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| **PLWA – Libraries, Literacy & Learning Group (LLLG)** |
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**TERMS OF REFERENCE AND PURPOSE**

The aim of the Libraries, Literacy and Learning Group is to offer professional development by identifying and sharing best practice in the development, delivery and evaluation of literacy and learning programs in public libraries in Western Australia.

**Key Responsibilities**

* Encourage best practice in literacy and learning programs, services development and delivery by providing a venue for communication, collaboration, sharing ideas and new initiatives.
* Discuss and share information on programming and event issues that impact on the provision of services.
* Represent and advocate for Literacy and Learning Programs and service development needs on PLWA sub committees and within other professional library networks.
* Assist PLWA when requested, by providing input on issues relating to the delivery of Literacy and Learning Programs and services, or in rolling out or researching applicable projects.
* Identify and provide training opportunities to educate and improve efficiencies and outcomes.
* Develop and maintain communication channels to share information and support members.

**OPERATING GUIDELINES**

**Membership**

* Nominations are invited on a biennial basisto elect a Chairperson and Vice Chairperson of the LLLG. An election will be held at the first meeting after the PLWA Annual General Meeting.
* A PLWA Executive member will be on the committee in a mentor role. Core committee positions will be financial members of PLWA.

**Core committee membership**

* The number recommended number of committee members is 6-8 people, preferably with one regional representative.
* The minimum membership term is 2 years, and the maximum is 5 years.
* Membership turnover should be limited to 50% at one time to ensure continuity of knowledge.

**Committee Members**

* Oversee / support / encourage communication updates and resource sharing via selected channels, and coordinate the content, production and dissemination of the e-newsletter.
* Assist in organising venues if needed, promoting meetings, finding presenters, organising professional development workshops.

**Chairperson**

* Responsible for overall coordination of the group.
* Communication of key issues and opportunities for the group in appropriate forums.
* Organising and facilitating meetings and circulating agenda items for meetings.
* Coordination of communications channel.

**Vice Chairperson**
* Act as Chair, when the Chairperson is unavailable.
* Assist Chair in all tasks.

Public library officers at all levels are invited to attend meetings at any time and as such invitations to upcoming meetings will be promoted through the available professional networks.

**Meetings and Communication**

* LLLG meetings will occur bimonthly. Other special meetings may be called from time to time as required, to allow networking with other professional library networks.
* Minutes: An LLLG member will be nominated as minute-taker by the Chair prior to each meeting, and will be responsible for taking and writing up the minutes from that meeting.

The minutes will be sent to the Chairperson for checking and then distributed.

* Meetings will be held centrally at SLWA or various locations around the Perth Metropolitan or close regional areas to provide an opportunity to showcase libraries.
* Meeting dates will be shared on the PLO calendar and via other appropriate channels.
* Group members will communicate, showcase and share information through the LLLG managed communication channels.

**Consultation and Communication Protocols**

* The LLLG reports back to PLWA via the Chairperson or nominated committee member.
* Agenda items will be called for three (3) weeks prior to Meeting via the PLWA mailing list, PLO and the LLLG communication channel.
* Minutes will be posted on PLO and the PLWA website, and shared via the communication channel.
* Minutes of meetings will be provided to the PLWA Secretariat one week after the LLLG meeting for distribution to the wider PLWA membership.

Ratified by the PLWA Executive