

## ArLA Unit Template Information

**Instructions: Please fill out all of the information as best as you can. We will take the information provided here to update or create a webpage for you. You can email this form as an attachment to the ArLA Webmaster at [webmaster@arlib.org](mailto:webmaster@arlib.org).**

**I. Name of Unit:**

**II. Current Division & Roundtable Leaders (Chair, Vice-Chair, etc.)/Current Committee Members (indicate Committee Chair). Please include contact information, if possible.**

1.

2.

3.

4.

5.

6.

(Add additional people on other sheets as necessary)

**III. Mission and Responsibilities:**

**IV. Previous Unit Chairs/Presidents (last 5 years):**

**V. Events for the Upcoming Year (with location information, date, and any pertinent information):**

**VI. Links to any other important areas of work (e.g. President's newsletter, fundraising activity, etc.)**

**Contact person responsible for information:**

**Name -**

**Email -**

**Phone Number -**