

Community Led Interest Group
British Columbia Library Association

Terms of Reference

Definition of Community-Led

The community-led philosophy consists of community consultation, needs assessments, metrics, and the ongoing monitoring of services and programs. We are all looking to connect and collaborate with community members to better support their needs. At its core the community-led model is about reducing or even eliminating barriers to library services and programs.

Membership

The BCLA Community-Led Interest Group (CLIG) consists of a group of library professionals and students who are actively engaged or looking to learn more about the community-led service approach. Recognizing that the sharing of diverse perspectives very often leads to creative or innovative outcomes, CLIG members will regularly consider inviting others to contribute to their work in appropriate ways. This would include occasional attendance at CLIG meetings.

The BCLA Community-Led Interest Group (CLIG) consists of a group of BCLA members who are actively engaged or looking to learn more about the community-led service approach.

Topics of interest

- Development of Community-Led
- Community Assessments
- Community Resources (shared and/or otherwise)
- Metrics
- Staff Training and Development
- Standards and Monitoring of Services
- Stories to Share

Executive

The Executive of the Community-Led Interest Group will consist of the Chair, the Secretary, a student representative (annually – from either the iSchool (SLAIS) or the Library Tech programs) and bi-annually, the Incoming Chair.

Chair

The Chair of the Community-Led Interest Group will rotate bi-annually between representatives of the Interest Group and the Chair will be responsible for the following:

- Calling the meeting to order
- Establishing a meeting agenda (in consultation with the Secretary) and ensuring agenda items are addressed
- Ensuring the minutes from prior meetings are reviewed and approved by the Interest Group (with or without modification)
- Facilitating discussion to reach consensus on matters under consideration in a professional manner
- Three months prior to the Chair stepping down (February), the Incoming Chair will be appointed and a period of mentorship will be provided
- The Chair will step down bi-annually at the BCLA Conference(May)

Incoming Chair

The Incoming Chair will be appointed 3 months prior to the Chair stepping down (February) and will be available for mentorship opportunities during those three months prior to taking the position of Chair (May).

Secretary

The Secretary will rotate bi-annually between representatives of the Interest Group and will be responsible for the following at meetings:

- Assisting the Chair in establishing the agenda
- Sharing the agenda a minimum of seven days prior to the meetings through the membership list
- Writing the agenda, meeting minutes and any other documentation that is to be posted on the CLIG webpage
- Coordinating meeting arrangements with host location
- Maintain all written correspondence

Student Representative

The Student Representative will rotate annually (May) between representatives of the Interest Group and will be responsible for the following at meetings:

- Promotes CLIG and Community-Led events with library students (iSchool (SLAIS), Langara College and University of Fraser Valley
- Assists with recruiting guest speakers
- Bring current literature reviews/readings to CLIG table
- Communicating interests and considerations of students to the Interest Group

Reporting and Accountability

The Interest Group will report to, for and with each other as well as to the broader BCLA Executive (President and Executive Director).

The Interest Group will, through the Chair and Secretary, provide minutes to its representatives following each meeting. These minutes will be posted on the CLIG webpage.

Functions and Activities of Interest Group

Be a platform for discussing and sharing ideas and learning more about the community-led approach.

Submit a minimum of one conference proposal that is community-led based to BCLA Conference Planning Committee each December.

Support library students to learn more experientially. Create hands-on opportunities and practicums that introduce and offer experience in the community-led service approach.

Meetings

Number of Meetings: 5X per year - February, April, June, September, November/December

AGM: @ BCLA Annual Conference (May)

Location of Meetings: Meeting locations will rotate amongst membership

Agenda: The agenda will be posted on the CLIG website a minimum of seven days prior to each meeting.

Quorum : As the Interest Group is mainly a discussion and implementation group, a quorum is not required to hold a meeting.

Decision-Making: The preferred model for decision-making is consensus.

Invited Guests: When meetings include invited guests, the Secretary will be notified two weeks in advance with the correct name and title of the person who will be visiting CLIG.

Media

Any requests from the media will immediately be directed to the BCLA President and Executive Director.

Updated November 29, 2018