

THE ALBERTA LIBRARY

Terms of Reference

Post-secondary Library Directors Standing Committee

Name:

Post-secondary Library Directors Standing Committee (PLDSC)

Type:

Standing Committee reporting to the TAL Board of Directors

Purpose and Mandate:

The PLDSC is an elected body that provides leadership to the Post-secondary Library Director members of TAL, (see appendix A). In accordance with the mission and vision of TAL, the PLDSC supports learners throughout the province by strengthening the Post-secondary Library system. The PLDSC accomplishes this through cooperative planning, information sharing, and collaborative initiatives.

Responsibilities:

Ensure consultation and information sharing with respect to needs, issues, opportunities and priorities by calling meetings of all post-secondary TAL member library directors at least a minimum of two times per year. Develop goals and initiatives for the post-secondary library community that inform, complement and advance the TAL strategic plan. Seek funding opportunities that support the purpose and mandate of the committee. From time to time initiate ad hoc groups to accomplish specific tasks defined by the Post-secondary Library Directors meetings.

Authority:

The Standing Committee operates within the governance and financial policies and procedures of TAL. The Chair of the Standing Committee will be a member of the Executive Committee of TAL.

The Standing Committee will operate within the guidelines established for other TAL standing committees.

The PLDSC strategic plan and budget will be submitted to the Board for approval.

Board approval of the PLDSC strategic plan and budget is conditional upon a 51% vote in favor from the TAL Post-secondary Library Directors. The PLDSC is empowered to make decisions on initiatives and actions that are within the budget allocations and the approved plan.

Budget:

During the start-up phase the libraries have agreed to self fund until a model for financial support has been determined.

Membership and Composition:

The standing committee shall be composed of:

3-5 members nominated from the Post-secondary Library Directors members of TAL for a two year staggered term.

Every effort will be made to ensure a broad representation from the Post-secondary Library membership.

The chair of the Standing Committee shall be selected from the membership of the Standing Committee and shall serve a two year term and be acclaimed as a member of the TAL Executive Committee.

The CEO of TAL is an ex-officio member of this committee. TAL will provide staffing and administrative support as required.

Reports:

The chair of the PLDSC will provide reports and updates at meetings of the, the Board of Directors and the TAL Executive Committee.

Meetings:

In order to ensure that the strategic directions of the Post-secondary Library Directors are accomplished, the PLDSC will meet a minimum four times annually.

Minutes of each meeting will be recorded.

Evaluation:

The work of the Committee shall be evaluated against the TAL strategic plan and the PLDSC terms of reference.