**Please copy this form to fill out for your unit. When complete, email to Ericka at** [**olapresident@olaweb.org**](mailto:olapresident@olaweb.org) **(before Sept. 1st) or** [**olapastpresident@olaweb.org**](mailto:olapastpresident@olaweb.org) **(after Sept. 1st)**

**UNIT/POSITION DETAILS AND EXPECTATIONS**

*We plan to use this information to make updates to our public facing information regarding unit responsibilities and workload to encourage transparency with the work we are doing and to increase awareness, interest and participation with members/potential members.*

1. Unit name & description:

1. Name of current Unit Lead(s):

1. Name of incoming Unit Lead(s):

1. What is the selection process for volunteering for your unit?

1. How many volunteer positions do you have in your unit?

1. Responsibilities and time commitment (weekly/monthly/annually) of unit lead(s) and/or elected positions:

1. Responsibilities and time commitment (weekly/monthly/annually) of unit volunteers:

1. Busy times of year for this unit:

1. Slow times of year for this unit:

1. Annual expectations of this unit (things that happen every year), and timelines:

1. Is there any other information related to your unit that would be helpful for members/potential members to know?

*A few additional questions to help us support your unit:*

* Are your unit's [Bylaws](https://www.olaweb.org/bylaws-policies) up to date, to the best of your knowledge? Anything you have questions about?:

[Division & Association Bylaws](https://www.olaweb.org/bylaws-policies)

[Chapter 6 Standing Committees](https://www.olaweb.org/index.php?option=com_content&view=article&id=263)

[Chapter 10 Round Tables](https://www.olaweb.org/policies-10)

* Is your unit’s [description](https://www.olaweb.org/ola-units) on the OLA website up to date, to the best of your knowledge?

* Please provide link to external website/pages (if applicable):

* Have you had a chance to review feedback regarding your unit from the OLA [website audit](https://jclsorg-my.sharepoint.com/:x:/g/personal/sellis_jcls_org/Ec1GOofoopZBkFO2iLo5lxUB0x3Pd4gZXdP12PJt0CHNwA?rtime=Jc2yZmV03Eg) conducted in the spring? What support does your unit need to update suggestions related to your content? ([Website Audit May Presentation](https://jclsorg-my.sharepoint.com/:p:/g/personal/sellis_jcls_org/EczAxq2DjzRDmiceenDPBWgBPvIZzKPQb2hlXvL1GkuGTA))