

OCUL Collaborative Futures Steering Committee Terms of Reference

Background on Collaborative Futures

OCUL has undertaken the development of a shared vision of the future of library management systems in Ontario's academic libraries - a vision that articulates new possibilities and builds on a decade's long history of collaboration and cooperation. This vision involves radical collaboration to help OCUL libraries face the challenges of today - the transformation of scholarly communication and higher education, rapid developments in information technology, and declining or limited resources.

The Steering Committee is established by the OCUL Collaborative Futures Directors (OCUL CFD) pursuant to section 5.2 of the Memorandum of Understanding (MOU) February 5, 2019.

The Steering Committee will provide operational oversight and management of the Collaboration, ensure coordination of the standing Subcommittees and working groups. This work will be completed in keeping with the Priority Collaboration Outcomes developed in previous phases of the Collaborative Futures project. In addition, this committee will consult with the Expert Advisory Network to ensure that all decisions made by the sub-committee are informed by experts from institutions participating in Collaborative Futures. The Sub-Committee will consult with, and regularly report progress and results to the OCUL CFD.

Purpose

- The CFSC will steer the development and execution of the project work plan and provide ongoing advice to the Collaborative Futures Implementation Manager. The responsibilities of the Steering Committee include monitoring progress of all working groups; determining matters requiring consultation with the OCUL CFD; making decisions on project elements not requiring CFD consultation; ensuring coordination between Subcommittees and working groups; developing and delivering ongoing member communications.

Members will:

- Represent, to the best of their abilities, the views and interests of the OCUL libraries
- Work with the OCUL Subcommittees to establish milestones, specific tasks, and a project schedule that will enable the group to complete its Implementation Phase deliverables;
- Support the Subcommittee Chair to report on project progress and successes, and highlight any developing barriers or project problems;

- Represent their group on teleconferences, webinars or in-person meetings;
- Work with the Communications Subcommittee to provide information for reports, and communications as required;
- Prepare reports and other documents;
- Help to disseminate knowledge about the project.

Membership

- Chair of the CF Directors;
- Additional Directors s/elected from the CFD (2);
- A representative from each of the Standing Subcommittees;
- OCUL staff members (*Ex officio*) including the Executive Director, the Shared LSP Coordinator and any additional roles as deemed necessary by the Committee;

Appointment Process

- Steering Committee membership shall be determined by the CF Directors;
- Steering Committee members will be composed of members with a broad range of expertise drawn from a broad range of participating libraries.
- Participation on the Steering Committee is open to individuals from any participating library (librarians and staff) but will not include a representative from each participating library.

Term

- Membership will be for the period of two years with the opportunity for renewal;
- This will provide the Subcommittee with continuity of expertise, using a staggered approach for recruiting new members after the initial two-year period.

Chair

- The Chair of Steering Committee is the Chair of OCUL CFD, or another Director appointed by the OCUL CFD.
- A co-chair may also be appointed from among Steering Committee members at the discretions of the Steering Committee and with the agreement of the CFD

Meetings

- Meetings at least quarterly or more frequently as needed.
- Each meeting will be one to two hours.
- Meetings will take place via teleconference and occasionally, in-person;
- The Subcommittee members will consult between meetings, by telephone or email.

Lines of Accountability and Communication

The group will:

- Provide regular updates to the OCUL CFD;
- Provide documentation to the OCUL CFD for their regular meetings;
- Distribution of meeting minutes and documents is handled by the Subcommittee Chair to ensure accurate and consistent information is distributed to appropriate parties, and;
- Minutes and documents of the Steering Committee are posted on the OCUL Wiki (Spotdocs).

Financial and Administrative Policies

- Service on the Steering Committee is non-remunerative;
- Travel and meeting expenses for Steering Committee members are reimbursed according to the Travel and Expense policies of their home institution;
- Members of the Steering Committee will comply with Director approved governance and appropriate organizational policies, including *code of conduct and conflict of interest policies*.

Pending Approval: OCUL CF Board of Directors

Date November 4, 2020