

**ACRL DOLS Committee Report Template:
Annual Committee Charge & Goals (Sept. 15); Midwinter Report (Jan.
15); Annual Report (May 15)**

Name of committee:

Date:

Name and title of person submitting report:

Email:

Phone number:

**Annual Committee Charge & Goals
(DUE: Sept. 15)**

Instructions for Annual Committee Charge and Goals: 1) Fill in your responses in this section of the form, 2) save it as a .pdf 3) post a copy to the DOLS ALA Connect page, and 4) send a copy to the DOLS Section Chair/Executive Committee chair. Leave Sections 2 and 3 of this form blank for the time being.

Committee Charge

Has the charge been reviewed? **Yes** **No**

Were changes made to the committee charge? **Yes** **No**

If any changes were made to the committee, what changes were made?

Annual Committee Goals

Lists your committee's goals/ action items for the year and describe any relevant statistics or other metrics you plan to use to evaluate the goal.	Map each goal/action item to a goal/objective in the Strategic Plan (2021-2024)	Map each goal to one of the areas in the ACRL Plan for excellence

Describe special or new activities your Committee is planning.
(If none, indicate that here.)

Will these be regular events or once-only activities in the future?

What does your committee need from the DOLS Executive Committee to continue your work, such as a budget item or executive approval or coordination with ACRL?

Will you collaborate with other DOLS Committees in order to complete your goals? If so, which committees (e.g., Communications Committee for promotion or Web Committee for hosting an online poster session or regular blog post)?

Additional comments:

Midwinter Committee Report
(DUE: Jan. 15)

Instructions for the Midwinter Report: 1) Fill in your responses in this section of the form, 2) save it as a .pdf and 3) post it to the section's ALA Connect page. The report should capture committee activities from ALA Midwinter. Leave Section 3 of this form blank for the time being.

Action Items

Add lines for additional action items as necessary

Identify your committee's goals/ action items for the year.	Document progress toward meeting goals/action items. Include any relevant statistics or other metrics to review the goal. (Indicate actual/anticipated completion date, as appropriate.)

Describe special or new activities not included in your original annual goals that your Committee has undertaken.

(If none, indicate that here..)

What does your committee need from the DOLS Executive Committee to continue your work, such as a budget item or executive approval or coordination with ACRL?

Additional comments:

**Annual Committee Report
(DUE: May 15)**

Instructions for the Annual Report: 1) Fill in your responses in this section of the form, 2) save it as a .pdf, and 3) post it to the section's ALA Connect page. The report should capture committee activities from ALA Midwinter to ALA Annual. The Annual Report is due one month prior to the ALA Annual Conference.

Action Items

Identify your committee's goals/ action items for the year.	Document progress toward meeting goals/action items. Include any relevant statistics or other metrics to review the goal. (Indicate actual/anticipated completion date, as appropriate.)

Describe special or new activities your Committee not included in your original annual goals that your committee has undertaken.

(If none, indicate that here.)

What does your committee need from DOLS Executive Committee to continue your work through ALA Annual, such as a budget item?

Please reflect on the past year of your committee's work. What worked? What didn't? What would you like to see continue in future iterations of this committee?

Additional comments: