

OCUL Collaborative Futures Steering Committee – 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 Steering Committee (OCUL-CFSC) was established by the OCUL Collaborative Futures Directors pursuant to section 5.2 of the Memorandum of Understanding (MOU) February 5, 2019.

OCUL-CFSC will provide operational oversight and management of the Collaboration and ensure coordination of the standing subcommittees and working groups.

This work will be completed in keeping with the Priority Collaboration Outcomes. In addition, this committee will oversee the appropriate consultation with the Expert Advisory Network to ensure that all decisions made by the standing subcommittees and working groups are informed by experts from institutions participating in Collaborative Futures. OCUL-CFSC will consult with and regularly report progress and results to the Council (OCUL Directors).

Purpose

OCUL-CFSC will steer the development and execution of the collaboration and provide ongoing advice to the Assistant Director, Collaborative Initiatives.

The responsibilities of the Steering Committee include:

- Monitoring progress of all Collaborative Futures subcommittees and working groups.
- Determining matters requiring consultation with the Executive Committee and the Council.
- Making decisions on elements not requiring Executive Committee or Council consultation.
- Ensuring coordination between Collaborative Futures subcommittees and working groups.
- Ensuring Collaborative Futures subcommittees and working groups are accountable to their individual and common commitments.
- Developing and delivering ongoing member communications.
- Developing policy for retention of official Collaborative Futures documentation, including how official documents are identified, where documents will be archived, and how long they will be held.

Responsibilities

Committee Members will:

- Represent, to the best of their abilities, the views and interests of the OCUL libraries.
- Support the OCUL-CFSC Chair to report on progress and successes and highlight any developing barriers or problems.
- Represent OCUL-CFSC on teleconferences, webinars or in-person meetings.
- Prepare reports and other documents.

Authority

In general, OCUL-CFSC works by consensus, however votes related to policy approval are taken as needed. Items from the OCUL Collaborative Futures team, Collaborative Futures subcommittees and working groups, and OCUL member libraries are brought to OCUL-CFSC for discussion, recommendation and, on occasion, approval. The OCUL-CFSC Chair brings these to the Executive Committee for approval or information as appropriate, on an ongoing basis.

Subcommittees and Working Groups

Standing subcommittees may be struck by OCUL-CFSC with the agreement of the Executive Committee.

A standing subcommittee shall be created only when long-term ongoing work, coordination, or decision-making is required. Standing subcommittee membership shall be determined by OCUL-CFSC. Standing subcommittees may be disbanded at any time upon the recommendation of the OCUL-CFSC with the agreement of the Executive Committee.

OCUL-CFSC may create temporary working groups to accomplish short-term projects. Working groups that are expected to be active for more than twelve (12) months from the date of their establishment shall be subject to the approval of OCUL-CFSC at the time of their formation and at least annually thereafter for the duration of their existence. Working group membership shall be determined by OCUL-CFSC.

Membership

- Chair (OCUL Director)
- Directors-at-Large, selected from the Council and, preferably, with staggered terms (2)
- A representative from each of the Standing Subcommittees, usually the Chair (voting, ex officio)

- OCUL staff members (non-voting, ex officio) including the Executive Director; Assistant Director, Collaborative Initiatives; and Omni Technology and Network Zone Specialist
- Additional OCUL and Scholars Portal roles as deemed necessary by the Committee

Appointment Process

Nominations for participants are solicited from the OCUL Directors for the Chair and Directors-at-Large in February/March, in advance of terms beginning in June. The OCUL Executive Committee reviews the nominations and selects the committee members. The Executive Committee's decision is reported to the Council.

Term

- All Director-level roles on the Committee, including the Chair, serve a two-year term, with possibility of renewal. There are no limits to the number of renewals.
- Committee membership terms commence in June and conclude in May, to align with the OCUL governance cycle.

Chair

- The Chair is solicited from the Council.
- A co-chair may also be appointed from among OCUL-CFSC members at the discretion of OCUL-CFSC and with the agreement of the OCUL Executive Committee.
- The Chair and Directors-at-Large meet regularly with the OCUL Executive Director; Assistant Director, Collaborative Initiatives; and Omni Technology and Network Zone Specialist to set the agenda for committee meetings and provide guidance in support of Collaborative Futures operations.
- The Chair or designate from the OCUL office is responsible for sending out meeting agendas and ensuring notetaking during meetings.
- The Chair provides reports or updates to the Executive Committee and the Council.

Meetings

- Meetings will be monthly with the option of cancelling as needed.
- Each meeting will be one to two hours.
- Meetings will take place via video or teleconference.
- OCUL-CFSC members will consult between meetings, by telephone or email.

Reporting

The group will:

- Provide regular updates to the OCUL Executive Committee.
- Provide documentation to the Council for their regular meetings.
- Post minutes and documents of the OCUL-CFSC on the OCUL Wiki (SPOTDocs).

Resources and Budget

- The administrative work of OCUL-CFSC is supported by the OCUL office. This includes meeting notetaking, listserv management and coordination of videoconference scheduling.
- Service on OCUL-CFSC is non-remunerative.
- Travel and meeting expenses for OCUL-CFSC members are reimbursed according to the Travel and Expense policies of their home institution.

Policies

Members of OCUL-CFSC will comply with Council-approved governance and appropriate organizational policies.

Terms of Reference Review

The Committee will review these terms of reference at least every three (3) years. The OCUL Executive Committee must approve proposed revisions.

Approved by: V02 – OCUL Executive Committee; V01 – Collaborative Futures Directors

Approved on: V02 – March 4, 2025; V01 – November 2, 2020