

## **CARL Committee Guidelines**

Approved by the CARL Board in January 2019

CARL's work is largely advanced through its committees. 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, Strengthening Capacity Committee, Assessment Committee and Policy Committee.

### **Accountability**

The Committees are advisory to the CARL Board of Directors and operate at the Board's discretion. Nevertheless, the Committees have considerable autonomy in choosing and prioritizing their work to advance the specific Strategic Direction that the Board has referred to each of the Committees.

### **Reporting**

The Committees report to the Board, providing a brief summary of activities and achievements for each major Board meeting (typically, there are four seasonal meetings or major conference calls of the Board). Typically, this update is delivered by the Board member who is a member of the committee and has been identified as the Board liaison, although the update may be prepared by the Chair and the Secretary.

The Committee Chairs provide a brief (under 5 minutes) verbal report highlighting recent Committee activities at the CARL Spring and Fall Membership Business Meetings.

### **Membership**

The Committee memberships consist of not fewer than 4, and, ideally, between 6 and 10 volunteer CARL library directors. The Committee should have at least one Board representative among its members, who acts as liaison with the Board.

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, providing they will be able to actively attend meetings and participate in the work of both.

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

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

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.

## **Nomination or Election of Committee Chair**

The Chair is appointed by the Board for a two-year term, renewable.

Approximately five months before the end of a committee Chair term, the CARL Secretary writes to all Committee members to request nominations and expressions of interest for the role of Chair. Nominations are sent to the CARL Secretary. The Secretary will approach the nominated persons to discuss their willingness to stand. If more than one person is proposed and all are willing to stand, a confidential election process for committee members to vote is organized. In the event of a tie, the President would be asked to cast the deciding vote. If no internal nominations or expressions of interest are received, a general call to CARL directors is made.

## **Committee Administration**

### ***Meetings***

The committees meet in person semiannually during the CARL Spring and Fall meetings. Other meetings are convened as necessary, typically via teleconference, and will typically not occur more frequently than monthly.

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 memberships, 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 committees' 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 Committees are 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 Committees produce 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 any estimated cost of each project. It is reviewed and amended as necessary at the Committees' discretion.

### ***Committee Budget***

The Board allocates a notional funding envelope to each committee as an annual budget for logistical, program and consultancy expenses. The committees should adjust their 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 and the CARL Executive Director.

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

Much of the resourcing of the committees' work is through CARL staff support

### ***Working Groups***

Committees 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.