

PLWA Leadership Standing Committee Terms of Reference

Purpose:

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

- Advising the PLWA Executive and PLWA members on strategies for the key priority area of leadership;
- Creating opportunities for the professional development of the membership; and
- Promoting excellence in research, workforce development and standards of professional education.

Scope:

- Deliver and provide an ongoing review the existing model of conferences and other professional development opportunities as well as possible income generation (including awards, seminars, functions, training programmes, satellite events) and make recommendations for the future;
- Evaluate conference outcomes and ensure the transmission of knowledge learnt to future PLWA conference committees;
- Identify professional development (training) and mentoring opportunities including in collaboration with other organisations and agencies (e.g. academic institutions);
- Develop and implement strategies that recognise the achievements of members through awards;
- Identify research projects (independent or in collaboration) to benefit the membership and the profession; and
- Identify and create sub committees/working groups as required and with the endorsement of the Executive Committee.

Relevant Goal:

Provide leadership and mentoring to WA Public Librarians; and to support WA Public Librarians' professional development

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.

The President of PLWA is to be included on the PLWA conference planning committee which is an ongoing subcommittee of this standing committee.

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.