



# British Columbia Academic Libraries Section

## Terms of Reference

*Approved by the BCLA Board: 12/12/2020*

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### **Mandate**

The purpose of BCALS is to promote the exchange of ideas among academic library personnel and to provide a network of professional expertise resulting in excellent programs, initiatives and services in the postsecondary libraries of British Columbia.

### **Responsibilities/Objectives**

- 1) To promote communications among academic library personnel in BC libraries.
- 2) To provide a forum for discussion of academic library issues in BC libraries.
- 3) To increase awareness among academic library personnel of collections, facilities and services within BC libraries.
- 4) To provide for the improvement and development of reference and other academic library services in BC
- 5) To facilitate the sharing of ideas, techniques and methods that have proven successful in delivery of academic library work in BC libraries.
- 6) To promote relevant continuing education programs through association with BCLA.
- 7) To maintain efficient and effective use of funds required in support of these goals.

### **Deliverables**

In support of these objectives, the BCALS Executive will:

- 1) Hold regular executive meetings to organize activities aligned with these objectives
- 2) Deliver and promote events aligned with these objectives
- 3) Engage in regular communication with the wider membership
- 4) Maintain ongoing awareness of the wider membership's needs and interests



## **Composition**

BCALS members are defined as those who have registered as members in good standing with BCLA and who have identified their desire to become members of BCALS by joining the Section using the MyBCLA dashboard.

## **Resources and Budget**

BCALS has no set budget or resources. The Executive may charge fees at its discretion to fund events aligned with its objectives (e.g. room rentals, catering), with funds being managed by the Chair-Elect.

## **Timelines and Tools**

BCALS as a whole is an ongoing Section, with members of the Executive being elected or appointed on a yearly basis at the Annual General Meeting (AGM), which is scheduled to coordinate with the BCLA AGM. Notice of the BCALS AGM shall be given no less than one month in advance of the meeting date.

The Executive shall meet on a monthly basis, with the schedule to be determined by the Executive and with agendas to be prepared and distributed by the Chair no less than a week in advance of each meeting. Minutes will be taken by the Recording Secretary, approved at a subsequent meeting, and posted on the BCALS website once approved.

Wherever possible, the Executive will use a consensus-based framework for decisions that involve the Executive as a whole. Reaching consensus helps ensure that all voices are heard and that the outcome is acceptable to all parties involved. If a consensus cannot be reached and action is required, the Executive may use a majority-based framework instead, subject to a majority vote of seventy-five percent (75%) or more of the Executive.



### **Terms of Appointment:**

The BCALS Executive operates in terms of one year, beginning and concluding with the AGM in each year. The Executive for each term shall consist of 1 Chairperson, 1 Chair-Elect, 1 Recording Secretary, 2-3 Continuing Education Coordinators, and 1-2 Student Representatives. The Chairperson shall serve a one-year term with this year occurring in the year following a term as Chair-Elect. The Chair-Elect shall serve a one-year term preceding a term to be served as Chairperson. The Recording Secretary shall serve one-year term of office and may hold office for up to three consecutive terms. The Continuing Education Coordinators shall serve two year terms of office and may each hold office for up to three consecutive terms. The Student Representatives shall serve one-year terms and may hold office for up to three consecutive terms as long as they maintain student status for the majority of the term. The Officers shall hold office until the end of the Annual General Meeting, or until such time as their successors are elected or appointed, whichever is the lesser date.

### **Equity, Diversity, and Inclusion (EDI)**

BCALS recognizes, acknowledges, and strives to actively reconcile the current and historical role that academic libraries have played in a system that oppresses 2SLGBTQIA+, IBPOC, and other marginalized folks. We also recognize and acknowledge that the BCALS executive and subsequent membership live and work on Indigenous lands throughout what is also known as British Columbia.

We commit to continuously educating ourselves about our complicity in the unjust, oppressive, and racist systems that define our professional spaces and to actively disrupt and dismantle these systems and support and enable the work of others who aim to disrupt and dismantle them specifically within the context of BC academic libraries.

We will support the BCLA and BCALS membership to develop understandings, knowledge, practices focused on EDI , explicitly positioning anti-racist, anti-ableist, decolonial Indigenous, and 2SLGBTQIA+ projects and supports at the forefront of meeting our objectives and deliverables.