

**University of California Council of University Librarians  
Charge to the Administrative Services Advisory Group**

**Summary and Background**

Reporting to the Council of University Librarians (CoUL), the Administrative Services Advisory Group (ASAG) advises on matters related to human resources, business, and space planning.

**Key Responsibilities**

Develops and advises CoUL on matters related to human resources, business, and space planning. As directed by CoUL, might be called upon to advise (or assist) the University of California Advisory Structure (UCLAS) Coordinating Committee and SAGs with administrative services issues as appropriate.

May appoint task forces or collaborate with other groups to accomplish defined tasks or study specific issues in a specified time frame, e.g., develop a workshop for project management training or sponsor a forum with LAUC on the evolving library workforce.

**Membership and Terms of Appointment**

Senior professional staff with portfolios in the areas of human resources, business and/or space planning; 1-2 reps from each campus library (no LAUC representative). Members are appointed by their University Librarian. Membership is ongoing as determined by their position and UL's appointment.

**Reporting Responsibilities**

Reports to CoUL.

**Communications**

Quarterly reports and/or updates as appropriate to CoUL.

**Meetings**

Meets quarterly or as appropriate.

**Chair**

The ASAG Chair is recommended by ASAG members and approved by CoUL. Terms for chairs will be two-years, with the option for another two-year renewal and/or reappointment after a one-year hiatus.