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ARC Governance

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The Academic and Research Collaborative (ARC) of the Central Massachusetts Regional Library System (CMRLS) is a coalition of academic, public, and special libraries which have research collections, working together to facilitate the sharing of resources and services for the benefit of their collective users. Any academic or research library that is a member of CMRLS is eligible to be a member of ARC.

RELATIONSHIP WITH CMRLS

CMRLS provides basic services free of charge to all its members. Additional centrally-administered ARC programs will be managed by CMRLS and funded by library fees. The CMRLS Administrator and the Steering Committee will develop an annual process for developing services and setting fees for CMRLS services.

STEERING COMMITTEE

Function:

The ARC Steering Committee will be responsible for long range planning, identifying areas of collaboration, and providing the resources necessary to facilitate collaboration among its members. The Steering Committee will oversee and facilitate the activities of ARC Committees and Interest Groups.

Composition:

Each ARC library director (or his or her permanent designate) will be a member of the ARC Steering Committee (also known as ARC Directors). The Regional Administrator will serve as an ex-officio member.

Executive Committee:

The Executive Committee, consisting of a Chairperson and a Vice-Chairperson/Secretary, will lead the Steering Committee. Each officer will serve for one year after which the Vice-Chairperson will become the Chairperson. Candidates for Vice-Chairperson/Secretary will be nominated by the Executive Committee and elected by the Steering Committee annually at the final meeting of the academic year by simple majority vote. The terms of office of the Chairperson and Vice-Chairperson/Secretary begin on September 1 to coincide with the beginning of the academic year.

The Executive Committee, in consultation with the CMRLS Regional Administrator, is empowered to take appropriate action or make decisions for ARC when it is not possible to convene the full Steering Committee. In the case of decisions having financial impact, every effort will be made to poll the

Steering Committee by email or telephone when no regular meeting is scheduled or possible.

The Executive Committee will confer with the CMRLS Regional Administrator regarding ARC fiscal matters. It will annually review fees and services provided by CMRLS and report to the Steering Committee at a spring meeting date congruent with the CMRLS budget planning cycle.

Each year with the approval of the Steering Committee, the Executive Committee will charge all Advisory Committees with goals and responsibilities.

Duties of the Chairperson:

- Schedules, convenes and runs meetings generally following Robert's Rules of Order.
- Develops agendas, and, in consultation with the Steering Committee, schedules presentations on best practices and topics of professional interest to take place at the Steering Committee meetings.

Duties of the Vice-Chairperson/Secretary:

- Records meeting minutes, which will be posted on the ARC website subsequent to Steering Committee approval.
- Performs duties of the Chairperson in the absence of the Chairperson.

Meetings:

A yearly schedule of meetings for the Steering Committee will be established by the fall of each year and posted to the ARC website.

Steering Committee meeting attendance:

ARC member library directors or their designees are expected to attend Steering Committee meetings. Advisory Committee and Interest Group Chairpersons are strongly encouraged to attend Steering Committee meetings and take part as nonvoting participants or to send someone to represent the committee.

Chairs/Conveners will be specifically invited when the agenda includes business relevant to their areas of concern. Committee chairs and Conveners will report on the year's activities at the May meeting.

Steering Committee meeting minutes and annual reports will be posted on the ARC web site.

Voting:

Voting, other than for electing officers, may take place either at Steering Committee meetings or electronically. Each member library has one vote.

ADVISORY COMMITTEES & INTEREST GROUPS

Every effort will be made by CMRLS to designate a staff member to serve as liaison to each Advisory Committee/ Interest Group.

Special projects:

Advisory Committees and Interest Groups are urged to identify continuing education needs and special projects for consideration by ARC and CMRLS. Committees will recommend projects through the ARC Steering Committee and/or the Professional Development Advisory Committee.

After a program or project is adopted, CMRLS can facilitate program planning, and some events can be incorporated into the CMRLS continuing education schedule.

Communication:

The ARC web site will include lists of directors, Advisory Committee members and officers and Interest Group members and conveners. These lists will be updated as necessary.

Advisory Committee and Interest Group members are urged to sign-up for the ARCL discussion list. Committee communications are forwarded electronically to the lists. Meeting notices and minutes will be forwarded to the ARC Steering Committee discussion list.

ADVISORY COMMITTEES:

Advisory Committees are standing committees which are formally charged each year to do the work of ARC. Currently there are three:

- Professional Development – Develop and promote effective continuing education opportunities, in consultation with the CMRLS CE Coordinator.
- Communications – Publicize ARC services, develop opportunities for outreach, facilitate communication among ARC members, and develop content for the ARC website. Review the website for currency quarterly. Send annual invitation to join Interest Groups and Advisory Committees, via ARC-L.
- Governance – Annually review governance documents, effectiveness of the Steering Committee and take responsibility for the annual update of the strategic plan. Send ARC documents to the Archives as appropriate.

Advisory Committee Membership:

Advisory Committee members are appointed by the ARC Steering Committee. Membership shall be as representative as possible of the ARC membership. One member shall be a member of the Steering Committee and one member shall be from CMRLS.

Advisory Committee Officers:

Each Advisory Committee will elect a Chairperson and a Vice-Chairperson. Each will serve for one year after which the Vice-Chairperson will become the Chairperson.

Advisory Committee Charges:

At its first meeting of the academic year, each Advisory Committee will review its charge from the previous year and recommend changes to the Executive Committee.

Meetings:

A yearly schedule of meetings for each Advisory Committee will be established by the fall of each year and posted to the ARC website.

Advisory Committee Communication:

Each Advisory Committee shall have an ARC listserv to post notices, agendas and/or minutes of Committee meetings and activities.

INTEREST GROUPS:

ARC supports the programs and activities of Interest Groups of staff members from member institutions as a vehicle for increasing cooperation among ARC members.

Interest Groups come together for professional development, to discuss common professional concerns and to network.

Currently the Interest Groups are:

- Collection Management (Acquisitions, Cataloging, Serials)
- Reference & Information Literacy
- Customer Service (Circulation, Interlibrary Loan, Distance Learning)
- Archives & Special Collections

Interest Group Creation:

Additional Interest Groups may be formed at the request of any five staff members with approval of the Steering Committee.

Interest Group Membership:

Interest Group membership is open to any interested party from any ARC library. Membership in individual Interest Groups is not limited to staff members from the indicated library department(s). CMRLS members who are not ARC members are also invited to participate, as appropriate.

Interest Group Charges:

Each Interest Group will determine its own projects and programs. Interest Groups are encouraged to refer projects or programs requiring significant resources to the Steering Committee and/or the Professional Development Advisory Committee. Interest Groups may be charged by the Steering Committee to accomplish specific goals. Each Interest Group will evaluate its work and make recommendations for change as needed.

Interest Group Officers:

Each Interest Group will select a Chair to coordinate two or more group meetings/programs each year. New Chairs will take office at the start of the academic year, prior to the first meeting of the Steering Committee. Chairs may serve for up to three consecutive years. Any ARC library staff member, with the exception of library directors, may serve as Chair. A Secretary will be designated for each year, and may also serve as Chair-Elect. The Chair or other designated representative will serve as the liaison to the ARC Steering Committee.

Interest Group Meetings:

Each Interest Group will determine its own schedule of meetings.

Interest Group Communication:

Because of the cross-functional nature of the Interest Groups, it is expected that members may move from one Interest Group to another, depending on projects, programs and individual interests. Communication will take place on ARC-L, and any reports, summaries or minutes will be made available on the CMRLS/ARC web site.

AD HOC TASK FORCES

The Steering Committee may, at its discretion, create ad hoc task forces for specific projects which are cross-functional, temporary, and outside the purview of existing Advisory Committees and Interest Groups.