

## **SECTION 5**

# **Committees and Task Forces and Representatives to Outside Bodies**

**Includes**

**General descriptions of task forces, representatives to  
outside bodies and committees**

**Committee recruitment and general framework**

**Terms of reference for each committee**

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Revised 2021

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## **5.1 General Descriptions**

**5.1.1 Task Forces:** A Task Force is appointed by the Board to study a special topic and prepare a position statement, which may be adopted by the Board. It works closely with the Board in the pursuit of its task, and is disbanded when the work is complete.

### **5.1.2 Representatives to Outside Bodies:**

5.1.2.1 An SLA representative to an outside body is appointed by the Board, and in some cases has to be also approved by the outside body.

5.1.2.2 A representative to an outside body must be an Association member in good standing.

5.1.2.3 The representative serves as a liaison between SLA and the other organization, and will strive to represent the views of the SLA membership when giving input on an issue.

5.1.2.4 The length of the appointment is determined by both parties.

5.1.2.5 The representative reports to the Board after every meeting of the other organization.

5.1.2.6 The Executive Director will liaise between partner organizations and the membership to ensure that positions are filled.

### **5.1.3 Committees:**

5.1.3.1 A Committee shall be a small group appointed by the Board to carry out specific tasks for the Association.

5.1.3.2 Committees provide practical ways to distribute responsibility; to focus specifically on a complex task; and to provide opportunities for members of the Association to become involved as well as to prepare them for future roles on the Board of Directors.

5.1.3.3 There are two types of committees: standing committees, which are confirmed each year and deal with long-term concerns of the Association, and special (ad hoc) committees, which are appointed as necessary to deal with specific (usually short-term) concerns.

5.1.3.4 All committees should have written terms of reference to guide their activities and all committees should have a Board liaison who reports regularly to the Board.

5.1.3.5 The President is an ex-officio member of all committees, and the Executive Director will assist with resources and support.

5.1.3.6 All new Terms of Reference for committees should be added to the Handbook as soon as possible.

## **5.2 Chairs of Committees and Task Forces**

**5.2.1** The Chair of a committee or task force must be an Association member in good standing.

**5.2.2** The Chair organizes and directs the work of his/her committee.

## **5.3 Membership of Committees and Task Forces**

**5.3.1** The Board shall work together to select people who will carry out the work of the committees, and to present the names of committee participants for approval at a Board meeting.

**5.3.2** Each committee or task force should be composed of Association members in good standing.

**5.3.3** When advantageous, the Executive Director shall ask, on behalf of the Board, for appropriate library institutions to appoint people, preferably SLA members, to sit on the Saskatchewan Library Week Committee.

## **5.4 Advocacy and Development Committee**

**Name:** Advocacy and Development Committee

**Membership:** Vice-President of Advocacy and Development, one Member at Large, and 2-4 other SLA members; Executive Director is ex officio and is involved in the day-to-day work of this committee

**Chair:** Vice-President of Advocacy and Development

**Liaison to the Board:** Vice-President of Advocacy and Development

### **Term/Timelines:**

- One year term, starting in June
- Timelines:
  - Ongoing work year-round
  - Sets general advocacy goals by September
  - Responds to new advocacy issues as they arise
  - Reports at each Board meeting

### **Duties:**

- Sets advocacy goals/plan for the year in consultation with the Executive Director
- Plans and oversees advocacy activities
- Monitors legislation relevant to libraries in Saskatchewan, and communicates news of note to the general membership
- Monitors societal issues impacting libraries in Saskatchewan

- Consults with membership on their opinions on issues
- Advocates on behalf of all types of library service in Saskatchewan with the general public, government or other groups as is useful
  - Prepares position statements on relevant topics for the SLA Board's consideration or approval as deemed appropriate
  - Writes letters to different levels of government officials promoting libraries in communities (i.e. city councilors, MLAs)
  - Makes it easy for members to be advocates by encouraging members to write letters and articles on issues raised (provide them with key contacts on issues)

#### **Terms of Reference:**

- Reports to the Board at each Board meeting - A written report or minutes of committee meetings should be sent to the President and the SLA Office one week prior to SLA Board meetings
- Membership of the committee shall be, as much as possible, representative of the various types of libraries, library workers, and geographic areas of Saskatchewan
- Reports to the membership in the Annual Report, in preparation for the Annual General Meeting
- Committee must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a committee and Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend
- The President is an ex-officio member of all committees
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

#### **Subcommittee**

##### **Name: Prison Library Sub Committee**

**Membership:** 4-7 SLA members; Executive Director or designated staff member should attend these meetings and is highly involved in the day-to-day work of this committee. The chair of the Prison Library Sub Committee is also a member of the Advocacy and Development Committee.

As a new initiative the Prison Library Sub Committee is involved in research and outreach work to determine the feasibility and interest in providing library service to correctional facilities in the province. Services are provided in partnership with library systems.

**Chair:** Committee elects its own Chair from among its members

### **Terms of Reference Prison Library Initiative**

**Background and Purpose:** An SLA member submitted a proposal to establish a Prison Library Committee within SLA. The proposal provided background with rationale, process, financing and timeline. The Board of Directors reviewed the proposal, accepted the concept, and provided their support to establish a subcommittee for the purpose of completing developmental work and preparation of a submission to the AGM in May 2022. Note the submission would require endorsement from the Board of Directors prior to the AGM on May 6, 2022.

**Collaboration, Consultation and Partnerships:**

The Board of Directors asked the subcommittee as part of the developmental work and implementation planning to explore collaboration and potential partnership with “The Book Project.” The Book Project is a project whereby a group of judges currently collect and distribute books to prisons. The Board of Directors also asked that consultation occur with representatives from the Manitoba Library Association which has operated a prison library program. In addition, the Board noted that collaboration and partnerships may be explored with the following groups or organizations:

- First Nations University (Library) and Saskatchewan Ministry of Education
- Law library and SALI
- Indigenous Healing Programs
- Law library and SALI and
- Other library systems who may have undertaken similar work in Saskatchewan.

**Funding:** Determine amount of funding required based on scope of the program and include in report (s) to the Board.

**Capacity Needs:** The proposal should address sustainability of the program based on volunteerism which can be inconsistent over time.

**Timeline:** 2021-22 should continue with developmental work and implementation plan to update SLA membership at the AGM in May 2022. Note regular updates will be provided to the Board of Directors and further consultation or direction as required.  
December 2021

## **5.5 Conference Planning Committee**

**Name:** Conference Planning Committee

**Membership:** President and 2-7 other SLA members; Executive Director or designated staff member attends these meetings, and is highly involved in the day-to-day work of this committee.

**Chair:** Committee elects its own Chair from among its members

**Liaison to the Board:** President

**Term/Timelines:**

- One year term, starting in June
- Timelines:
  - Ongoing work year-round
  - Most of the planning happens in the Summer and Fall
  - Reports at each Board meeting

**Duties:**

- Identifies a theme for the Conference
- Uses the Conference Planning Handbook as a guide to the development of the annual conference. It may be updated annually
- Plans and coordinates the programming content for the Conference, with an eye to having content of interest to all types of libraries and library workers, and content that reflects serving the diverse populations and interests of Saskatchewan library users
- Organizes and hosts the Mary Donaldson Lecture
- Plans and coordinates social events and local tours during the Conference
- Helps recruit volunteer help for the Conference from among the SLA membership, Saskatchewan Polytechnic Library Technician program, and other library workers
- Monitors the Conference budget, and advises on budget needs for future years
- Advises SLA Office staff on facilities, exhibits, sponsorships, public relations, conference publications, registration, conference fees, and technical and volunteer support
- Advises SLA Office staff on updates to the Conference Handbook

**Terms of Reference:**

- There is a handbook for this committee to guide its work
- Reports to the membership in the Annual Report, in preparation for the Annual General Meeting
- Reports to the Board at each Board meeting - A written report should be sent to the President and the SLA Office one week prior to SLA Board meetings
- Membership of the committee shall be, as much as possible, representative of the various types of libraries, library workers, and geographic areas of Saskatchewan



- Committee must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a committee and Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend
- The President is an ex-officio member
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

**Subcommittees:** Ad hoc committees, when needed

## **5.6 Continuing Education Committee**

**Name:** Continuing Education Committee

**Membership:** President, two Members at Large, and 1-2 SLA members; the SLA Executive Director should attend these meetings and is highly involved in the day-to-day work of this committee.

**Chair:** The Committee elects its own Chair from among its members

**Liaison to the Board:** Members at Large and Executive Director

**Term/Timelines:**

- One year term, starting in June
- Timelines:
  - Ongoing work year-round
  - Reports at each Board meeting

**Duties:**

- Provides member oversight and input to Education Institute (EI), Continuing Education Certificate (CEC), and other continuing education opportunities
- Promotes Education Institute (EI), Continuing Education Certificate (CEC), and other continuing education opportunities to members
- Promotes and considers applications for the SLA Continuing Education Grant
- Considers and recommends new continuing education initiatives to the Board

**Terms of Reference:**

- One Continuing Education Committee member is appointed to monitor the Education Institute (EI) programs on behalf of SLA
- The President and Executive Director represent SLA at meetings of The

Partnership and liaison between this committee and that body

- Reports to the Board at each Board meeting - A written report should be sent to the President and the SLA Office one week prior to SLA Board meetings
- Membership of the committee shall be, as much as possible, representative of the various types of libraries, library workers and geographic areas of Saskatchewan
- Reports to the membership in the Annual Report, in preparation for the Annual General Meeting
- Committees must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a committee and Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

**Subcommittees:**

- Education Bursary Subcommittee

**5.6.1 Education Bursary Subcommittee**

**Name:** Education Bursary Subcommittee (Subcommittee of Continuing Education)

**Membership:** Member at Large (from Continuing Education Committee) plus 2-3 SLA members; Executive Director is involved in the day-to-day work of this committee

**Chair:** Member at Large

**Liaison to the Board:** Member at Large

**Term/Timelines:**

- One year term starting in June
- Timelines:
  - Call for Bursary applications goes out from the Office in May/June
  - Most work is done between September and December
  - Awards are presented in May (at the SLA conference)

**Duties:**

- Reviews applications for eth Maureen woods Bursary, Indigenous MLIS Student Bursary and Mary Donaldson Bursary

- Selects recipients and makes recommendation to the Board

**Terms of Reference:**

- There is a handbook for this subcommittee to guide its work
- Reports to the membership in the Annual Report, in preparation for the Annual General Meeting
- Committees must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a committee and Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend
- The President is an ex-officio member of all committees, and the Executive Director will assist with resources and support
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

**5.7 Executive Committee**

**Name:** Executive Committee

**Membership:** President, Vice-President of Engagement and Communications, Vice-President of Advocacy and Development, and Treasurer. The Executive Director (non-voting) attends these meetings and is highly involved in the day to day operations of this committee. (Bylaws Section 7.1)

**Chair:** President

**Term/Timeline:**

- Continuous, changing with Executive member position terms
- Monthly, or at least once between board meetings, or as needed
- Three officers will constitute a quorum (Bylaws, 7.3)
- Ensures that a budget is prepared and endorsed by the board by December 1 for the following budget year
- Ensures that the Annual Report including the financial audit and any motions are prepared and distributed in accordance with Articles of Continuance and Bylaws.

**Duties:**

- President and Executive Director set up the agenda, with input from other Executive members
  - Executive Director will keep minutes, and keep a file of the minutes

- Provides a clearing house for committee work and a preliminary assessment of issues before going to the Board, and recommends agenda items for the upcoming Board meeting that are appropriate and doable, in order to keep the business of SLA moving forward
- The Treasurer, the President, the Vice- President of Engagement and Communications, and the Executive Director shall be the signing officers of the Association, and the signatures of any two of these shall appear on all cheques and other appropriate documents. If only two of the four signing officers live within 50 km of the SLA office then other signing officers will be appointed by the Board. (Bylaws, 8.3)
- Responsible to work with Board to fill vacancies on Board (Bylaws 5.4 and 13.11)
- Exercise power to make decisions dictated by special circumstances, and ensure that these decisions are ratified by the Board in a timely manner. (Bylaws, 7.2)
- Ensure the Annual General Meeting occurs within the required timeframe and that notice of the meeting is sent to the membership as dictated (Bylaws 14.3 and 14.4)
- Financial matters:
  - Draws up budget of the Association and presents it to the Board for approval (Bylaws, 8.1)
  - Monitors the financial standing of the Association
  - Facilitates the audit process as well as the daily, monthly, and annual reporting required for all financial matters (Bylaws 8.1)
  - Screens all requests for funds made by Committees and others, and prepares a recommendation with a rationale for the Board (Bylaws 8.1)
  - Monitors all new and continuing projects of the Association, with regard to financial implications and makes recommendations to the Board for appropriate action (Bylaws 8.1)
- Personnel matters:
  - Work on behalf of the Board to recruit, hire, and supervise the Executive director of the Association; the Executive director recruits, hires, and supervises other staff on behalf of the Board and with their advice and direction
  - Review annually, the wages and benefits paid to SLA staff and makes recommendation for changes to the board
  - Learns about relevant employment laws and human resource management best practices
  - Drafts changes to the Personnel Handbook for consideration by the Board

**Terms of Reference:**

- Constituted as per Articles of Continuance and Bylaws Section 7 and governed by the Bylaws and policies of the Saskatchewan Library Association
- President, on behalf of the executive, provides a written report at each board meeting

- Archival material shall be sent to the Executive Director when specific projects are complete
- Financial matters:
  - Receive and review committee reports for the board for prior approval if the association is to assume financial responsibility for debts incurred by a committee.
  - Committee chairs must notify the treasurer of meetings where items relating to finances are involved so that the treasurer may attend.
- Personnel matters:
  - Refer to the personnel handbook
  - Keep confidential HR and related matters pertaining to this role
  - May seek competent legal advice on how to proceed when dealing with serious disciplinary issues or moving toward termination of a staff member(s)
- Executive Director will assist with resources and support.

**Subcommittees:** Ad hoc Committees, when needed.

- Financial responsibility for debts incurred by a committee and Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend
- The President is an ex-officio member of all committees and the Executive Director will assist with resources and support
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

**Subcommittees:** Ad hoc committees, when needed

## **5.8 Fundraising Committee**

**Name:** Fundraising Committee

**Membership:** Treasurer, one Member at Large, and 1-2 other SLA members; Executive Director or designate should attend these meetings, and is highly involved in the day-to-day work of this committee

**Chair:** Committee elects its own Chair from among its members

**Liaison to the Board:** Treasurer

**Term/Timelines:**

- One year term, starting in June
- Timelines:
  - Ongoing work year-round
  - Sets objectives by September
  - Plans activities and events in the Fall, for next 1.5 years
  - Reports at each Board meeting, bi-monthly

**Duties:**

- Connects with Programming Committee, to identify sponsorship needs
- Develops a fundraising plan for the year
- Advises on fundraising activities and events (focus is on identifying grant or other sources of sponsorship funding)
- Identifies sources of special funding, and possible providers of sponsorship

**Terms of Reference:**

- Reports to the Board at each Board meeting by written report
- Reports to the membership in the Annual Report, in preparation for the Annual General Meeting
- Committees must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a committee. Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend
- The President is an ex-officio member of all committees, and the Executive Director is an ex officio member as required
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

**5.9 Engagement Committee**

**Name:** Engagement Committee

**Membership:** Vice-President of Engagement and Communications, one Member at Large, and 1-2 SLA members; Executive Director is ex officio to this committee

**Chair:** Vice-President of Engagement and Communications

## **Liaison to the Board:** Vice-President of Engagement and Communications

### **Term/Timelines:**

- One year term starting in June
- Timelines:
  - Ongoing work year-round
  - Happy Hours occur in the Fall
  - Calls for Frances Morrison Award nominations go out in November and then again in early January; deadline for applications is the end of January
  - Calls together Resolutions Committee in February
  - Reports at each Board meeting

### **Duties:**

- Encourages new memberships, welcomes new members, and recognizes professional contributions to libraries in Saskatchewan
- Advises on plans to attract new members:
  - Reviews promotional materials and recruitment strategies
  - Examines and periodically reviews dues and fee schedules, in the context of other provincial library associations and the financial health of SLA
- Encourages committees and SLA members to recruit other new members
- Considers feedback gathered from member surveys, and advises on actions to improve services for member satisfaction
- Advises on and assists Executive Director with planning and hosting Happy Hours
- Responsibility for the Frances Morrison Award subcommittee should nominations be made for that award in a given year
- Responsibility to strike the Resolutions subcommittee before the AGM

### **Terms of Reference:**

- Reports to the Board at each Board meeting by written report as requested by Executive Director
- Committee membership should be, as much as possible, representative of the various types of libraries, library workers, and geographic areas of Saskatchewan
- Reports to the membership in the Annual Report, in preparation for the Annual General Meeting
- Committees must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a committee and Committee Chairs must notify the Treasurer of meetings where

items relating to finances are involved so that the Treasurer may attend

- The President is an ex-officio member of all committees
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

**Subcommittees:** Frances Morrison Award Subcommittee & Resolutions Subcommittee

### **5.9.1 SLA Frances Morrison Award Subcommittee**

**Name:** SLA Frances Morrison Award Subcommittee (A Subcommittee of Membership)

**Membership:** One Member at Large, and 1-2 SLA members (normally, all people from the Membership Committee)

**Chair:** Member at Large

**Liaison to the Board:** Member at Large

#### **Term/Timelines:**

January to May

- Calls for Frances Morrison Award nominations go out in November and then again in early January; deadline for applications is the March 1<sup>st</sup> annually
- Considers applications in March, and recommends recipient to the Board
- Notifies recipient in March
- Presents award in May at the Conference

#### **Duties:**

- Encourages members to nominate their colleagues
- Reviews nominations and chooses candidate; makes recommendation to the Board
- Advises on policies and selection criteria for approval by the Board
- The Vice-President of Engagement and Communications usually presents the award at the Saskatchewan Libraries Conference.

#### **Terms of Reference:**

- This award of merit, for outstanding service to libraries, is given in the name of one of Saskatchewan's outstanding librarians.
  - The Frances Morrison Award will be given:
    - For library service in Saskatchewan.
    - For outstanding service to libraries by individuals, institutions,



- or groups.
  - To recipients who may or may not be members of the Saskatchewan Library Association.
  - When merited, not necessarily annually.
  - In the form of a small engraved plaque for the recipient to keep.
  - The award will be open to all, not restricted to professional librarians.
- Reports to the Board through the Engagement Committee
- Committees must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a committee. Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend
- The President is an ex-officio member of all committees
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

### **5.9.2 Resolutions Subcommittee**

**Name:** Resolutions Subcommittee (A Subcommittee of Membership)

**Membership:** 2 SLA members

**Liaison to the Board:** Vice-President of Engagement and Communications

**Term/Timelines:** February-May

- Oversees the call for resolutions in March and April
- Takes in-person resolutions at the Conference in May
- Presents all resolutions to the Board/Executive Director before the Annual General Meeting

**Duties:**

- Oversees the call for resolutions
- Examines proposed resolutions to ensure that they conform to the Articles of Continuance and Bylaws of the Association
- Must submit all said resolutions to the membership at the Annual General Meeting

**Terms of Reference:**

- Resolution forms and guidelines for the resolution process can be found on the SLA website
- Reports to the Board through the Membership Committee
- The President is an ex-officio member of all committees

- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

### **5.10 Nominating Committee**

**Name:** Nominating Committee

**Membership:** Two SLA Board members, and 1-2 other SLA members; Executive Director should attend these meetings and supports work of the committee

**Chair:** One SLA Board member

**Liaison to the Board:** One SLA Board member

**Term/Timelines:**

- Term is December to May
- Timelines:
  - Calls committee together in November- December
  - Calls for candidates for positions January-February
  - Nominations shall close in March of each year
  - Runs elections March-April
  - Reports results of elections at AGM in May
  - Reports at Board meetings, bi-monthly

**Duties:**

- Determines open Board positions
- Calls for nominations and facilitates applications
- Explains volunteer positions to prospective candidates
- The Nominating Committee will make every effort to ensure that there are at least two nominations for each elective office
- The Committee accepts for nomination only names of those who have consented to be nominees, and who are personal members of the Association in good standing
- The Nominating Committee will strive to seek representation from all library sectors, with diverse geographical, gender, and multicultural representation
- Runs elections
- Reports results of elections to the membership at, or prior to, the AGM

**Terms of Reference:**

- Is governed by the Bylaws of the Saskatchewan Library Association
- The Nominating Committee shall be constituted as an Elections Committee after the close of nominations
- If any office becomes vacant between elections, the Board shall make an appointment to fill the vacant position or unexpired term
- Reports to the Board at Board meetings - A written report or minutes of committee meetings should be sent to the President and the SLA Office one week prior to SLA Board meetings
  - Committees must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a committee
  - Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend
- The President is an ex-officio member of all committees, and the Executive Director will assist with resources and support
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

**Subcommittees:** Ad hoc committees, when needed

### **5.11 Programming Committee**

**Name:** Programming Committee

**Membership:** Vice-President of Advocacy and Development, one - two Members at Large, and 2-3 SLA members and SLA Program Coordinator.

**Chair:** The Committee elects its own Chair from among its members

**Liaison to the Board:** Member At Large, and Program Coordinator through Executive Director

**Term/Timelines:**

One year term starting in June

Timelines:

- Ongoing work year-round
- Saskatchewan Library Week happens in October
- Freedom to Read Week happens at the end of February

- TD Summer Reading Club and Summer Performer Tour happen June, July, August
- Culture Days is the last weekend in September

**Duties:**

- Provides membership oversight and input for important programs and events (i.e. FRW, TDSRC, Summer Performer Tour, Culture Days, SLW)
- Helps to plan and organize province- wide activities, contests and events
- Encourages libraries to recognize important programs and events through special displays, programs and activities
- Promotes important programs and events with the general public, partners and government officials
- Shares information about program plans with members and coordinates with Treasurer and SLA Executive Director regarding distribution of grant monies to member libraries
- Helps to plan and organize continuing education opportunities around intellectual freedom and FRW
- Identifies program sponsorship needs to the Fundraising Committee
- Celebrates programming successes through gathering and sharing of stories, photos, and statistics
- Considers and recommends new programming and continuing education initiatives to the Board
- The TD Summer Reading Club is facilitated by the SLA Office in accordance with the national program developed by Library and Archives Canada and sponsored by the TD Bank. The TD Summer Reading Club is a two-month summer event which promotes literacy for children and families across Saskatchewan

**Terms of Reference:**

- Reports to the Board at each Board meeting by written report sent to the SLA Office one week prior to SLA Board meetings
- Membership of the committee should be, as much as possible, representative of the various types of libraries, library workers and geographic areas of Saskatchewan
- Reports to the membership in the Annual Report, in preparation for the Annual General Meeting
- Committees must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a

committee and Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend

- The President is an ex-officio member of all committees
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

### **5.12 One Book One Province Committee**

**Name:** One Book, One Province Committee

**Membership:**

- Vice President of Advocacy and Development or alternate Board Member
- 5 -7 additional SLA members
- 1 - 2 members of the SLA Programming Committee
- SLA Program Coordinator will provide support to the committee Chair
- The committee will choose a chairperson.

**Liaison to the Board:**

- The Vice-president of Advocacy & Development is liaison to the Board

**Term:**

- The project development will take 8-12 months following the wrap-up of the previous program for the preparation for the next project.
- The program is in the month of March each year.

**Duties:**

- Duties as per the Terms of Reference below
- Develop a list of sponsors and grants appropriate for the committee or individual organizations
- Apply for funding grants and send sponsorship request letters
- Liaise with the One Book author, publisher, and alternate format vendors
- Recruit volunteers to work on various committees
- Develop a list of suggested programming opportunities and a reading discussion guide
- Develop a marketing and promotion plan, distribute all marketing

materials and media communications

- Write a report to discuss the project outcomes for the Annual Report  
Provide reports to the Board by written reports submitted to the Executive Director one week before meetings

## **Terms of Reference**

### **One Book One Province Saskatchewan**

Program Description: One Book One Province is a province-wide community reading event that encourages Saskatchewan residents to read/listen to and discuss a book that is selected by SLA. The program is intended to interest a wide range of readers but targets a youth/adult audience.

Library communities determine how they will celebrate One Book One Province and may apply to SLA for limited funding for specific purposes (e.g. additional tours, events in addition to author readings, food). The program partners with the Saskatchewan Writers Guild (SWG) to host a number of author readings in communities. Specific events may have other partners.

#### Program Objectives:

- Promote and encourage literacy;
- Create a sense of community through book-focused social interaction;
- Encourage reading and contribute to a reading culture;
- Support life-long learning; and
- Promote cultural awareness.

#### Program Management:

The One Book One Province Program is led by a committee made up of 6-8 volunteer SLA members, including 1- 2 members of the program committee and the Vice- President of Advocacy and Development and supported by the SLA Program Coordinator. The Program Coordinator submits regular reports to the Board of Directors for information sharing and decision making purposes. The Committee Chair prepares an annual report for the Board of Directors following the One Book One Province events.

Operational matters including budgeting, dispersal of funds, financial management are the responsibility of SLA office staff. The SLA program coordinator will prepare a letter to the selected author that outlines roles, responsibilities, timeframes and other matters that may be relevant for a particular selection. Media inquiries regarding the program or a project will be screened by the program coordinator and provided to the President of SLA who will determine who will respond.

### Criteria and Process for Book Selection:

The following criteria are used when the Committee decides on a book nomination.

The author must:

- be a Saskatchewan writer
- be available to participate in planning as well as the March events
- be a member of the Saskatchewan Writers' Guild or willing to take out a membership in SWG and
- follow Saskatchewan Book Awards definition of a Saskatchewan Writer ( as per residency requirement)

The book must:

- generate discussion and encourage the exchange of ideas
- be appealing to a broad range of readers of varying ages, literacy levels, and life experience ( though adult and youth are the primary audience)
- be readily available for purchase
- be available in as many formats as possible (paperback, large print, e-book, audio, CD) and
- be available in libraries across the province.

### Selection process:

The One Book One Province Committee will consider selections in accordance with the above criteria and program objectives. One - 2 committee members must have read titles that are proposed for a short list. A short list should have at least 2 titles.

The shortlist of selections in order of priority will be submitted by the Program Coordinator to the Board of Directors. A brief description will be included with each title. This description should include any cautions regarding availability of formats for the book, explicit content, language etc. Board will approve the list of selections. The President will advise the committee of the board's final decision and the authors will be notified by the Program Coordinator in order of priority. The program coordinator will contact the author and publisher to determine their availability/interest in participating. If the first author cannot commit, the second author/publisher will be contacted. The President will send a formal letter to the selected author. All OBOP Committee members will have read the selection prior to program planning.

### Timeline:

A detailed timeline and standing work plan is available. Milestones in the timeline include:  
January/February: Create a list of prospective titles for the following year, select a

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shortlist of 2-3 titles (with brief descriptions) prioritized, contact with the respective publishers regarding availability of print and e-book; contact with authors regarding availability and commitment to the program.

March/April: Final selection and theme for following year is determined, author and publisher are contacted, and grant opportunities are considered.

Committee Chair prepares and presents a report to the board on current year program.

May: announcement of book selection is made at the Saskatchewan Libraries Conference.

March 2019

Updated June 12, 2019, August 2019 and October 27, 2020

### **5.13 Communications Committee**

**Name: Communications Committee**

**Membership:** Vice-President of Engagement and Communications, one Member at Large, and 2-3 SLA members; the Executive Director ex officio.

**Chair:** Committee elects its own Chair from among its members

**Liaison to the Board:** Vice-President of Engagement and Communications,

**Term/Timelines:**

- One year term, starting in June
- Timelines:
  - Ongoing work year-round
  - Newsletters are published quarterly
  - Reports at each Board meeting

**Duties:**

- Advises Executive Director on communication with members and external entities, on behalf of the Membership
- Identifies issues, events, and trends of interest to the membership, through regular communication with other SLA committees and with other library associations
- Gathers member input and helps to create newsletter content
- Advises executive director on draft changes to publications policies and guidelines before they go to the board



**Terms of Reference:**

- Reports to the Board at each Board meeting by written report sent to the SLA Office one week prior to SLA Board meetings
- Membership of the committee shall be, as much as possible, representative of the various types of libraries, library workers and geographic areas of Saskatchewan
- Reports to the membership in the Annual Report, in preparation for the Annual General Meeting
- Committees must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a committee and Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend
- The President is an ex-officio member of all committees
- Archival material shall be sent to the executive director when specific projects are complete
- On termination of his/her office, the chair will transfer the records of his/her committee to the incoming chair or to the executive director

**Subcommittees:** Ad hoc committees when needed

**5.13.1 Website and Social Media Subcommittee**

**Name:** Website and Social Media Subcommittee (A subcommittee of Communications)

**Membership:** Vice-President, Engagement and Communications, one member of the Communications Committee, Executive Director, and administrative assistant as required

**Chair:** Vice-President, Engagement and Communications

**Liaison to the Board:** Vice-President, Engagement and Communications

**Term/Timelines:**

- One year term, starting in June
- Timelines:
  - Ongoing work year-round
  - Reports at each board meeting

**Duties:**

- Provide oversight to association's web site and social media platforms

- Ensure consistency, continuity, and content accuracy
- Editor for the website and social media will be decided upon by this committee

#### **5.14 Ad Hoc Committees**

- Ad hoc committees shall be formed either (1) by the membership at a general meeting, or (2) by the SLA Board
- Each ad hoc committee will have a specified mandate, chair, timeline, composition, reporting function, and other functions to be determined at the point of creation
- The President is an ex-officio member of all committees, and the Executive Director will assist with resources and support
- Upon completion of appointed tasks, ad hoc committees shall make final reports to the SLA Board on their actions, and unless otherwise instructed by the Board, shall then be dissolved
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director
- Whether or not an ad hoc committee has fulfilled its mandate, it may be dissolved at any time by the committee on its own recommendation, or by the SLA Board

#### **5.15 List of Representatives to Outside Bodies**

Multitype Library Board - (2-year term)

Sask Polytechnic Library and Information Technology Program Advisory Committee - (3-year term)

University of Regina Senate - (3-year term)

University of Saskatchewan Senate - (3-year term)

Willow Awards - Saskatchewan Young Readers' Choice Awards (SYRCA) – (annual)

Saskatchewan Book Awards (annual)

CFLA-FCAB Board Member for Prairie Provinces (2 year term ending 2024)

CFLA-FCAB – Indigenous Matters Committee (Standing Committee)

CFLA-FCAB – Copyright Committee (Standing Committee)

#### **5.16 CFLA-FCAB – Prairie Provinces Representative (Revised Feb. 2018)**

**Name:** CFLA-FCAB Board Member for Prairie Provinces

**Membership:** Representatives who will serve alternating 2 year terms between the Manitoba Library Association (MLA) and the Saskatchewan Library Association (SLA) as

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a member of the CFLA-FCAB Board of Directors

**Term/Timelines:**

- Two year term, starting at CFLA-FCAB AGM (MLA provides first 1 year term with the 2 year alternating terms then starting in Feb 2018)
- Timelines:
  - Ongoing work year-round
  - Represent both associations at the CFLA-FCAB table
  - The nominee will be selected by the association whose turn it is according to the associations' criteria, with sufficient time to be endorsed by both association's boards, and submitted to CFLA-FCAB prior to the deadline for nominations.

**Duties:**

- Fulfills the role of the Prairie Provinces Representative on the CFLA-FCAB Board of Directors.
- The nominee shall be an ex officio board member to SLA, (in some instances the representative may be a board member)
- Advises the SLA Executive Director and the board on communication with CFLA-FCAB, MLA, and external entities, to be shared with the Membership
- Identifies issues, events, and trends of interest to the membership, through regular communication with both the SLA and MLA Boards to communicate to CFLA-FCAB

**Process for Nominee Selection:**

- The SLA Board will strike a selection committee to put out the call in a timely manner and to review candidates and make a selection of a nominee to be endorsed by both the MLA and SLA Boards of Directors
- In the event that the candidate is a current Board member, they would be given first consideration
- The candidate meets the required qualifications:
  - be a current or outgoing board member; past board members; or highly active committee members;
  - an individual member of SLA in good standing;
  - library experience is an asset;
  - be available for regular CFLA-FCAB board and committee meetings, and the communication requirements to both MLA and SLA;
  - May be possibly assume a role as an ex officio board member in SLA or a board member in MLA;
  - Will be expected to attend the conference of the other association; and
  - Available to attend some board meetings, and provide reports;

**Terms of Reference:**

- Reports to the Board at each Board meeting by written report or minutes of committee meetings will be sent to the SLA Executive Director two weeks prior to

### SLA Board meetings

- The representative must be an individual member in good standing in SLA; with the nomination approved by the SLA and MLA boards. SLA nominees will have significant knowledge of the work and issues related to SLA and experience
- Annual reports are submitted to the membership of both associations prior to their respective Annual General Meetings
- Representative must submit proposals with expenses to the boards of both associations for prior approval if the association(s) is to assume financial responsibility for expenses that may be incurred in the fulfilling of the role (i.e. visit to the partner province to meet with board, membership, etc.)
- On the end of the term of office, the representative will transfer the records of this term to the executive director of SLA and the MLA board