

## Unit Leadership Year-End Program Reporting 2023 – 2024

Unit Chairman \_\_\_\_\_ Unit # \_\_\_\_\_ District \_\_\_\_\_

Chairman's Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Unit Presidents

Were the duties of chairmen and officers explained? \_\_\_\_\_

Did members ask questions during meetings and if so were they answered? \_\_\_\_\_

Were the Unit's Constitution and Bylaws, Standing Rules read and explained? \_\_\_\_\_

Did the members utilize the National Impact Forms? \_\_\_\_\_

Did you submit a candidate for Unit Member of the Year? \_\_\_\_\_

### Members

How many members completed the online Senior Basic Leadership Course? \_\_\_\_\_ How many members did the online ALA Academy? \_\_\_\_\_

What courses were completed?

\_\_\_\_\_  
\_\_\_\_\_

(include all courses that were completed . Use back of this page if necessary)

How many members attended the following?

1. Breakout sessions at the 2022-23 Convention \_\_\_\_\_
2. How many unit members attended Department Workshop \_\_\_\_\_
3. How many attended the District School of Instruction \_\_\_\_\_
4. How many attended other District Meetings \_\_\_\_\_
5. How many members attended Fall Conference Breakout sessions \_\_\_\_\_

Did Unit members do anything special to enhance the leadership program (e.g. additional training and what were the topics)? If so, please explain

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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are submitting a narrative for any National, Department or Chairman Award you MUST follow all directions and entry must be received electronically on or before the due date.

Send this Unit Year-End Report **form and narrative**, to the District Chairman no later than April 01, 2024.

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