

# OCUL Collaborative Futures Communications Subcommittee – Terms of Reference

## Background

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 Communications Subcommittee (CFCOMM) is established by the OCUL Collaborative Futures Steering Committee (OCUL-CFSC) as a Subcommittee pursuant to section 5.3 of the Memorandum of Understanding (MOU) February 5, 2019.

## Purpose

The Communications Standing Subcommittee:

- Establishes and supports ongoing communications planning, and approaches for the Collaborative Futures (CF) initiative.
- Identifies potential policies and shared procedures related to communications for the Collaboration.
- Supports the continued development of communications materials related to Omni and CF.
- Work collaboratively with all Standing Subcommittees, Expert Advisory Network (EAN) and relevant OCUL Communities to enable the flow of information.
- Provide information for reports and communications for all participating members to follow, as needed.

- Reviews and makes recommendations for the ways in which Standing Subcommittees, Working Groups and the EAN share and archive information related to CF.

## Responsibilities

- Subcommittee members use their background and expertise to inform their communications work to the benefit of all OCUL libraries.
- Communicates openly with the OCUL Communications Team and contributes informed opinions/feedback all in support of the OCUL libraries.
- Works with the OCUL-CFSC to establish milestones and specific tasks related to CF initiatives and activities.
- Supports the Subcommittee Chair to report on CF progress and successes and highlight any developing barriers or project problems.
- Represents their group on teleconferences, webinars or in-person meetings.
- Prepares reports and other documents, as needed, regarding or in support of CF.
- Helps to disseminate knowledge about CF.

## Authority

In general, CFCOMM works by consensus with votes only undertaken in rare and exceptional circumstances. Communications-related items from the OCUL Collaborative Futures team, Collaborative Futures subcommittees and working groups may be brought to CFCOMM for discussion and recommendation. The CFCOMM Chair brings CFCOMM items to the OCUL-CFSC for approval or information as appropriate, on an ongoing basis.

## Membership

- Chair of the Subcommittee (1).
- Four to seven (librarians and staff) from OCUL libraries.
- OCUL Administration and Communications Coordinator and OCUL Assistant Director, Collaborative Initiatives (or designate) in ex-officio capacity. Ex-officio OCUL staff members are non-voting.

## Appointment Process

- Standing subcommittee membership shall be determined by OCUL-CFSC.
- Each standing subcommittee will be composed of members with diverse expertise drawn from a broad range of participating libraries.
- Individual members are selected for their expertise in addressing the intention of the subcommittee, taking into consideration broad institutional representation and providing equal opportunities for subcommittee participation.
- Participation on standing subcommittees is open to individuals from any participating library (librarians and staff) but standing subcommittees will not include a representative from each participating library.
- Nominations for participants are solicited from OCUL member libraries in February/March, in advance of terms beginning in June according to the established process. Subcommittee membership is confirmed by OCUL-CFSC.

## Term

- Membership will be for a two-year period with 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

- A chair/co-chairs shall be appointed from the subcommittee members at the discretion of the subcommittee, with the agreement of OCUL-CFSC.
- A representative, normally the chair, will be a member of OCUL-CFSC and attend meetings as required.

## Meetings

- Meetings at least monthly or more frequently as needed.
- Each meeting will be approximately one to two hours.
- Meetings will take place via video or teleconference.
- Between meetings, the Subcommittee members will undertake specific work tasks related to their terms.

- The Subcommittee members will consult between meetings, by video or teleconference or email.

## Reporting

The group will:

- Provide regular updates to the OCUL-CFSC on CFCOMM activities.
- Provide documentation to the OCUL Directors for their regular meetings as requested.
- Ensures accurate and consistent meeting information and documents of the Subcommittee are available on the OCUL Wiki (SPOTDocs).

## Resources and Budget

- Service on the subcommittee is non-remunerative.
- Travel and meeting expenses for subcommittee members are reimbursed according to the Travel and Expense policies of their home institution.
- The Subcommittee will have a dedicated wiki presence on SPOTDocs and will have access to the OCUL Zoom account for meeting and webinar purposes in support of its work.

## Policies

Members of the Subcommittee will comply with Director-approved governance and appropriate home institution and OCUL policies.

## Terms of Reference Review

The Subcommittee Terms of Reference will be regularly reviewed in coordination with OCUL-CFSC at least every 3 years.

**Approved by:** V02 – OCUL-CFSC; V01 – OCUL CF Board of Directors

**Approved on:** V02 – May 8, 2024; V01 – November 30, 2020