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Submission information
Form: Committee Report Form - June 2015
Submitted by Visitor
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128.135.53.165

Your Name:
Jiaxun Wu

Email:
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Committee Name:
CALA Handbook of Officers Committee

Committee Roster:
Jiaxun Wu (Co-chair) jiaxun@uchicago.edu
Min Tong (Co-chair) min.tong@ucf.edu
Zao Liu zliu@neo.tamu.edu

Committee Charge:
We did not receive any information about the committee charges this year.

Tasks Completed According to the Five Goals Outlined in the CALA 2015 Strategic Plan if Applicable and Please Be Specific:
- Contacted the previous Handbook Committee Chairs and Current Executive Director for the existing files they have. Received 5 files from executive director and previous chairs, and 18 files from previous chairs.
- Compiled a list of entries created or revised over the past 4 years.
- Reviewed the past annual reports submitted to identify the issues and gaps over the past years’ work.
- Compiled a list of the contact persons for the letter “Invitation for comments and revision”
- Sent the letter of “Invitation for comments and revision” to the chairs, representatives, editors, administrators, and executive committee, attached the related documents or online web link for the committee. (In this document thereafter, we will use “Chair or chairs” for the leaders of the committee or taskforce)
- We received total 17 documents with revision/comments from the chairs and executive committee members. We revised/edited all. Here is the list:

Best Book Award Committee
Board of Directors (At-Large)
Conference Program Committee
Distinguished Service Award
Executive Director
Finance Committee
Immediate Past President
International Relations,
Jing Liao Award For The Best Research In All Media
Membership Committee
Mentorship Program
Newsletter Editor
Publications
Representatives To Ala Diversity Committee
Second Vice President/President-Elect
Web Master
Web

- We revised/edited another 12 documents based on current existing documents, including the documents Received from the Handbook of Officers Committee 2013-2014, Executive Director, and CALA website. Here is the list:
Constitution and Bylaws,
JLIS English Editor
Listserv Administrator,
Local Arrangement Committee
Nominating
Outstanding Library Leadership Award in Memory of Margaret Chang Fung Taskforce
President Copied from CALA online Handbook of Officers: version 11/23/2011
Public Relations & Fundraising Committee Online printed
Representative to the Library Society of China Use the printed version from previous committee
Sally C. Tseng Professional Development Grant Committee
Scholarship Committee
Treasurer previous 3 version

- We created 3 documents:
  Conference Travel Grant (Min Tong)
  Sheila Lai Research Grant (Min Tong)
  CALSYS (Zao Liu)

- One document was reviewed by us without change:

Vice President * remain the same

In summary, there are 33 documents in total. Among them, 17 documents have been reviewed and revised by chairs and executive committee, 12 have been copied from current existing documents and revised/edited by The Handbook of Officers Committee, 1 remains the same, and 3 have been created by committee members. After the committee received the feedback from chairs, the total of 33 documents have been assigned to or picked up by the committee members in an average of 11 for each member. The committee members reviewed, revised, edited or created these documents.

**Goals and Objectives Completed:**
Through the revise/editing of the Handbook of Officers, directly or indirectly supported/completed the 5 goals of 2015 Strategic plan.

**Goals and Objectives to Be Completed:**
The following committee entries are missing from the Handbook of Officers:
- Election Ad Hoc Committee
- CALA Handbook Committee

The following committee is pending this year, so we didn’t send the invitation to the committee chair.
- Sally C. Tseng Professional Development Grant Committee.

There are two entries for the representatives in the Handbook of Officers:
- Representative to the Library Society of China (2014-2016)
- Representative to the ALA Diversity Council

There are no entries for other representatives. The Handbook should keep consistent.

Representatives without entries:
- Representative to the ALA New Membership Round Table to CALA (2014-2015)
- Representative to the Joint Conference of Librarians of Color
- Representative to the ALA Task Force on Equity, Diversity, and Inclusion

**Budget Requirements or Reimbursement Requests (If any):**
No.

**Questions/Comments/Suggestions for the Board (If any):**
- “The name and status of a standing committee still has not reflected in CALA’s C&B. The committee requested twice to have the name changed reflect, and “the board has already approved this in 2011 to CALA Organizational Manual Committee.” (A quote from 2012-13 Handbook Committee annual report, authored by Dora Ho)
- The online version of Handbook of Officers is dated June 2010. It does not include the work and updates of the Handbook of Officers Committee of recent years.
- Timeline for awards committees. The generic timeline provided in Li Fu’s email has posed a challenge for some committees, for example, the Best Books Awards Committee.

We suggest board to consider carefully before accepting and adopting the Awardee Additions to grand/award recipients For example, 1) the
additions would imply that all monetary awards would have to wait for 5 years to be awarded if we take #3 of the additions into consideration. 2) The award recipient shall be a CALA member for at least 5 consecutive years from the date of the award. There might be a very qualified candidate accidentally not renew the membership for one year. "The award recipient shall participate in at least 80%..." Sometime, it might not be easy to measure 80%. We understand the concerns for these suggestions. But, generally speaking, it might not be easy for operation if the guideline goes into too much detail for an award.

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 work:

There are a lot of reasons for us to successfully complete this assignment. In all resources, since human resource is one of the most important resources, we would like to focus on this topic at the end of our report. First, we would discuss our own team. Three of us, as a team, have worked devotedly and cooperatively. Min Tong is not only very experienced on this committee, but also happy to share her knowledge with us which has helped us greatly. Jie, Jianxin Wu, as co-chair, suggest the president makes a statement in the annual report for her significant contribution to the Handbook of Officers Committee as a co-chair. Zao Liu, has worked enthusiastically and participated discussion actively, and also made valuable contribution. I suggest the president makes a statement in the annual report as honorable mention for his contribution to the Handbook of Officers Committee.

We would like to highlight the strong support from all directions. It would not be possible at all for our completion without such valuable support from Handbook of Officers Committee 2013-2014, Chairs, and Executive Committees. Handbook of Officers Committee 2013-2014 (Jie Huang and Xiaoyn Zhang) gave us valuable support. They made impressive efforts to find the documents and sent to one of our committee members. Xiaoyn’s university changed its email system. Xiaoyn made urgent request to get the access to the emails. She found the documents but failed to send them to Jiaxun. Jie was out of town for a period of time, after she came back, she made efforts to recover the hard drive data and finally located the documents and sent to Jiaxun. They totally sent us 23 documents (18 and 5). To give the credit of their previous work, we would like to provide the list as follows:

18 documents Received from the Handbook of Officers Committee 2013-2014
2ndVice-President revised.doc December 5, 2011
Board-of-Directors revised2.doc November 23, 2011
CALA Chapter Officers - Single State Revised.doc No date
CALA Outstanding Leadership Award Committee entry.doc No date
CALA Representatives to LSC-BEdits-ST rev-FINAL.doc No date
CALA-Chapter-Handbook-MTedit3s - BFong12062010.doc 12062010
Chapter Officers - Multiple States.doc No date
Chapter President-MTedit.doc (CALA Chapter Officers), No date
Executive-Director revised.doc November 8, 2011
Immediate Past President revised.doc November 30, 2011
Jing Liao Committee handbook - rev.docx) No Date
Office-handbookxzjmt.doc June 2008
Office-handbookxzjmt.doc June 2008
President revised.doc November 23, 2011
Treasurer.doc November 2, 2011
Vice-President revised.doc November 8, 2011

When Xiaoyn could not access her email, she suggested Jiaxun to contact Li Fu. Li found 5 documents and sent to us immediately.

5 documents received from the Executive Director and the Handbook of Officers Committee 2013-2014
Calo Incoming Vice President/President-Elect 2014
Chapter President 2014
Immediate Past President November 30, 2011
Treasurer No Date
Table of Contents of The Handbook of Officers No date

When we started work, we noticed that the online Handbook of Officers was dated May 2010. Originally our committee considered to collect their revisions and posted them online to recognize their contributions with some necessary revision. After we received the documents, we noticed that some documents were made years ago so it is necessary to update these documents. Although we didn't direct accept their documents, it is necessary to emphasize that the documents received from the previous committee and LI Fu laid a solid foundation for our revision. When we sent the invitation for revision to chairs and executive committee members, we attached all related documents.

Sincere thanks should go to all chairs of the committees. We received revision and comments on 17 entries. Their hard and creative work ensured a high quality of the revision. Sincere thanks also should be given to other members of executive committee, especially to Carol Gee and Lian Ruan. We sincerely hope the Executive Board could review and approve the documents and post them online soon.

Note: Too many attachments, will send to a few Executive Committee members.

Attachment1:

Attachment2:
Your comments and suggestions are important. Please use Suggestion Box to tell us how we can do better on CALA's business.