



BCLA YAACS (Young Adults and Children's Services) Section

Terms of Reference

Approved by the BCLA Board: February 2, 2022

MANDATE

YAACS (Young Adults and Children's Services) is a section of the British Columbia Library Association. Our purpose is to support library staff in the provision of high-quality library services to children, youth, and families in BC.

RESPONSIBILITIES / OBJECTIVES

1. To foster connection and collaboration between library staff, students, and those who have an interest in young adult and children's services in BC libraries; and seek to address the shared and distinct needs and interests of different communities.
2. To provide a forum for discussion about trends, issues, and challenges in young adult and children's library services.
3. To facilitate the sharing of ideas, techniques and methods that have proven successful in delivery of library services to young adults and children in BC libraries.
4. To provide a range of professional development opportunities and resources for library staff, students, and those who have an interest in young adult and children's services in BC libraries.
5. To promote relevant continuing education programs and other opportunities through association with BCLA.
6. To maintain efficient and effective use of funds required in support of these goals.

DELIVERABLES

In support of these objectives, the YAACS Executive will:

1. Hold regular meetings to organize activities aligned with these objectives



2. Deliver and promote events aligned with these objectives which may include a Youth Services Institute (YSI), and publishing any associated resources on the Library Toolshed
3. Organize regional continuing education opportunities throughout the year
4. Promote relevant continuing education programs through association with BCLA
5. Publish the YAACING newsletter
6. Engage in regular communication with the wider membership through the listserv, the bclaconnect.ca website, and meet-ups
7. Maintain ongoing awareness of the wider membership's needs and interests

COMPOSITION

The YAACS Executive is composed of the following:

- Chair
- Vice Chair
- Past Chair
- Secretary
- 2 YAACING Editors
- 1-6 Continuing Education Coordinators
- YAACS Award Coordinator
- BCTLA/BCTF Representative
- Red Cedar Liaison
- iSchool Liaisons (1-2 student liaisons, 1 faculty liaison)
- Website and Social Media Administrator

Membership in YAACS is open to any member in good standing of the British Columbia Library Association who has identified their desire to become a member of YAACS by joining the Section using the MyBCLA dashboard.

The YAACS Executive operates in terms of one year, beginning and concluding with the Annual Section Meeting in each year. Officers may hold office for unlimited consecutive terms.

RESOURCES AND BUDGET

YAACS has no set budget with the exception of funds that have resulted from the surplus from previous event fees. The Executive may charge fees at its discretion to fund events aligned with its objectives (e.g. honorariums, room rentals, catering), with funds being managed by the Chair and held by BCLA.



TYPE OF COMMITTEE

BCLA Section

TIMELINES AND TOOLS

- An Annual Section Meeting shall be held, usually in conjunction with the Spring Conference of the Association and directly following the Youth Services Institute. A quorum shall consist of 10% of the active YAACS members present, but never less than three (3) members. Notice of the time and place of the Annual Section Meeting shall be given by the Section officers to all YAACS members at least one (1) month prior to the meeting. Only active YAACS members in good standing shall be entitled to vote at an Annual Section Meeting.
- YAACS meetings shall be held at least quarterly. Only YAACS members may cast a vote at these meetings. A quorum shall consist of at least five members of the Executive Membership.
- Agendas are prepared by the Chair and are sent out at least one week previous to the meeting date.
- Minutes are taken by the secretary, reviewed by Chair, distributed on the listserv and posted on the website, and then approved at the following section meeting. Any necessary edits are then made before a final copy is added to the website.
- The YAACS Executive operates in terms of one year, beginning and concluding with the Annual Section Meeting in each year.
- Meetings are announced through the listserv, YAACS website, and social media platforms.

TERMS OF APPOINTMENT & ELECTIONS

- The Vice-Chair shall be elected and shall serve a three (3) year term: the first year after election as Vice-Chair, the second year as Chair, and the third year as Past Chair.
 1. A call for nominations will be put out on the listserv, YAACS website, and social media platforms one month before the election and remain open for one week.
 2. Elections shall be conducted via secret ballot.
 3. In elections where the number of eligible nominees at the close of the nomination period is one, then the eligible nominee is deemed to be elected by acclamation and no vote will be required.



4. Voting by proxy is permissible but must be approved by the Chair at least one week prior to elections.
- The Secretary, the YAACING Editor(s), and the Coordinators positions will be filled by sending out a call for Expression of Interest and will be awarded through a volunteer application process.
 - The term of office for all other officers shall be one year.
 - The Section officers shall hold office until the ASM each year, or until their successors are elected or appointed, whichever is the later date.
 - A retiring member of the Section officers shall be eligible for re-election or re-appointment.
 - Any person ceasing to be a member in good standing of the Association shall also cease to be a Section officer.
 - A section office shall be declared vacant upon:
 1. written notice of resignation delivered to the Chair;
 2. petition of removal to the Chair from YAACS Section officers;
 3. the death of an officer
 - The Section Officers may fill vacancies by appointment, such appointees to act until the next Annual Section Meeting.

EQUITY, DIVERSITY AND INCLUSION

YAACS recognizes and acknowledges the current and historical role that libraries have played in a system that oppresses 2SLGBTQIA+, IBPOC, neurodivergent, and people with disabilities. We recognize that this is a continual process of learning and unlearning and continue to strive to support our members through this important work.

We recognize and acknowledge that the YAACS executive and subsequent membership live and work on Indigenous lands throughout what is now known as British Columbia.

We will support the BCLA and YAACS membership to develop understandings, knowledge, practices focused on EDI , explicitly positioning anti-racist, anti-ableist, anti-classist, decolonial Indigenous, and 2SLGBTQIA+ projects.