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Courtesy and Special Events Work Team Charges

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Courtesy and Special Events Work Team
Charge Approved: May 2015

Charge: The Courtesy and Special Events Work Team coordinates the monthly library-wide breaks series, the annual December holiday luncheon, student workers appreciation parties, and other special events as requested. The team also works with the Office of the Dean of the Library to manage activities related to library personnel retirements, deaths or illnesses of library personnel or members of their families, wedding showers, and similar notable milestones. The team will solicit voluntary contributions from library personnel for funding these activities. Other funding will be provided by the Office of the Dean upon the approval of the Dean. Monthly statements of fund balances and transactions must be submitted to the Dean of the Library.

Membership: Membership is open to any interested Henderson Library personnel, but there should be at least one designated representative from each library department. Membership is ongoing, and new members may join at any time.

Process Notes: The team coordinator(s) will be selected by the team members for a specified period of time; terms may be renewed. Each summer the team membership will be reviewed and library personnel will be invited to volunteer to be members, or asked if they wish to rotate off the team.

Team meeting agendas will be prepared in advance and sent to Zach-I, with an invitation for interested personnel to attend. Meeting essence notes, consisting of a brief summary of topics addressed, will be distributed via Zach-I and archived in Digital Commons. Team recommendations for policies and procedures must be ratified by the Dean of the Library.