

Terms of Reference

Committee Members drawn from 23 E.C. Libraries. (increased to 28)

If possible a Librarian with responsibilities for YA Services should be involved. Preferably a mix of Children's Librarians and Library Managers.

Committee operations should support the involvement of small Library representatives. Representation should come from a mix of small, medium and large Library districts whenever possible.

A maximum of 6 members with the provision of an extra member (as a training situation) when sitting members have indicated they will be resigning.

Tenure

Open tenure. (change to the previous policy)

Participating Committee members not contributing to the required standard may have their membership evaluated by the Convenor in consultation with the Committee member's Library Manager.

Resignations to be tendered to the Convenor, in writing.

Resigning members required to advise as far as possible in advance to allow 6-8 months training for a replacement member.

All resigning Committee members will be supplied with a full written reference outlining areas of responsibilities and the commitment given.

Selection of a New Committee Member

(Change to previous policy)

Call for expressions of interest, from all participating E.C.READ'N Libraries

If there are no expressions of interest approaches can be made to prospective members by the Convenor on the agreement of the Committee.

Prospective Committee members need:

- Managers Support
- Prepared to make a commitment to the work and personal time involved and the travel.
- Skills to complement those already on Committee
- Electronic secure access operating at a level to allow access to electronically transmitted Committee files
- Confidence of existing Committee members
-

Information to be supplied by the Committee

- Indication of meeting schedule and information on the tasks that could be assigned to be completed outside meetings.
- A document setting out requirements, reimbursements,

Travel

- Any travel related to the operations of the Committee and the agreed responsibilities of the Committee member will be reimbursed at the current IRD rate.
- All costs for accommodation and meals for meetings requiring overnight stay and those requiring a full day attendance will be reimbursed or the meals and costs covered by the E.C.READ'N funding

Committee Meetings

- At least 4 members must be able to be in attendance in person or online to make a quorum. When a quorum is not available Committee members are to be advised and a new meeting date set as soon as possible.
- A proposed meeting schedule for the calendar year will be set in February.
- Next Meeting will be confirmed at the meeting before.
- The cancellation of meeting, or, change to meeting dates should be proposed to the Committee for agreement, at least 10 working days in advance of meeting.
- Meetings to be held in a central or as appropriate a location as possible, according to the make-up of the Committee and the financial costs related to the meeting venue and travel.

Themes

The selection of themes should take into account the following:

- Animals work well, because they are less inclined to lead to bias
- Ideally the Committee should work 2 years in advance with a list of possible themes and programme names
- Narrower more specific themes make it easier to develop the graphics
- Themes should be identifiable with New Zealand, whenever possible.

Committee Meeting/Member Responsibilities

Committee meetings will focus on the decision making aspects of the programme rather than operational requirements to allow individual members to fulfil the tasks they have been assigned.

The Committee is to

- Provide a quality programme and materials to the E.C.READ'N Libraries
- Report annually to the Easter and Central Community Trust
- Prepare a budget
- Maintain a Website for access to electronic copies of all documentation
- Undertake all assigned tasks within the agreed deadlines
- Communicate information clearly to all Committee members
- Provide regular updates and access to documentation for the Library Managers as required

Committee Responsibilities

Any resigning committee member responsibilities are to be offered to existing members before being passed on to a replacement committee member. All areas of responsibility to be reviewed on the resignation of a committee member.

Report to Eastern and Central Community Trust

- Committee operations
- Programme in the E.C.READ'N Libraries
- Evaluation responses
- Full financial Statement – audited
- Representative statistics

Communication, Equipment, Material Costs.

In-Library costs for Committee members to be covered in the budget:

- Communication grant for telephone, Internet and fax costs and to cover incidental costs related to the work undertaken at the Committee members library

Training Seminar

Reasons for delivering the Training Seminar:

- Continuing education for Eastern and Central Region Librarians and to support Summer Reading Programme.
- Free training opportunity for E.C. READ'N libraries - one staff per library free attendance plus committee members.
- Networking opportunity for new librarians.
- Enthuse librarians to put the best into their Summer Reading Programme. The venue is to be decided by committee annually. To be shared around the most suitable of the regions centres. Seminar registration fee set to cover costs including the budget allowance for free attendance by E.C.READ'N librarians.

Format:

- Display
- One session devoted to Summer Reading Programme ideas and how to.
- Relating to literacies in the widest sense and children's services

Financial responsibility

To be held by the Council of a Committee member if possible, preferably the Council of the Convenor. The Council must be able to

- Account for GST
- Include E.C.READ'N Committee accounts in Council audit
- Manage storyteller payroll payments.
- Invest grant monies when received and as necessary during the year and account for investment income

- Produce a full accounting balance sheet on request and printouts of transactions for scheduled meetings.
- Create and make payment for all invoices, cash distributions, travel etc.
- Separate the accounts for creating the E.C.READ'N financial budget

Residual Materials

- Any required costs related to the storage of E.C.READ'N materials (returned books) to be reimbursed to the holding library as negotiated
- Now held by libraries.

Asset Register

- Laptops,
- Surplus books

Should the committee cease to operate, all assets returned to the Trust any balance of monies returned to the Trust. Committee operates all assets managed by Committee.