

PLWA Advocacy Standing Committee Terms of Reference

Purpose:

To support the implementation of the PLWA Strategic Plan by:-

- Advising the PLWA Executive on strategies for the key priority area of advocacy; and
- Providing leadership in advocacy matters to the PLWA general membership.

Scope:

- Provide advice and leadership on matters relating to advocacy and promotion of the profession, with particular reference to state and federal budgets and elections;
- Work towards greater representation by PLWA on various boards and committees both at the state and national level including other library sectors and other industries and associations;
- Develop key policy and position statements on matters pertaining to WA public libraries;
- Contribute to the state and national vision of stronger, better resourced public libraries; and
- Identify and create sub committees/working groups as required and subject to the endorsement of the Executive Committee.

Relevant Goal:

Represent and advocate WA public libraries at the state and national level.

Membership:

The Standing Committee will comprise 3 members of the Executive Committee. External representatives can be invited to join the Standing Committee on a temporary basis, as required.

This also allows for outgoing Executive Committee members to stay on a Standing Committee if needed.

Executive Committee endorsement of external representatives is required via a face to face or teleconference meeting.

Terms of Office:

Executive Committee members will be on their elected Standing Committee for the full term of their office, as a PLWA Officer Bearer.

External members will be on the Standing Committee as required and for no longer than 1 year.

Communication:

The Standing Committee will meet at least four times per year. The Standing Committee shall meet electronically, via teleconference or face to face, as required.

The Standing Committee Chair will report to each PLWA executive meeting on the work of the Standing Committee. The Standing Committee may refer matters of interest or concern to the PLWA executive committee for discussions/decisions.

All meetings and associated minutes remain confidential to the Executive Membership until endorsed by the Executive Committee at a subsequent face to face or teleconference meeting. Key messages will need to be circulated to the membership via the website,

meetings and/or electronic distribution lists. Full minutes will be stored confidentially on the PLWA website.

Review:

The Standing Committee and its Terms of Reference should be reviewed annually when the new Executive Committee is elected.