

CARL Committee Guidelines

January 2016

These guidelines apply to all CARL strategic committees as established by the CARL Board of Directors. There are currently four strategic committees, reflecting CARL's four current strategic directions: Advancing Research Committee, Capacity Committee, Assessment Committee and Policy Committee.

Accountability

The Committee is advisory to the CARL Board of Directors and operates at the Board's discretion. Nevertheless, the Committee has considerable autonomy in choosing and prioritizing its work to advance the Strategic Directions that the Board has referred to the Committee.

Reporting

The Committee reports to the Board, providing a brief written summary of activities and achievements for each major Board meeting (typically, there are four seasonal meetings or major conference calls of the Board).

The Committee Chair provides a brief verbal report of recent Committee activities at the CARL Spring and Fall Membership Business Meetings.

Membership

The Committee membership consists of not fewer than 3, and, ideally, between 4 and 8 volunteer CARL library directors. The Committee should have at least one Board representative among its members.

It is not imperative but is highly desirable that all CARL directors join a committee. It is possible for a member to participate in two committees. (We anticipate that committee meetings will be paired in their scheduling as follows: Advancing Research and Assessment will meet concurrently; and subsequently, Capacity and Policy committees will meet concurrently.)

CARL's President and the Executive Director are ex officio members of the Committee.

A two-year commitment is requested, but members are free to leave the Committee at any time.

The Committee Chair is selected by the Committee members, subject to confirmation by the Board, for a renewable two-year term.

CARL library directors may nominate a member of their staff with highly-relevant expertise to serve as a Committee member, subject to the agreement of the Chair. (It is anticipated that this will happen more frequently for participation in working groups that are struck by the Committee.)

Travel, accommodation and meal costs (aside from during the meeting) that are associated with participation are the responsibility of the participant's institution.

Committee administration

Meetings

The Committee meets in person semiannually during the CARL Spring and Fall meetings. Other meetings are convened as necessary, typically via teleconference.

Meeting minutes and working documents will be maintained in a collaboration area of Google Docs that is available to all CARL library directors and CARL staff.

Communications

Committee membership, terms of reference, descriptions of current initiatives, and any final publications or documents will be made available on the relevant section of the CARL website.

The Committee's publications are made in CARL's name and are approved by the Board before publication. The President and Executive Director are the Association's public spokespersons of first resort.

The Committee is encouraged to actively develop and oversee related content on the public website.

Language

Committee members are encouraged to communicate with each other in French or English as they may choose. All CARL publications are published in both official languages.

Committee Work Planning

The Committee produces an annual work plan organized according to the association's strategic directions. The work plan lists proposed projects, including the project leads, time frame and estimated cost of each project. It is reviewed and amended as necessary at the Committee's discretion.

Committee Budget

The Board allocates to the Committee an annual budget for logistical, program and consultancy expenses. The Committee adjusts its programming according to the available budget. The Board may allocate additional funding, if available, upon request. Committee project funds are spent on the authorization of the Chair, in consultation with the CARL office.

Because they are made in CARL's name, sponsorships recommended by the Committee must be endorsed by the Board, even if to be paid from the Committee budget.

Much of the resourcing of the Committee is by CARL staff support in executing the projects of the Committee.

Working Groups

The Committee may create working groups as needed. The mandate, members, Chair and budget (from within the Committee budget allocation) of any such group is subject to the Committee's approval. Membership of any such group is not limited to Committee members, but at least the subcommittee or working group Chair should become or already be a member of the Committee.

Staff and Consultant Support

The work of the Committee is supported by a CARL staff member and/or by a consultant, as necessary, backed up by and as determined by the Executive Director.

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