

## **Terms of Reference: CARL Leadership Program for Senior Library Leaders Working Group**

### **Objective**

In order to support workforce development through initiatives relating to leadership and management, the CARL Strengthening Capacity Committee (SCC) is endeavouring to develop a proposal for a potential sustained and formal Canadian leadership-focused program for Senior Library Leaders, which will likely include the programming of an Institute. The target audience will be made up of library professionals who report directly to the University Librarian/Dean of Libraries and have responsibility for leading substantial library services and programs within an organization. The institute will include components of cross-cultural leadership. It aims to recruit all librarians identified above, but will make a concerted effort to attract leaders from the four underrepresented groups described in the Employment Equity Act (women, people with disabilities, Indigenous people, and visible minorities), as well as sexual and gender minorities. The group will draw inspiration from existing programs (ARL, LIBER and NELI, for example) and take into consideration feedback from the AUL day focus group held at Memorial University in 2018.

### **Membership**

The project team will consist of:

- CARL Directors:
  - Guylaine Beaudry, University Librarian, Concordia University
  - Susan Cleyle, University Librarian, Memorial University (Co-Chair)
  - Vivian Lewis, University Librarian, McMaster University
  - Beth Namachchivaya, University Librarian, University of Waterloo
  
- Senior Library Leaders from CARL institutions:
  - Selinda Berg, Associate University Librarian, University of Windsor
  - Kathleen DeLong, Associate University Librarian, University of Alberta
  - Julie Hannaford, Deputy Chief Librarian, University of Toronto (Co-Chair)

### **Lines of Accountability and Communication**

- The CARL Leadership Program for Senior Library Leaders Working Group is accountable to the CARL Strengthening Capacity Committee.
- The chair of the working group reports on its activities and submits written recommendations as appropriate to SCC.
- Minutes and reports of the working group are not confidential unless determined so by the SCC.

## Financial and Administrative Policies

- Service on the working group is non-remunerative.
- Travel and meeting expenses for members may be reimbursed according to the policies of CARL.
- Members of the working group comply with CARL Board-approved governance and organizational policies, including code of conduct and conflict of interest policies.
- Discussions of the working group will normally be conducted by videoconference.

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## Timeframe

- The working group will commence in Summer 2019 and will be active for approximately 12-18 months. The Team will disband once its activities have been completed, subject to a review by the Strengthening Capacity Committee.