



CAUL-CBUA Collections Committee – Education and Training Sub-Committee Terms of Reference

Approved by Board:

ROLE

The Education and Training Committee assists the Collections Committee by planning, developing, enabling, and promoting skills and knowledge development opportunities within the scope of the Collection Committees Terms of Reference.

MANDATE

The Education and Training Sub-Committee focuses on advancing CAUL-CBUA’s Strategy 3.0 and Strategic Plan Goal 4.5.

AUTHORITY

The CAUL-CBUA Collections Committee Education and Training Sub-Committee receives its authority from the CAUL-CBUA Board of Directors, per section 7.3 of the CAUL-CBUA By-Laws.

RESPONSIBILITIES

The CAUL-CBUA Collections Committee Education and Training Sub-Committee will:

1. Maintain regular communication with the membership to ensure currency as to their training and development needs.
2. Plan, develop, and enable awareness and training opportunities across CAUL-CBUA institutions to address determined needs.
3. Provide opportunities for discussion and knowledge exchange on collections-related issues.

MEMBERSHIP

The Education and Training Sub-Committee shall be comprised of members from the Collections Committee and other experts as needed. The CAUL-CBUA Executive Director shall serve as a support person to the Sub-Committee. The Chair is selected by the Sub-Committee.

TERM OF MEMBERSHIP

Members serve on the Sub-Committee for a two (2) year term, but they may serve subsequent terms with Collections Committee approval. Membership is finalized prior to the first meeting to follow CAUL-CBUA’s Annual General Meeting.

MEETINGS

The Education and Training Sub-Committee meets no less than four (4) times a year (attendance is normally via teleconference or virtual modes).

EXTERNAL COMMUNICATION

The Sub-Committee communicates using the CAUL-CBUA virtual meetings platform and the CAUL-CBUA Collections Committee Education and Training Sub-Committee mailing list, colledusg@caul-cbu.ca.

REPORTING

As representative, the Chair is responsible for preparing official reports on behalf of the Sub-Committee; included is the Collections Committee's report to the Board prior to each Board Meeting.

COLLABORATION

The Education and Training Sub-Committee is a mandate of the CAUL-CBUA Collections Committee. As such, both committees work closely together. Additionally, the Sub-Committee may collaborate with other CAUL-CBUA committees on relevant projects.

Created May 27, 2019; Rev. July 11, 2019