

Council on East Asian Libraries Executive Board Organizational Calendar

Occasional and Ongoing Tasks

Library Tech: Check Website links

Library Tech: Post blog messages (CEAL News, CEAL Jobs blogs)

Library Tech: Inform new C, J, and K Chairs of CEAL server login, password, procedure (every three years)

Library Tech: Maintain CEAL website as an ongoing tool for communication

Library Tech: Update and backup CEAL website regularly

Treasurer/Library Tech: Update CEAL Directory / CEAL Member database about once a month.

Treasurer/ Membership / JEAL / Library Tech (every three years): Update Treasurer contact information in online application webpages and forms for CEAL Membership and JEAL personal and institutional application

March

CEAL Annual Meeting

Election results are announced in CEAL Business Plenary

Executive Meetings I & II

CEAL Executive Board nominates representatives/CEAL librarians to AAS committees of CIAC and NEAC

April

4/10 Secretary submits to Executive board the minutes of previous EB I & II, and plenaries

4/25 Library Tech Chair: Pay annual fee for CEAL server space and “www.eastasianlib.org” domain name registration; submit receipt to CEAL Treasurer for reimbursement

May

5/10 Treasurer sends out membership renewal notices to respective members whose membership fees are due

5/31 JEAL: October issue deadline for contributions of peer-review articles

June

JEAL: Review of peer-review articles for October issue (June-August)

6/1 President and Vice President submit to the Executive board the proposed theme and speakers for the general plenary next year for review and approval

6/10 Executive board approves the proposed theme and speakers for the general plenary next year

6/20 Deadline for Executive Board Standing Committee chairs to submit annual and summary reports to the EB

July

JEAL: Review of peer-review articles for October issue (June-August)

August

JEAL: Review of peer-review articles for October issue (June-August)

8/31 JEAL: October Issue Deadline for Contributions of Informational News Items and Non peer-review Articles

September

9/1 Committee chairs submit to the Executive Board for approval proposed theme(s) and speakers for their sessions at the coming CEAL annual meeting. This deadline applies to plans for the first day's plenary sessions: The Collections Plenary (CJK Committees jointly), and the Services Plenary (CTS and CPS jointly). Plans should be based on the general theme for the CEAL Annual meeting determined in June by the President, Vice President and the EB in June. Proposed speakers are to be listed only in the form of a "wish list" to indicate caliber, expertise and scope. After the theme is decided, the committee chairs will have the rest of the year to fully develop the plenary programs and actually invite speakers.

9/20 Executive Board approves the themes and speakers for collections and services plenaries next year

October

10/1 Membership Committee updates CEAL directory

10/20 Journal of East Asian Libraries (fall edition) is published

10/15 Statistics Committee sends out annual statistics survey to member libraries

10/20 President announces forthcoming annual meeting schedule, including session dates and times

November

11/10 CEAL President appoints an Election Committee and announces to the Committee the vacancies of CEAL officers for election

December

12/1 Full programs including plenaries and committee meetings for next year's CEAL annual meeting are submitted to Executive Board for review and approval

12/1 Election Committee calls for nomination from the membership

12/10 Executive board approves all programs for next year's CEAL annual meeting

12/10 Invitation and details for next annual CEAL fellowship/or reception are announced to all CEAL members
12/12 Statistics Committee closes annual statistics survey

12/31 JEAL: February Issue Deadline for Contributions of Informational News Items and Non peer-review Articles

January

1/15 Election Committee generates a list of nominees and ascertains membership status of the candidates for CEAL officers

1/15 Election Committee sends to the Secretary the list of nominees and their statements

1/20 Secretary begins to review and certify the programs for the forthcoming plenaries and committee meetings in the annual meeting before on the CEAL website. The Secretary's review ensures that the programs are accurate, standardized and publishable.

February

2/1 Secretary distributes election ballots to membership

2/5 By this date, the President and all standing committee chairs (after consulting with the Secretary) post programs for the forthcoming plenaries and committee meetings on their sections of the CEAL website.

2/10 President announces the conference theme (s) and meeting programs to membership and invites them to participate in the next CEAL annual meeting

2/12 President and Vice President (President-Elect) set up agendas for the two Executive Board meetings during the next CEAL annual meeting

2/20 Statistics Committee publishes annual statistics in Journal of East Asian Libraries (spring edition)

2/20 Journal of East Asian Libraries (spring edition) is published

2/25 Treasurer sends annual financial report to Executive Board and membership