

THE ALBERTA LIBRARY

Terms of Reference

Advocacy Standing Committee

Type of Committee

Standing

Purpose

The Advocacy Standing Committee ensures that The Alberta Library (TAL) mission is understood. The Committee ensures that plans are developed for effective advocacy.

Responsibilities

- To raise awareness of the community and the Board as to the mission, value and importance of TAL.
- To advise the Board and members on matters relating to government relations, with particular attention to issues of interest to TAL.
- To ensure response to provincial and national issues that affect TAL.
- To inform and make recommendations to key government officials and others about issues affecting TAL.
- To encourage advocacy training.
- To develop strategies that will support the long-term health and wellbeing of TAL.
- To ensure an effective communications program.
- To develop and review the annual plan of action for Advocacy.
- To recommend recipients for the TAL's outstanding service award.

Budget

The Advocacy Standing Committee has a budget allocation in the operating budget. Members are reimbursed for all meeting expenses.

Membership and Composition

- The Executive Committee appoints members for up to a two-year term.
- A member of the Executive Committee shall serve as a member of the Advocacy Standing Committee. The Chair of the Committee shall be selected by the membership of the Committee.
- The preferred composition of the Committee is 3-5 members.

- The Chief Executive Officer of TAL is a non-voting member and acts as Secretary to the Committee.
- The TAL Communications Director acts as a resource to the Committee.
- The Advocacy Standing Committee will appoint a representative to the Strategic Alliance for Library Advocacy.

Reports

Recommendations will be sent to the Executive Committee. An annual action plan will be prepared and submitted to the Executive Committee.

Meetings

There will be four (4) meetings per year. Meetings may be in person, conference calls or online. Additional meetings may be called by the Chair of the Committee. A quorum shall be at least two individuals present in person or via other means of communication.

Evaluation

Evaluation of the Committee shall be carried out annually by comparing the activities of the Committee with Terms of Reference and the action plan. The Terms of Reference will be reviewed before the Spring Board Meeting.