

## **AUTOMATION COMMITTEE**

### **RESPONSIBILITIES**

- Establish Committee Goals.
- Keep abreast of the latest developments concerning automation of the various components of the learning resources center.
- Formulate automation plans and procedures and recommend their adoption to the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

### **COMPOSITION**

- Chairperson appointed by LRA President and attends Executive Board meetings as a voting member.
- Members volunteer to serve and/or Chairperson recruits members.
- Others may be asked to serve ex officio because of the position they hold. These may include the current LRA President, the immediate Past President, an IIPS representative, a NC Div. of State Library representative, two DCC - Institutional representatives, and a DCC-MIS representative.

### **PROCEDURES**

- Hold at least two meetings per year, using the first to determine issues, goals, and procedures.
- Report on activities at Executive Board meetings and the Association Business Session. A hard copy of reports should be provided to the Secretary.