Taskforce on CEAL Organizational Handbook

Approved by CEAL EB
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Term: June, 2018 – May, 2020

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Background:
　　CEAL elects new Executive Board (EB) members every year and conducts important and exciting programs during its annual meetings, pre-conferences, and throughout the year. To ensure continuity and smooth transition, as well as training for new EB members, it's important we optimize documentation of our organization, and properly archive CEAL activities and history.   In the past years, thanks to the leadership of past CEAL presidents and hard work of EB members, CEAL has started an online archiving system in Google Drive. The organization calendar has proven to be instrumental in guiding new EB officers as they take their positions. To build on such foundational work, the EB has approved to develop *CEAL Organizational Handbook*, which will systematically document the best practices for each CEAL official position, organizational calendar, and CEAL archiving procedures.
This will be an ongoing effort, as the handbook will need continued updates to reflect current practices and changes, the goal of the special taskforce is to create the first edition of the handbook to present to EB for review and approval, with the understanding that it will remain open for future revisions. The taskforce will also prepare a proposal to create a standing committee on *CEAL Bylaws and Handbook.*

Charge:
Referencing similar documents of other organizations, the Taskforce on CEAL Organizational Handbook develops the first edition of the CEAL Organizational Handbook following general rules stipulated in CEAL Bylaws and publishes it by the end of 2019. The handbook will address issues such as CEAL organizational calendar, roster of all CEAL officers and committees, procedures regarding committee formation and responsibilities, financial issues, fundraising, etc., as well as provide templates and samples of frequently used documents. The taskforce also prepares a proposal for EB approval to establish a new standing committee: Committee on CEAL Bylaws and Handbook and to amend CEAL Bylaws to include this new standing committee. The taskforce works with the Election Committee, Library Technology Committee, and other related committees to create a ballot for the bylaws amendment to be voted on during the 2019 CEAL election. Please consult CEAL Bylaws Articles VI and XI" for guidance.

The taskforce will submit to the president its action plan including a timeline by July 31st, 2018.