



IFLA KM Section Leaders Team: Roles and Responsibilities

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Purpose

- To describe the composition of KM Section Leaders Team (KM Leaders) based on IFLA Section Offices document.
- To define and to clarify roles and responsibilities of KM Leaders.
- To clarify the selection procedure for KM Leaders.
- To use this document as guidance for Puerto Rico KM Section election and new leadership establishment.

1. Composition of Knowledge Management Section Leaders Team (KM Leaders)

Composition:

- IFLA elected Section Officers
 - Chair (IFLA Officer),
 - Secretary (IFLA Officer),
 - Treasurer (assumed by Chair or Secretary),
- Leaders recommended by SC Chair, approved by SC (may be combined as needed)
 - Information Coordinator/Web Editor,
 - Information Coordinator/Newsletter Editor,
 - Conference Program Committee Chair,
 - Special Project Leader,
 - Satellite Program Chair (when a satellite meeting is being planned)

2. Roles and Responsibilities of KM Leaders

- Chair -- see IFLA document (Appendix)
- Secretary -- see IFLA document (Appendix)
- Treasurer -- see IFLA document (Appendix)
- Information Coordinator/Web Coordinator -- edit KM website and manage its content; coordinate social network (Facebook, Twitter, LinkedIn, etc); provide timely KM web content updates; point of contact with IFLA HQ webmaster; assist other section members prepare website material for posting; etc.
 - Information Coordinator/Newsletter Editor -- edit and prepare for publication the KM newsletter and KM Leaflet; assist others prepare special section publications, as needed, such as satellite meeting paper sets, etc. Conduct special interviews and assure cross-cutting section communication and engagement.
 - Conference Program Committee Chair -- responsible for all annual programming related activities: recruit and form the Program Committee; call for paper/participation, recruit speakers, organize presentation panel.
 - Special Project Leader -- responsible for sponsored/approved special program, e.g., KM Web Resource Portal: establish and form taskforce team; manages the project related resources and activities, etc.
 - Satellite Program Committee Chair (when a satellite program is being planned) -- responsible for satellite program related activities: recruit and form the Satellite Program

Committee; call for paper/participation, recruit speakers, organizes presentation panel; publish proceedings (optional).

3. Selection procedure of KM Leaders

- Chair and Secretary are elected by section's Standing Committee (SC), per IFLA policy
- Treasurer: assumed by section Chair or Secretary, per IFLA policy
- All other KM Leaders are recommended by Chair, approved by SC at annual conference or via email

Appendix

Roles and Responsibilities of IFLA Sections Officers and those of Treasurers, Information Coordinators/Web Editors, Special Interest Group (SIG) Convenors Sections

<http://www.ifla.org/files/hq/officers/documents/officers-role-and-responsibilities-2010.pdf>

Sections are the primary focus for IFLA's work in any kind of library or information service type or category, or in a region. The IFLA Sections are grouped into five Divisions.

Sections consist of IFLA members who have registered for particular sections. The work and development of each section is ensured by a Standing Committee which has no fewer than 10 and no more than twenty (elected) persons. Members of Standing Committees are expected to contribute to the work of the Committee by:

- contributing actively to ideas for projects, conference programmes and helping to realise them;
- assisting in the production of a newsletter and other information tools;
- promoting participation in the section by people in different parts of the world.

Each Standing Committee elects a Chair and a Secretary (known as Section Officers); the role of Treasurer is preferably assumed by one of them. An Information coordinator/Web editor is appointed by the Standing Committee (does not have Officers status).

Section Officers collaborate in the management of their Standing Committee. Their tasks include coordinating the activities of their Section and monitoring the activities of Special Interests Groups (SIGs) sponsored by the Section. They are also expected to represent the Section Standing Committee at the Leadership Forum of the Division held during the IFLA Annual Conference. Following are the tasks generally assigned to the Section Chair and Secretary.

Chair, IFLA Sections

The responsibilities are generally as follows:

During the year:

- Monitor or prepare and submit conference programme proposals to IFLA HQ on behalf of the Standing Committee according to IFLA deadlines and documentation
- Prepare and submit project proposals according to the Professional Committee (PC) projects criteria according to IFLA deadlines
- If serving as Treasurer, manage (with the Secretary) the Section's budget (administrative and project money) and ensure that the budget is used during the year
- Submit and coordinate (together with the Secretary) the Section's programme at the annual Congress
- Prepare (with Secretary) agendas and documentation for Standing Committee meetings
- Submit Section annual or bi-annual action plan (formerly strategic plan) on behalf of the Standing Committee to IFLA HQ according to IFLA deadlines and documentation.
- Monitor the work of the Section's Information coordinator/web editor (newsletters, web pages and other information sources)
- Monitor the work of the Section's working groups (projects, publications, conferences, satellite meetings), including PC funds allocated to Section's projects and project reports

- Lobby and recruit new members for the Section and Standing Committee
- Represent IFLA (Section) at meetings and events
- Responsibilities can be delegated and shared as the Officers and the SC see fit.

During the IFLA annual conference

- Chair the Section's Standing Committee meetings and organise these so that SC members feel free to voice their opinions and ideas
- Run an open and transparent meeting where observers feel welcome
- Chair (or delegate) the Section's open programme
- Attend Division Leadership Forum meetings
- Attend the Officers Training session
- Monitor the Section's SIGs programme during the conference (attendance, organization, infrastructure...)
- Organize elections (Officers) in election year
- Network with other SCs on collaborative efforts

Secretary, IFLA sections

The responsibilities are generally as follows:

During the year / IFLA Annual Conference:

- Prepare and submit minutes to Standing Committee members and observers and post them on the Section's webpage
- Update Standing Committee members address details and maintain (in close cooperation with IFLA HQ) the Standing Committee roster and email lists
- Maintain attendance records for Standing Committee members at meetings
- Prepare and submit Satellite meeting proposals to IFLA HQ according to IFLA deadlines and documentation
- Prepare and submit the Section's annual report to IFLA HQ according to IFLA deadlines and documentation
- If serving as Treasurer, manage (with the Chair) the Section's budget (administrative and project money) and ensure that the budget is used during the year
- Submit and coordinate (together with the Chair) the Section's programme at the annual Congress
- Prepare information for Information Coordinator / Web Editor
- Represent IFLA (Section) at meetings and events
- Assist Chair in his / her responsibilities
- Responsibilities can be delegated and shared as the Officers and the SC see fit.

Treasurer, IFLA sections (not an Officer if not Chair or Secretary)

The role of Treasurer is preferably assumed by the Chair or the Secretary.

The Treasurer's responsibilities are generally as follows:

- Manage the Section's budget (administrative and project money) and ensure that the budget is used during the year
- Prepare and submit the Section's financial report to IFLA HQ according to IFLA deadlines and documentation

Information Coordinator / Web Editor (not an Officer)

- The responsibilities are generally as follows: Publish Section newsletter (2 issues annually)
- Maintain and update the Section's web pages
- Publish Section leaflet

Special Interest Group (SIG) Convenor (not an Officer)

The responsibilities are generally as follows:

- Convene the meeting of the SIG during the annual conference Publish Section newsletter (2 issues annually)
- Attend the meetings of the sponsoring Section's Standing Committee at each Congress during his/her term of office and report on the activities of the SIG
- Attend the meetings of the Division Leadership Forum

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