

BCCATS TERMS OF REFERENCE

BCCATS (Cataloguing and Technical Services Interest Group of the British Columbia Library Association): Draft - 1 February 2021 : Updated/Approved - 30 October 2021

Committee Name:

BCCATS (Cataloguing and Technical Services Interest Group of the British Columbia Library Association)

Membership:

Interested members of the British Columbia Library Association and broader community

Mandate:

- To promote the exchange of ideas amongst Technical Services personnel
- To provide a network of professional expertise, including a forum for members to share resources, information and news
- To organize education and professional development opportunities for Technical Services personnel
- To advocate for best practices and the interests of Technical Services personnel
- To acknowledge the role metadata plays in constructing meaning and supporting power structures, and seek to encourage participation from a diverse membership with robust conversations that recognize and aspire to counter the realities of systemic racism, inequity, and colonization.

Activities:

- To engage with the broader BC library community to promote metadata interoperability and technical services best practices.
- To organize or sponsor presentations on metadata and technical services at annual BCLA conferences.
- To investigate and organize training opportunities relevant to the BCCATS membership.
- To provide membership to national or other committees, such as the CFLA-FCAB Cataloguing and Metadata Standards Committee (CMSC)
- To annually confer the BCCATS J McRee Elrod Leadership Award
- To explore ways in which the work of BCCATS members supports anti-racism and can contribute to indigenization of their organizations.

Meetings:

Meetings are held two times annually, with specific dates and location determined by the membership at the preceding meeting. Efforts will be made for members that cannot attend in person to participate via teleconference or videoconference.

Roles:

The following roles are selected by vote or acclamation:

- Chair
 - Plans, attends and chairs BCCATS meetings, and to coordinate the activities of the Awards Committee
- Secretary
 - Attends BCCATS meetings, takes accurate notes, compiles them with the roundtable reports, and posts them to both the BCCATS list and to our web page on the BCLA site.
- Continuing education coordinator
 - Attends BCCATS meetings, facilitates discussions of possible continuing education courses and programs for BCCATS members. Provides support and coordination of educational opportunities for members.
- Canadian Federation of Library Associations Cataloguing and Metadata Standards Committee representative
 - Attends CFLA CMSC meetings, reports back to BCCATS, and participates in CFLA CMSC as required
- Awards Committee members (three members, plus the BCCATS Chair)
 - Reviews nominees and selects the recipient of the J. McRee Elrod BCCATS Leadership Award ("the Mac"), per the Awards Committee Terms of Reference

For all roles terms are 1 year, with a maximum of 3 consecutive terms.

Procedures / Rules:

- Only BCLA members are voting members
- Anyone can attend BCCATS meetings
- Only BCLA members can hold office
- Only BCLA members can make a nomination for office or the BCCATS Award
- BCCATS meetings follow Robert's Rules of Order