

Policy No: B-3

Subject: Committee/Task Force Summary Report

Number of pages: 1

Effective Date: June 27, 2015

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Bylaws and Organization Committee, AASL Board of Directors

Policy Statement:

Each AASL standing committee or task force will submit a summary report for review at the ALA Annual Conference and interim report as needed.

Focus:

AASL Committee/Task Force Chairs, AASL Staff

Purpose:

To describe the format and requirements for committee/task force reports to the AASL Board of Directors

Procedure:

1. Committee chair will be responsible, working collaboratively with their staff liaison, to submit an accurate and informative report using the AASL Committee Report Forms available on the [AASL website](https://www.ala.org/aasl/working) (<https://www.ala.org/aasl/working>).
 - a. If board action is requested the chair needs to complete, with assistance of the staff liaison, a AASL Board Action Report
2. Reports to the board are submitted according to the dates provided by AASL Staff.
3. AASL President or AASL Staff will relay the board action to the committee chair.
4. Minutes of AASL Board of Directors will be published in *AASL Public Community for Board of Directors* on ALA Connect.