SLC Working Group and Task Force Policies and Procedures

Guiding Principles

- Shared governance of the Library Services Platform (LSP) supports shared collections across SUNY libraries which benefits students, faculty, and the community.
- Shared governance entities will focus on the efficient operation of the LSP, and will be committed to its continuous improvement.
- Experience is as important as representation from all campuses amongst shared governance entities; therefore no term limits will be set. Although there are no term limits, members who are continuing beyond their term must re-apply or be nominated again.
- Working group members should expect to devote adequate professional time to shared governance work (management, support, and maintenance). Members of Working Groups (WGs) and Task Forces (TFs), and their supervisors should treat membership as core professional obligations. Campuses are encouraged to consider WG and TF membership and service as evidence of effectiveness of University Service.
- The LSP Task Force will continue beyond the “Go-Live” of the Shared Library Services Platform as the Library Services Platform Advisory Board, and continue to serve as a permanent advisory board providing governance and organizational support for Working Groups and Task Forces related to the Shared Library Services Platform.
- The policies and procedures governing the LSP Advisory Board will be included in the SLC bylaws or framework.
- Working Groups and Task Forces will disseminate information about the group’s activities via formal SLC channels such as Libguides.

Working Group terms of service

- Working groups (WG) will consist of 5-7 members including a chair and vice chair.
- All SLC members are eligible to serve on a working group.
- An SLC central staff member may serve as an ex-officio voting member to working groups.
- Members will be approved by the LSP Advisory Board by June 1 of each calendar year.
- Chair and vice chairs will be elected by the working group by August 1 of each calendar year.
- Members will serve for 2-year terms. Terms begin and end on July 1st of each calendar year.
Working Group responsibilities

- Develop and maintain best practice recommendations and standards.
- Identify and facilitate opportunities for process improvements.
- Assist the SLC central support staff projects, initiatives, and management of SLC activities.
- Create task forces for special initiatives or projects as needed.

Officers

Each Working Group will have a chair and vice chair to manage the group’s activities. The vice chair will be elected by a majority vote of the WG members. The vice chair will become the chair at the end of their year as vice chair, eliminating the need to elect a chair. Effectively, officers will serve 2 year terms, the first year as vice chair and the second as chair.

Chair terms of service and duties

- Chairs will serve one-year terms. Terms start and end on August 1 of each calendar year.
- Vice chairs will automatically be promoted to chair after serving their year as vice chair.
- Develop agendas and distribute to members prior to the meeting along with pertinent documentation.
- Start and end meetings on time and stay on topic with the agenda.
- Monitor the discussion to ensure that all members have an opportunity to contribute to the meeting.
- Seek consensus on topics.
- Periodically review the committee charge to make sure it is still relevant.
- Periodically report WG activities to the LSP Advisory Board.

Vice chair terms of service and duties

- Vice chairs will serve 1-year terms. Terms start and end on August 1 of each calendar year.
- Vice chairs maintain the membership list and recruit new members when openings occur.
- Ensure that minutes of each meeting are kept and distributed shortly after the meeting to all members and designated committee liaisons.
- At the end of meetings, sum up the discussion, highlight action items, and identify WG members responsible for each action item.
- Vice chairs assume the duties of chair at the end of their first year of service.
- Vice chairs should be nominated and approved by the LSP Advisory Board with preference given to internal WG candidates.
Replacement Process

● If members or chairs need to end their membership in a working group or project task force, a new member or chair will be added through the a volunteer nomination process.
● The replacement will serve the full 2-year term.
● The vice chair will be responsible for managing the volunteer nomination process.

Volunteer, Nomination, and Selection Process

The vice chair of a working group will coordinate the following process. If the vice chair position is vacant, the working group will elect the vice chair from current working group members.

General Members

● A call for nominations and volunteers is put forth to the membership.
   ○ The call should be sent out in early spring, when known vacancies are expected from term endings, and whenever an unexpected vacancy occurs.
   ○ The timing of the call must allow for recruitment and recommendations to the LSP Advisory Board by June 1st.
   ○ At minimum, the call should request nominees/volunteers to provide: name, campus, email, and related experience. Asking potential candidates why they would like to be on the working group is recommended.
   ○ If a specific area is of representation is sought (ie: someone from a community college), that can be listed as a preferred qualification but, as described in the Guiding Principles, experience will weigh more heavily than representation.
● Selection will be based on factors outlined in “Working Group Representation” as well as experience related to the working group’s focus.
● Working groups review nominees/volunteers in consultation with the SLC LSP Coordinator.
● Working groups make a recommendation to the LSP Advisory Board by June 1st by providing the name of the recommended candidate(s), a short explanation detailing why the candidate(s) was chosen, as well as the full list of nominees/volunteers.
● The LSP Advisory Board, including the SLC LSP Coordinator, review the recommendation and either
   ○ Approve the recommendation(s), or
   ○ Suggest another candidate(s) to the working group, and provide their reasoning.
   ○ When there is disagreement on candidates, the SLC Board will make the final decision.

Vice Chair and Chair Vacancies

● If the vacancy occurs mid-term for a vice chair or chair, working groups will elect that individual from current working group members.
If the vacancy is part of the regular term cycle, new vice chairs will be sought through the same nomination process as regular members with the exception that the vacancy will be advertised as a vice chair position.

Working Group Representation
Working groups should have the broadest representation of SLC institution types as possible. It is recommended that all institution types be represented. In addition, membership should be inclusive of librarians and professional staff (including positions commonly termed “paraprofessionals”).

SLC central support staff will serve in ex officio roles on any relevant working groups or task forces.

In the case that representation from all institution types is not possible, the chair should find the closest fit to the institution type among the available volunteers or nominations.

If an active member of a working group changes SLC institutions, the chair should review the overall membership of the group, and either replace the member with a new member through a public election process, or choose to keep the membership as is. If the current member’s change in institutions leaves a major sector of the SLC without any representation, chairs are highly encouraged to replace the member who changed institutions. If the chair would like to add a new member to keep the current member on the group, and add another member to achieve representation from all sectors, the chair will request approval from the LSP Advisory Board to increase the size of the working group.

Participation and Attendance
Participation and attendance at regular meetings is of the utmost importance when working in collaborative distributed groups. The following practices should be followed regarding participation and attendance in working groups and task forces:

- Members are expected to review agendas and applicable documentation prior to the meetings, to stay on topic with the agenda, to speak concisely and directly to agenda topics, and to bring up new items at the designated time.
- It is expected that committee members will know the purpose and goals of the committee, and to seek out that information or ask for clarification if it is not clear.
- It is expected that committee members will participate in all meetings. However, the chair/vice chair are to be notified if attendance is not possible.
- Missing meetings consecutively or up to one-third of the regularly-scheduled meetings during a year can result in a notification by the chair to step down from the committee.

Creation of Project Task Forces
Project Task Forces can be created to work on specific initiatives. Project Task Forces should be created by the Working Groups and approved by the LSP Advisory Board, with a charge that includes:

- Specific scope of the work, including any deliverables.
- A time frame that specifies how long the Task Force will be needed.
- An assessment plan to measure the success of the Task Force.

The Task Force time frame should not exceed two years. If a Task Force’s work is extensive enough to extend beyond a two-year term, a new Working Group should be created. See the section on “Creating, Ending, or Modifying a Working Group or Task Force” for more information.

Expectations regarding representation, and volunteer/nomination policies and processes for working groups should be used unless the task force has a specific charge that represents only a subset of the SLC.

**Creating, Ending, or Modifying a Working Group or Task Force**

A Working Group or Task Force can be created using the following process:

- Requests for the creation of a Working Group or Task Force will be submitted to the Library Services Platform Advisory Board, and include rationale for the need for the working group or task force, as well as a charge.
- Requests for the creation of a Task Force should be submitted via a working group to the LSP Advisory Board, and should include rationale for the need for the task force, as well as a charge, which will include a time frame that the task force should exist, the goals that the task force aims to achieve, and an assessment plan to measure the success of the task force.
- The LSP Advisory Board will review and approve new working groups and task forces based on several factors including: benefit to SLC membership, feasibility, and sustainability.
- Any Task Force or Working Group that will require financial resources to perform their charge will require approval of the SLC Board.

A Working Group or Task Force can be modified or ended using the following process:

- Requests for the modification of a Working Group or Task Force should be submitted to the LSP Advisory Board, and should include rationale for the modification of the task force or working group, as well as a proposed revised charge. If any modifications to the time frame for the task force is required, this should also be included.
- For requests for mergers of working groups or task forces, evidence of consultation with both groups/task forces should be provided, along with a proposed revised charge of the new merged group.
- Requests to end a working group or task force should be submitted to the LSP Advisory Board, and should include rationale for the cessation of the group’s charge and activities.
- The LSP Advisory Board will review and approve modifications and cessations of working groups and task forces based on several factors including: benefit to SLC membership, feasibility, sustainability, fit within SLC organizational structure, and alignment with SLC strategic goals.

Addendum to SLC Working Group and Task Force Policies and Procedures: Staggered terms for working groups

- Per the SLC Working Group and Task Force Policies and Procedures, terms for working group members will be 2 years.
- Also per the SLC Working Group and Task Force Policies and Procedures, the end of term date for all current (original) working group members will be 7/1/19. In some cases this results in a term longer than 2 years and in some cases this results in a term shorter than 2 years.
- In the interests of continuity, the chairs of each working group will ask half of the current membership of their respective group to extend their term for one year.
  - Since working group membership is fluid, this need not be exactly half.
  - Chairs may use whatever method they like to solicit members to extend their term, but the member must agree.
  - If more than half volunteer to extend, the chair will select those members that they think are best suited to have their term extended.
  - This one-year extension only applies to this initial term of service. If a member with an extended term elects to continue to serve after the 3 years, they will revert to a 2 year term. See example A below.
- The result will be half of the members of each working group will have terms that end on 7/1/19 and half will have terms that end 7/1/20.
- This ensures that no more than half of the membership could cycle off the group at any given time.
- Since there are no term limits, this does not prevent anyone from continuing to serve.

Example A:
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