



## **Roles and Responsibilities of IFLA Standing Committee (SC) Members**

### **And Special Interest Group (SIG) Conveners\***

*\* These guidelines, which contain a section about the role of the SIG convener, are written primarily for the Officers and SCs of IFLA Sections. However, it is recommended that SIGs develop a structure around the convener to assist with, for example, the calling of meetings during the year and recording of the outcomes, updating the SIG's website, developing ideas for and carrying out projects, and helping with communication within and outside the SIG.*

Members of Standing Committees (SCs) are expected to contribute to the work of the Committee by:

- Developing projects, contributing to the development of the Section's subject area through guidelines, standards and other activities;
- Being experts in their subject area;
- Assisting in the communication of the work of the Section, for example, via the website or social media, or by assisting with translations;
- Contributing ideas for conference programmes and events, and helping to realize them;
- Encouraging participation and membership in the section.

SC members who fail to attend two consecutive meetings of the committee without reasonable explanation shall be deemed to have resigned (Rule R18.26) and can be replaced by the unsuccessful candidate with the highest number of votes in the last election, or, if no such candidate exists, by a person co-opted by the SC Chair (Rules R18.24 and R18.25).

Each SC must elect a Chair and a Secretary (known as Section Officers) and appoint an Information Coordinator (IC)/Web editor (who does not have Officers status) from within the membership of the SC. The SC may choose to appoint other members to other roles. Responsibilities can be delegated and shared as the Officers and the SC see fit.

The Officers, and other SC members, may be called upon to contribute to IFLA's strategic initiatives on the basis of their expertise in the Section's subject area.

### **Responsibilities of all SC members**

SC members:-

- Are elected in a personal capacity and do not represent any Member which nominated them, nor their employer, or other affiliation;
- Attend meetings of the SC (with no cost to the Federation) or give reasonable explanation as to why they cannot attend;
- Participate in and contribute to the work and activities of the SC, its working groups and sub-committees;
- Assist with the translations of web pages, conference papers, and other documents where appropriate;
- Respond to requests from IFLA HQ for advice, representation at meetings, etc.

- Encourage participation in the Section by people in different parts of the world, by identifying potential new candidates and corresponding members.
- Help to keep members of the Section informed about planning and progress.

### **Responsibilities of the Chair**

The Chair leads the Section in developing activities, action plans, and projects. They chair the meetings of the SC and encourage members to voice their opinions and ideas. Requirements for convening meetings are specified in the Rules of Procedure.

- Responsible for administration and communication within the section:
  - (With the Secretary) Propose the SC meeting agenda;
  - (With Secretary) Draft action plans and annual reports for discussion and approval by the SC;
  - (With the Secretary) Seek agreement from the SC on decisions and submit the relevant documentation to IFLA HQ according to the relevant deadlines indicated, e.g. project proposal submissions, Administration Funds requests, congress programme proposals and final details;
  - Authorize reimbursements from the Section's Admin or Project funds (this can also be done by the Secretary);
  - Participate in discussions and meetings with the Division Chair and other sections across the Federation;
  - Ensure members of the Section are informed about planning and progress of the SC's activities.
- Ensure good governance of the section:
  - Monitor the work of any sponsored Special Interest Groups;
  - Arrange for the replacement of any resigned SC members, and appointment of corresponding members;
  - Attend all relevant meetings of Divisions and Officers (during Congress);
  - Organize elections (of Officers) at the end of their term; hand over relevant information to the new Chair.
- Together with the SC, organize the Section's Action Plan and form sub-committees, where needed, to carry out their work.
- Is eligible to stand for election as Division Chair at the end of their term.

### **Responsibilities of the Secretary**

- Responsible for administration and communication within the section:
  - Assist the Chair in his / her responsibilities and stand in for the Chair when the Chair is absent;
  - Take minutes of SC meetings and after approval by the SC have them posted online;
  - Maintain attendance records for SC members at meetings;
  - Check the dates and deadlines issued by the Professional Committee and ensure the Section responds in time;
  - Authorize reimbursements from, and track the status of, the Section's Admin and Project funds (the Chair may also authorize reimbursements);
  - Participate in discussions and meetings with the Division Chair and other sections across the Federation;

- Assist the Information Coordinator in identifying news and information to post online.
- Ensure good governance of the section:
  - Ensure updates to SC members' details are recorded at HQ and on the Section's website;
  - Attend all relevant meetings of Divisions and Officers (during Congress);
  - Hand over relevant information to the new Secretary at the end of their term.
- Is eligible to stand for election as Division Chair at the end of their term.

### **Responsibilities of the Information Coordinator / Web Editor (not an Officer)**

- Maintain and update the information on the Section's web pages on a regular basis with news from the Section including Section events, midterm meetings, projects, guidelines and standards, case studies from members, and so on;
- Ensure that all web content is accurate and up-to-date;
- Ensure that regular reporting such as agendas, minutes, Action Plans, Annual Reports, information about the WLIC Call for papers and session information, etc. are made available on the Section web pages;
- Serve as the main contact between SC members and IFLA HQ concerning web matters;
- Encourage contribution of content by SC members;
- Manage the Section's blog and other social media presences in accordance with guidelines from IFLA;
- Attend the Information Coordinators' session during the Congress.

### **Responsibilities of the Special Interest Group (SIG) Convener (not an Officer)**

The convener leads the SIG in developing activities throughout the year; they convene the meeting of the SIG during the annual conference and encourage members from across the Federation to voice their opinions and ideas. They may develop, or contribute to guidelines, standards, or other activities in coordination with their sponsoring section. They can form a small committee to coordinate their work together with other SIG members;

- Convene the meeting of the SIG during the annual conference;
- Coordinate the SIG's activities during the year;
- Make requests via the Sponsoring Section for Admin or Project Funds to support the work of the SIG;
- Maintain and update the information on the SIG's web pages, creating new pages and posting new documents when relevant;
- Create announcements for news about the SIG or about the SIG's topic;
- Manage the SIG's mailing list, blog and other social media presences in accordance with guidelines from IFLA;
- 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 all relevant meetings of Divisions and Officers (during Congress);
- Report to the Sponsoring Section when the SIG is reviewed.

They may be called upon to contribute to IFLA's strategic initiatives on the basis of their expertise in the SIG's subject area.

### **Other possible SC positions**

Other positions are suggested – any SC member may take on one or more of these roles and the SC may also identify other roles for their members:

- **Vision input coordinator.** This person would attend relevant vision meetings at the WLIC and report back to the SC. They would help to coordinate any discussions, keep track of the development of the Section’s vision-related work and ensure the Section responds in time with input to discussions.
- **Congress planning committee** (see documents at <http://www.ifla.org/officers-corner/key-documents#papers>)
  - **Congress session coordinator:** prepares call for papers, liaises with speakers and other members of team;
  - **Congress programme committee or paper selection panel members:** selects papers for presentation and invites speakers, gives suggestions to speakers for contents of presentations.
  - **Congress paper editor(s):** ensures author form is signed and submitted for each paper, checks format of submitted papers matches correct template and style, submits papers to IFLA HQ for upload to repository.
  - **Chair of congress session** (often the Chair of the Section): contacts selected presenters to discuss the timing and organization of the session, introduces speakers, keeps programme on track during session, when simultaneous interpretation is provided makes sure that speakers provide their papers in advance and that they speak slowly and clearly.
  - **Reporter(s)** (for example, to write a summary of a WLIC session, see below in Communications Team).
- **Satellite meeting organizing team** (see 2014 Satellite Meeting guidelines on the Conference Related Information page: <http://www.ifla.org/officers-corner/conference-information>)
- **Project coordinator or SC project liaison** (to report on or coordinate relevant project to be agreed by the SC);
- **Communications team** (to support and work in collaboration with the Information Coordinator);
  - **Blog and social media communicator;**
  - **News editors** (to collect and write news stories);
  - **Web editor**
  - **Mailing list administrator(s);**
  - **Reporter(s)** (for example, to write a summary of a WLIC session, or other event).
- **Section membership recruitment team** (to help with succession by identifying and recruiting new Section members and potential new SC members, arranging mentoring and induction to the Section’s work).
- **Translator(s)** (for example, for Section documents and congress papers).

- **Mid-term meeting host organization.** This role might change hands each year depending on the location of the meeting.
- **Outgoing Chair and Secretary.** Once a Chair and Secretary have come to the end of their term, they may still be serving members of the SC. They may therefore have a role in assisting the new Chair or Secretary and helping them understand and carry out their responsibilities. Chairs and Secretaries that leave the SC at the end of their Officer's term are still expected to help with this succession. There is no official role of Co-Chair or Co-Secretary, although a Section may wish to use these roles as assistants who are therefore mentored for a possible future role in these positions. Remember, these positions cannot be filled in advance of a term - only those SC members that are either in the middle of their term, or are starting their term, can nominate, be nominated and vote for the new Chair and Secretary every two years.

### **Corresponding Members**

Each Section SC may also appoint up to five Corresponding Members, each with a two-year term, once renewable on decision of the Chair. Their role is to represent countries which might not otherwise be represented, or to provide expertise in a specific subject field that is missing from the SC. They do not have voting rights in SC meetings but are entitled to speak and participate. They do not contribute to the quorum.

The SC might appoint corresponding members to work on particular projects, or to provide input on certain activities.