



BCLA (Name of Committee, Task Group, Interest Group or Section)

Terms of Reference

Approved by the BCLA Board: day/month/year

Mandate

The reason the group exists, its overarching purpose.

Responsibilities/Objectives

List, as specifically as possible, the overall objectives of the group. What the group is meant to achieve. The objectives of the group must align with BCLA's mission, values, and policies.

Deliverables

What the group needs to do to ensure it meets its purpose and reaches its objectives.

Composition

All BCLA group members require current membership in the Association.

Who is in the group? (Explain why, if applicable)

Resources and Budget

Resources from staff, or financial support from the Association, should be confirmed prior to being expressed in the Terms of Reference.

Timelines and Tools

BCLA Bylaws 15.4

Meetings: The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed by the rules set out in the BCLA Bylaws governing proceedings.



This section should include, as applicable:

- duration of group
- details about how agendas are prepared and distributed
- number of members for quorum
- how the minutes will be taken and posted
- how meetings will be called

Type of Committee

- Standing Committee:
 - Bylaws 15.2: responsible to the Board for specific work or function
 - Automatically dissolved upon the end of the board term (time limited)
 - Current: Finance, Human Resources, Awards, Resolutions, Nominations
- Special Committee:
 - Bylaws 15.2: created by the Board to accomplish specific work for the Association, and is responsible to the board or the Executive Director
 - Established by Board resolution
 - Automatically dissolved upon the completion of the task for which it was created
 - Includes task and working groups
- BCLA Interest Group:
 - Purpose of an interest group is to allow members of the Association to correspond on a common interest in some aspect of library service
 - Established by Board resolution, upon receipt of application to create the group, with not less than 10 members of the Association in good standing
 - Continuing group provided there is sufficient attendance/members and that the group follows the Association's bylaws and policies.
- BCLA Section:
 - Bylaws 16: group of members collectively comprising not less than 10% of the total membership
 - Current Sections are BCALS (BC Academic Libraries Section), YAACS (Young Adult and Children's Section), and LTAS (Library Technicians and Assistants Section)
 - New sections may be proposed to the Board and must be approved by the Association membership by ordinary resolution at an annual general meeting.
 - Continuing group provided sufficient attendance/members and that the group follows the Association's bylaws and policies.



Term of Appointment

Description of the timeline. If the group is an ongoing Committee, Interest Group, or Section or a limited term group, the specific timeline should be expressed. Describe the structure of the group, including Chairs, Treasurers, etc and the term limits of the positions if applicable.

Add the date the Terms of Reference is established.