

UNIVERSITY LIBRARY FACULTY ORGANIZATION

Duties of the Chair

1. To schedule and chair all meetings of the Organization;
2. To conduct the affairs of the organization;
3. To prepare the agenda for the ULFO meetings;
4. To appoint the standing committees and ad-hoc committees (See Article VII of the Bylaws);
5. To participate, as an ex-officio member, in all appropriate ULFO committee meetings;
6. In conjunction with the secretary, to update the ULFO binder at least annually and insure the inclusion of all documents from that year;
7. With the chair of the Unit Peer Review, Promotion/Tenure Committee, coordinate a workshop for new librarians on preparing annual reviews.