAUC Spring Assembly Planning Committee

Chair: Julia Gelfand

Pauline Manaka, Kay Collins, Sheila Smyth, Brian Williams, Cathy Palmer, Holly Tomren, Keith Powell, Becky Imamoto, Christina Woo, Judy Bube, Linda Murphy, ex officio, Chair, LAUC-I

Charge: Planning the local arrangements and hospitality for the 2008 Spring Assembly.