

TO: ALA Executive Board

RE: ALA and Council Committee Reporting Requirements

ACTION REQUESTED/INFORMATION/REPORT:

For information purposes. No actions requested.

ACTION REQUESTED BY:

N/A

CONTACT PERSON:

Jim Rettig, Chair, Committee on Organization
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DRAFT OF MOTION:

N/A

DATE:

June 2, 2014

ATTACHMENTS:

ALA and Council Committee Reporting Requirements

Committee Reporting

It is the responsibility of every chair of an ALA Committee or a Council Committee to submit a semi-annual report about the committee's work. As appropriate, the report should address:

- Accomplishments
- Planned activities
- Issues that affect the committee's work and their implications for the future
- Interactions with other units within ALA
- Relationship of the committee's work to the ALA strategic plan
- Current level of committee members' involvement (in a form more substantive than an attendance roll)
- Committee self-check on its value and viability (update charge, discontinue committee, consolidate with another, change structure, other observations)
- Other issues of each committee's own devising

Reports to the ALA Council presenting items for the Council's action fulfill this requirement. Those reports, however, need not limit themselves to action items.

Typical reporting schedules at the conclusion or shortly thereafter of the Midwinter Meeting and the Annual Conference. However, that schedule may vary, especially for committees that do significant work at other times of the year.

Reports or links to the location where reports are posted should be submitted to the **Executive Board Secretariat**, Kerri Price at kprice@ala.org