AASL Board Report (Example)

AASL Meeting: List specific meeting and date- ALA Midwinter, ALA Annual, Fall EC Meeting, etc.

Date Submitted: Date submitted to headquarters for inclusion in board book. Must be submitted no later than 10 business days prior to meeting date for inclusion prior to meeting. After 10 days the report will be handed out onsite.

Report Type (Action/Consent/Information): Action and Consent items require a board vote. Note, consent items will be voted on as a packet of items vs. individual discussion and voting. Any consent items that requires discussion should be removed from the consent agenda and placed on the action agenda at the start of the board meeting. Information reports are intended only to inform the board of a particular group’s work but can also be pulled into the Action report agenda should discussion need to occur by the board.

Submitted On Behalf Of (Committee/Section/Group/Staff): All reports should be submitted through an association body. Staff will submit reports relevant only to operational components of the association (budget, information updates, etc.), but all other reports should be submitted through a committee, task force, working group, section, etc.

Board/Staff Liaison: If applicable list.

Submitter(s) (individual names): While reports can be submitted through a group not present at a board meeting the submitter(s) should include both the committee chair and board liaison names with the assumption that the board liaison will present and represent the report. The same is true for any other report, in that, the board representative to the group should present the report and answer any questions pertaining to the contents.

Subject: As it will appears on board agenda list

Action Requested: What would the vote be regarding. Examples: “Request that the AASL Board of Directors approve the addition of two more members to xyz committee.” “Request that the board of directors fund a representative to attend xyz conference/meeting on behalf of AASL.” “Request the AASL Board of Directors form a working group to address xyz issue and draft position statement.”

Background: How has this issue come to be? Example: “At the midwinter all committee meeting members of the xyz committee and zyx committee discussed the need for more resources regarding this and that....”

Relationship to Strategic Plan/Mission/Goals: All board reports must link back to either a strategic plan objective or the function/mission/vision of AASL (http://www.ala.org/aasl/about/governing-docs).

Relationship to any policies/position statements: List any possible AASL policies or position statements that could be impacted, or contradicted, based on recommendation. Also list any items that reinforce the requested action. This would include any ALA policies or operational agreement specifics. Staff should be consulted to verify.
**Possible Budget Impact:** Will there be a cost? Conference calls? Copies at conference? Travel and lodging? Staff should be consulted to verify amounts based on standard budget calculations.

**Possible Staff Impact:** What staff time/assistance will be required. A liaison to a new task force? Website updates? Design of brochure/position statement? Staff should be consulted to verify approximate hours.