

AALL Representative Annual and Interim Report Template

(Maximum 2 pages)

Date

Your Name

Name of Organization to Which You Serve as Liaison

Name of Your Primary Contact with the Organization

Dates and Locations for Meetings Attend

Program Description/Accomplishments

Provide a brief summary of the programs and activities undertaken in support of your role as the AALL Representative while attending the meeting.

Discussion

Analyze Strengths, Weaknesses, Opportunities and Threats (SWOT). What new developments are to be considered? Outline plans (both short & long term) that AALL should be aware of in terms of areas of cooperation, planning or strategic alliances.

AALL Entities

Identify any AALL SISs, Committees, Task Forces etc. which you plan to update regarding issues related to your role as Representative. Outline what the issues are and how you believe they will impact the work of the AALL entities.

Resources

Identify any AALL resources you feel should be now or in the future allocated – financial, volunteer/committee, staff –to support your work as the Representative to this organization.