CAUL-CBUA Committees Procedures
Created May 6, 2016; Revised July 11, 2016; Revised August 15, 2016

Most of the deliberation, decision-making, and project work at CAUL-CBUA occurs in the context of CAUL-CBUA's committees. CAUL-CBUA committees are advisory to, or act under the authority of, the CAUL-CBUA Board of Directors, and regularly report to the Board and membership.

From time to time, the Board, the ~~Manager~~Executive Director, or committees will strike sub-committees or working groups to give greater focus to a given area of concern or to a project.

Definitions

Standing Committee: A standing committee is formed as a governance committee that aids in running the organization. Each standing committee is comprised primarily of CAUL-CBUA members and their terms of reference are reviewable at the discretion of the Board.

Committee: A committee is formed to drive activities in areas that CAUL-CBUA is interested in pursuing on behalf of its membership. Each committee is comprised primarily of CAUL-CBUA members and their terms of reference are reviewable as activities are completed and/or the focus shifts.

Sub-Committee: A sub-committee is formed subordinate to a standing committee or committee to drive activities in areas CAUL-CBUA is interested in pursuing on behalf of its membership. They are comprised primarily of CAUL-CBUA members and their terms of reference are reviewable as activities are completed and/or the focus shifts.

Working Group: A working group exists for a specific duration and is formed to drive projects in areas CAUL-CBUA is interested in pursuing on behalf of the membership. Each working group is comprised primarily of CAUL-CBUA members and once the project is complete, the working group is typically disbanded.

Procedures

1. **Formation**
   a. **Standing Committees, and Committees , and Sub-Committees**
      These are formed by the Board, which approves their terms of reference and appoints a Board of Directors representative as a voting member. The terms of reference should reflect, but are not limited to, priorities identified in the CAUL-CBUA Strategic Plan. The Board is also responsible for annually reviewing the terms of reference for each committee.

b. **Sub-Committees**

These are formed by the Board, which approves their terms of reference. The terms of reference should reflect, but are not limited to, priorities identified in the CAUL-CBUA Strategic Plan. The Board is also responsible for annually reviewing the terms of reference for each sub-committee.

~~b.~~c. **Working Groups**

With Executive Committee approval, these are formed by standing committees, committees, sub-committees after consultation with the ~~Manager~~Executive Director. The ~~Manager~~Executive Director may also form working groups with Executive Committee approval. The Executive Committee may form working groups with Board approval. The formation shall be accompanied by a statement of purpose and a defined project time-line, which can be extended at the discretion of the Executive Committee.

2. **Length of Service**

The term of service for members of standing committees, committees, and sub-committees may vary, but is generally two years. A member can serve no more than two terms in succession; but may serve again on the same committee in a non-consecutive term. Exceptions to this limit on consecutive terms may be made at the discretion of the Board. Attempts should be made to stagger terms to provide ~~continuance~~continuity. For newly formed standing committees, committees, and sub-committees, staggered terms will be achieved during the initial formation, with half of the members having an initial term of three years, and the remainder with the standard two-year term. The term of service for members of working groups is defined by the project term.

3. **Representation**

The Collections Committee and the Document Delivery Group are representative in their membership. Generally though, ~~although with exceptions (document delivery),~~ standing committees, committees, ~~sub-committees,~~ and working groups will not be representative (one member per institution). ~~Instead t~~They will be open to those with expertise, or expressed interest, in the area. Sub-committees are comprised of a subset of members from the parent committee, although external members from beyond the parent committee membership can be recruited as needed. Standing committees, committees, and sub-committees shall normally consist of 6-8 members. Working groups shall consist of the number of members defined by the needs of the project.

4. **Populating**

a. **Standing Committees, and Committees ~~and Sub-Committees~~**

Once the terms of reference have been approved by the Board, the ~~Manager~~Executive Director shall put out an open call for interested members. The Board representative for each entity is determined by the Board. For Standing Committees, the membership is determined by the Board. Each call shall contain the terms of reference and a statement of the expected

commitment for each member. Each response received must include a statement of support from the institution's Director. If more expressions of interest are received than are needed, the ~~Manager~~Executive Director in consultation with the Board representative for that entity shall determine the final membership, keeping in mind existing representation from institutions on the committee and the individuals' relevant expertise.

b.   Sub-Committees

Once the terms of reference have been approved by the Board, the parent committee shall populate the group from among its membership and/or a call directed at specific individuals if appropriate. Each call shall contain the terms of reference and a statement of the expected commitment for each member. Each response received must include a statement of support from the institution's Director.

~~b.~~c.   Working Groups

Once the terms of reference have been approved by the Executive Committee, the owning entity shall populate the group through an open call and/or one directed at specific individuals. The working group shall include a representative from the owning entity. If an open call, it shall contain the terms of reference and a statement of the expected commitment for each member. If more expressions of interest are received than are needed, the ~~Manager~~Executive Director in consultation with the representative for that entity shall determine the final membership, keeping in mind existing representation from institutions on the working group and the individuals' relevant expertise. Each response, whether through an open or directed call, must include a statement of support from the institution's Director.

5. **Chairing**
   a. **Standing Committees, and Committees, and Sub-Committees**
   Unless otherwise determined by the Board at the time of formation, the committee/sub-committee members shall choose the Chair.

   b. **Sub-Committees and Working Groups**
   The Chair shall be a representative of the owning entity.

6. **Replacing Members**
   a. **Standing Committees, and Committees, and Sub-Committees**
   If a member cannot fulfill his/her term, a replacement will be determined through an open call. The ~~Manager~~Executive Director shall normally be responsible for coordinating the replacement call, using the same criteria as the initial call.

   b. **Sub-Committees and Working Groups**

If a member cannot fulfill his/her term, the Chair will determine whether a replacement is needed. If a replacement is needed on a working group, the replacement will be determined through an open call. If a replacement is needed on a sub-committee, the replacement will be filled from the membership of the parent committee or through a directed call. The Manager shall normally be responsible for coordinating the replacement call, using the same criteria as the initial call.

7. **Disbanding**
   The Board can, at any time, disband a standing committee, committee, sub-committee, or working group. In addition, if all members are in agreement, the working group membership can request that the Board disband the group or change its terms of reference. This request will normally come to the Board by way of a formal report at a Board of Directors meeting.

8. **Oversight**
   Oversight of activities shall normally be done in several ways:
   a. Standing Committees and committees shall be required to provide a written summary of activities in advance of each Board of Directors meeting. Sub-Committees shall be required to provide a written summary of activities to each Board of Directors meeting through the Chair of the Committee to which it is subordinate. Working groups shall be required to provide a written summary of activities to each Board of Directors meeting through entity under whose auspices they were formed.
   b. A Board of Directors liaison will sit on each standing committee and committee.
   c. The ManagerExecutive Director shall serve as an ex officio member of as support person to each standing committee, committee, sub-committee, and working group.

9. **Communication**
   All standing committees, committees, sub-committees, and working groupsThe committee communicates using the CAUL-CBUA teleconference system and the committee's designated mailing list.

   When committee membership is not fully representative of all member institutions, it is crucial that communication/consultation mechanisms be in place to ensure that all member institutions have a voice in the committee's activities and deliberations. To facilitate this bi-directional communication/consultation, committee members must actively engage in regular dialogue with institutions not represented in the committee membership. This communication/consultation includes, but is not limited to, ensuring that committee meeting agendas and minutes are regularly posted to the CAUL-CBUA website in a timely manner. An example of a method for ensuring bi-directional communication with non-represented members would be for each member of the committee to be responsible for communicating the work of the committee to specified non-represented members, to answer their questions, and to collect their feedback and

comments and bring these back to committee discussions. It is the Committee Chair's responsibility to ensure that this consultation with non-represented members occurs.

CAUL-CBUA Committees Terms of Reference Template

Created May 6, 2016; Revised January 19, 2017

CAUL-CBUA [insert name of committee]
Terms of Reference

Approved by Board: [insert date]

<u>INTRODUCTION</u>
[Add language to provide a context for the committee].

> **Example:** All levels of government at all levels create vast quantities of information in many different formats and for a variety purposes. Government information needs to be collected, managed, preserved, and made discoverable for current and future generations. Libraries have a key role to play in ensuring government information is collected, managed, preserved, and made discoverable.

<u>MANDATE AND ROLE</u>
The [insert name of committee] ([insert acronym]) focuses on advancing several of CAUL-CBUA's strategic goals, particularly those related to [insert headings of relevant goals from CAUL-CBUA's Strategic Plan, ex. Preservation and Digital Collections].

The role of the [insert name of committee] is to:
● [add bulleted broad roles for the committee, ex. develop initiatives that foster sharing of knowledge and optimize our resources and expertise]

> **Example:** foster sharing of knowledge within the Atlantic region and beyond, to optimize resources and expertise in the area of government information.

<u>AUTHORITY</u>
The CAUL-CBUA [insert name of committee] receives its authority from the CAUL-CBUA Board of Directors, as per section 7.3 of the CAUL-CBUA By-Laws.

<u>RESPONSIBILITIES</u>

The [insert name of committee] will:

1. Develop best practices in [insert language specific to the committee, ex. managing government information, ex. digitization/preservation of unique collections].
2. Represent the interests of the Atlantic region at a national level in discussions and initiatives related to [insert focus of the committee, ex. government information].
3. Provide awareness and training opportunities for staff across CAUL-CBUA institutions in the area of [insert focus of the committee, ex. government information].
4. Coordinate the [insert specific coordination role], and the policies related to them, across CAUL-CBUA institutions.
5. Identify key areas where there is value in collaboration and develop opportunities for collaborative engagement in the area of [insert focus of the committee, ex. government information].
6. [Add any additional roles specific to the committee].

MEMBERSHIP
The [insert name of committee] is normally comprised of six (6) to eight (8) CAUL-CBUA members with at least one (1) Board member, as approved by the Board of Directors. Committee members will be selected for their expertise in the area of [insert focus of the committee]. The CAUL-CBUA ~~Manager~~Executive Director shall serve as a support person to the Committee. The Chair is selected by the Committee and shall normally not be the Board representative.

TERM OF MEMBERSHIP
Members serve on the Committee for a two (2) year term. A member can serve no more than two terms in succession; but may serve again on the same committee in a non-consecutive term. Exceptions to this limit on consecutive terms may be made at the discretion of the Board. Membership is finalized prior to the first meeting to follow CAUL-CBUA's Annual General Meeting.

MEETINGS
The [insert name of committee] meets no less than four (4) times a year normally via teleconference or virtual modes.

REPORTING
The Committee provides a written report for the Board at each Board Meeting. Additional reports may be submitted upon completion of a specific activity.

COMMUNICATION
The Committee communicates using the CAUL-CBUA teleconference system and the CAUL-CBUA [insert name of committee] mailing list, [insert mailing list link].

When committee membership is not fully representative of all member institutions, it is crucial that communication mechanisms be in place to ensure that all member institutions have a voice in the Committee's activities and deliberations. To facilitate this bi-directional communication, Committee members must actively engage in regular dialogue with institutions not represented in the Committee membership, as well as within their own institutions. This communication includes, but is not limited to, ensuring that Committee meeting agendas and minutes are regularly posted to the CAUL-CBUA website in a timely manner.

COLLABORATION

The [insert name of committee] collaborates with the [insert names of relevant committees] on relevant projects.
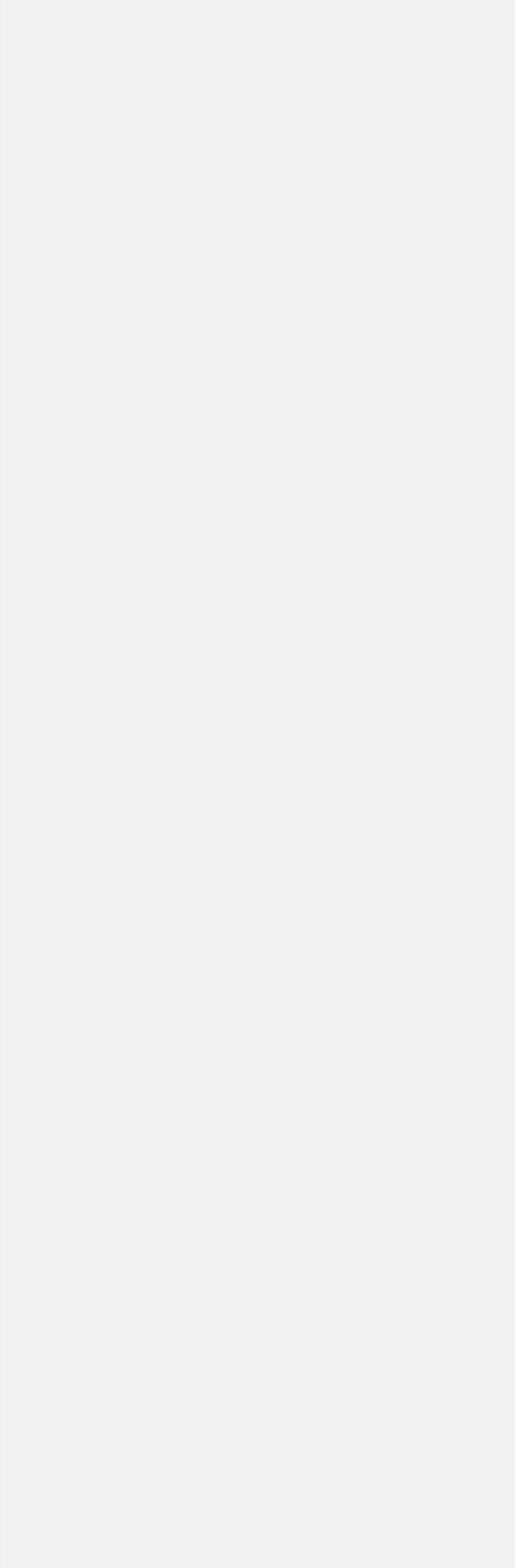
CAUL-CBUA Committees Working Group Plan Template

 CAUL-CBUA [insert name of working group] Working Group Plan

Approved by Executive Committee: [insert date]

Working Group Name: Provide a short descriptive name for the Group.

> **Example:** 2017-2019 Strategic Plan Working Group

Scope: Provide a short description of the objective(s) of the group and the expected deliverable(s).

> **Example:** The objective of this working group is to deliver a two-year strategic plan to guide CAUL-CBUA activities through the development and implementation of an effective strategic planning process.

Membership: Provide a list of the intended membership for the group, either with specific names, or with role descriptions, such as "someone with strategic planning experience", or "someone with user needs assessment experience".

> **Example:** The membership of this group will consist of the CAUL-CBUA ~~Manager~~Executive Director, and three members from CAUL-CBUA institutions, preferably with strategic planning experience.

Timeline: Provide a general timeline for the group's work outlining the major phases (and interim steps if known) and the expected timeframe for each. If known, also indicate what resources will be needed in the course of the group's activities, i.e. is there an expected monetary need?

> **Example:**
>
> **Timeline for a CAUL-CBUA "2017-2019 Strategic Plan Working Group"**
>
> 1. Research models for a strategic planning process - September 2016
> 2. Develop a specific strategic planning process - October 2016
> 3. Implementation of the strategic planning process - November 2016
> 4. Delivery of a 2017-2019 CAUL-CBUA Strategic Plan - December 2016