

2015-2016 CALA Annual Committee Report Template

Instruction:

1. Please use this template for your report and save final copy in PDF format
2. Name your to be submitted report and related files in the following way (for long committee name, abbreviation can be used)
 - a. 2016_rpt_annual_{com, tf, chapter, office, etc.}-name.pdf
 - b. 2016_rpt_annual_{com, tf, chapter, office, etc.}-name_attach1{.docx, .pdf, or .xlsx, etc.}
 - c. 2016_rpt_annual_{com, tf, chapter, office, etc.}-name_attach2{.docx, .pdf, or .xlsx, etc.}

For example: 2016_rpt_annual_com_publications.pdf (Publications Committee's report);
2016_rpt_annual_president.pdf (President's report)
3. When ready, submit your report at <http://cala-web.org/forms/com-report>

Your Name: Zheng (Jessica) Lu

Email: zjlu@usfca.edu

Committee/Task Force/Chapter/Office Name: Executive Director

Committee Roster: N.A.

Committee/Office Charge:

The executive director shall (1) be the chief administrative officer of the Association;(2) assist the president and other officers of the Association in carrying out their responsibilities consistent with the policies established by the Board; (3) keep a record of the Board meetings and membership meetings; (4) communicate to members and to others such information as may be requested by the Board or the president; (5) serve as the liaison officer with the American Library Association, chapters and affiliates of the Association, and other outside agencies; (6) sign all contracts and legal documents as co-signatory with the president; (7) oversee bank accounts with the treasurer as co-signatory.

(See CALA Bylaws Article IV, Section 4)

Tasks completed (according to the goals outlined in the CALA 2020 Strategic Plan if applicable- be specific):

Oversee the CALA general election and assist CALA president in communication to EC, board and members on election results, committee reports and approval of reimbursement for budgeted expenses.

Goals and objectives accomplished for the whole year (and highlight those accomplished after mid-year report):

- Successfully oversee the CALA 2015-2016 election and inform the board, EC and general membership of the election results
- Call for committee and chapter annual report

- Co-approve reimbursement for committee work, events, etc.

Goals and objectives not completed (and concerns):

Call for annual meeting and board meeting agenda

Works with Treasurer and President to file annual report for the Illinois Attorney General's Office by June 30 (Deadline June 30).

Works with President and President-Elect to file annual report for the Illinois Secretary of State around June 24. (Deadline in June whenever CALA's new president assumes the position)

Due to pregnancy, I deeply regret not being able to travel to ALA and CALA Annual meeting this summer. I will try to attend on-line meetings whenever possible.

Budget requirements or reimbursement Requests (if any): N.A.

Questions/Comments/Suggestions for the Board (if any):

Summary: In a few sentences, highlight your achievements, concerns, or suggestions that you mostly want addressed. This should be the main point of your committee report.

Since I was appointed Interim Executive Director in April and later confirmed through CALA election to serve the remainder of the term, my main responsibility has been overseeing the general election and assist CALA president in administrative tasks and co-approval of expense reimbursement. I have reported the details of election as chair in the election committee's annual report. As someone new to the office, I really appreciate the guidance and help from EC, particularly President Lian Ruan. Documentation is also crucial to a successful transition – including the Officer's handbook and previous years' templates for election and annual reports provided by webmaster.