



Roles and responsibilities of the Professional Committee

Professional Committee

IFLA's Professional Committee (PC) ensures coordination of the work of all the units within the Federation responsible for professional activities, policies and programmes (Sections, Core Activities, and Special Interest Groups SIGs).

The Committee consists of the PC Chair, the five Chairs of the IFLA Divisions, two members elected from the Governing Board, the Chairs of the CLM and FAIFE Committees and others as determined in the Rules of Procedure, one additional co-opted member, if appropriate, for specified purposes and limited times, IFLA's President-elect ex officio, and IFLA's Professional Programmes Director who serves as its Secretary, ex officio.

Members of the Professional Committee are also members of the IFLA Governing Board.

Chair, Professional Committee

- Establish the PC meeting agenda in collaboration with IFLA Headquarters
- Chair the PC meetings
- Represent IFLA in meetings and events
- Monitor activities and issues in IFLA's 5 Divisions
- Monitor professional communication within the Divisions (newsletters and professional units' web pages)

Chairs, IFLA Divisions

The Division Chair represents the interests of the sections, Special interests groups (SIGs) and core activities that make up each of the 5 IFLA professional divisions. Their tasks include coordinating the activities of their professional units as well as representing their interests at the Professional Committee meetings and at IFLA Headquarters. They need to facilitate good two-way communication. More precisely, their responsibilities are:

During the year:

- Monitor and advise on conference programs proposals (making sure the appropriate proposals are submitted, controlling Sections who have not submitted proposals, controlling the content and conference trends)
- Monitor and advise on project proposals according to the PC projects criteria
- Monitor and advise on satellite meeting proposals
- Monitor the work of Division' Sections officers (Newsletters, Web pages, programme and project proposals)
- Establish working groups to address issues related to the division

During the IFLA annual conference

- Chair the Division Leadership Forum
- Attend Standing Committee meetings
- Monitor the Sections, SIGs and Core Activities programmes during the conference (attendance, organization, infrastructure...)
- Attend the Professional Committee and Governing Board meetings
- Represent IFLA in meetings and events

At the Professional Committee meetings

- Discuss issues of the Professional Committee (Congress professional programmes, finances and projects, IFLA professional programme and professional structure, IFLA publications)
- Vote on resolutions concerning Professional Committee matters
- Chair and or participate in working group established by the PC
- Represent IFLA in meetings and conferences

Tools:

- Pages on the IFLA website
- Mailing lists
- Newsletters

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