

# Librarians and Archivists Committee

## Terms of Reference

*Revised: April 2012*

### **Mandate**

There shall be a UBC Faculty Association Librarians and Archivists Faculty Committee which will be a standing committee of the UBC Faculty Association Executive Committee. The Committee's mandate is to keep informed of the affairs of the Library and bring to the attention of the Association matters that directly concern Librarians and Archivists on the implementation of the Collective Agreement. The Committee shall also act as a forum for ideas regarding internal library matters put forth by Librarians and Archivists, and promote and encourage means of continuing education and professional development for Librarians and Archivists. The Committee reports to the Executive Committee and carries out its activities subject to the approval of the Executive Committee.

### **Chair of the Committee**

The Chair of the Committee will be elected for a two year term, beginning July 1 following the election. The Chair of the Librarians and Archivists Committee shall be responsible for ensuring the duties of the Librarians and Archivists Committee are carried out in accordance with its terms of reference. The duties of the Chair shall include holding regular meetings; chairing all meetings of the Committee; coordinating orientations, resources, materials and training for members of the Committee; and reporting on the activities of the Committee to the Executive Committee in monthly and annual reports and contributions to planning retreats. The Chair shall forward communication – initiatives, requests for staffing, or requests for budgetary support to the Faculty Association President for consideration and further approvals if necessary.

### **Members of the Committee**

At the beginning of an elected term of office, the Chair shall make a public call for volunteers to serve on the Committee. The Chair shall attempt to ensure the Committee has broad representation from across the Library. The Executive Committee shall be provided with and approve the names of the members of the Committee. The Faculty Association President shall be an ex-officio member of the Committee.

### **Terms of Office**

Members will normally serve for one year, renewable. Any member of the Committee may resign upon giving written notice thereof to the President. Any vacancies which occur on the Committee shall be filled by the Executive Committee on the recommendation of the Librarians and Archivists Committee within a reasonable time.

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### Scope of Duties

- Attend regular committee meetings and meet timelines associated with committee work
- Actively support the planning, implementation and evaluation of the committee's activities in carrying out its mandate
- Monitor and assess ongoing librarian and archivist issues at UBC in order to contribute to agenda and discussion items
- Serve as liaison and committee representative at the member's department or unit and report back on issues
- Assist the Chair in recruiting suitable volunteer members for the committee.

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