

LAUC-B Executive Committee Positions

What your colleagues say:

Serving on ExComm is an excellent way to meet other librarians you wouldn't necessarily interact with on a regular basis. It's also useful to stay in the loop on various Library projects and initiatives.

Serving as an ExComm officer gives you a chance to learn and practice skills you may not have a chance to use in your primary position. It's good for career development.

ExComm is an excellent opportunity to give back to the profession, to your colleagues, and to the Library.

As Chair, you are able to shape themes and programs for the membership. The last few years have focused on Social Justice, and there is still so much good work to do!

It's a valuable opportunity to shape professional librarianship at UC Berkeley and get an inside view of how the organization works.

The Library Rep role is both easy and interesting!

Vice Chair/Chair/Past Chair

Term: 3 years

Duties:

Vice-Chair/Chair-Elect

- Attend monthly meeting with UL & Chair
- Attend monthly ExComm meeting and super-chairs meeting with Chair and Past Chair
- Serve on Senate Library Committee (LIBR)
- Attend annual LAUC Statewide Assembly
- Learn the ropes of Chair role

Chair

- Prepares agenda items for monthly ExComm meetings
- Attend super-chairs meeting with Vice and Past Chair
- Attend monthly meeting and prepare agenda items to discuss with UL & Vice-chair
- Attend monthly statewide LAUC Conference Call as Berkeley member of LAUC Executive Board
- Organize LAUC-B Fall and Spring Assemblies
- Contact LAUC-B committee chairs or Assembly presenters as needed
- Attend annual LAUC Statewide Assembly

Past Chair

- Attend monthly ExComm meeting and super-chairs meeting with Vice and current Chair; advise the Chair and Vice Chair
- Serve as Chair the Distinguished Librarian Award Committee (every other year)
- Fill in wherever needed

Time Commitment:

Time commitment varies throughout the year, but averages 4-6 hours/month.

Treasurer

Term: 2 years

Duties:

- Provide the Treasurer's budget balance report at monthly LAUC-B ExComm meetings.
- Provide information for entertainment reimbursement procedures (assemblies, mentor lunches, committee brown bags)
- Provide information to LAUC-B members regarding professional development funds and reimbursement procedures.
- Make sure LAUC-B chart string is current for all LAUC-B-related expenses.
- Provide input in all LAUC-B budget-related matters.
- Treasurer also acts as an institutional knowledge base, for members and for Library Business Services, regarding professional development funding allocation.

Time Commitment:

Treasurer reviews fund requests from various committees and approves them from time to time. The busiest time is working with the Chair and Executive Committee for the new fiscal year budget and LAUC-B Assembly related budget planning.

Secretary

Term: 1 year

Duties:

- Communication: Manage ExComm & LAUC-B mailing lists
- Minutes: Draft and archive minutes from monthly ExComm meetings and LAUC-B assemblies
- Events: Help to organize LAUC-B assemblies
- Rosters: Keep membership and committee rosters updated on LAUC-B website
- Attend annual LAUC Statewide Assembly

Time Commitment:

Secretary duties average 1-2 hours a week, with more intensive periods related to assemblies and the annual review of committees and rosters.

Representatives

Term: 1 year

Duties

- Attend ExComm monthly meetings
- One representative acts as candidate lunch coordinator, manages paperwork for Library Business Services and recruits lunch hosts.
- One representative acts as LAUC-B mentor program coordinator.

Time Commitment:

~ 1 hr/week; varies depending on number of job searches and new hires.

Affiliated Representative-Elect/Representative

Term: 2 years

Duties

- First year: limited responsibilities (e.g. ordering catering for affiliated assembly)
- Second year: attend ExComm meetings, plan affiliated assembly in consultation with Affiliated Representative-elect

Time Commitment:

~ 1 hour/week