



Guidelines for IAML (UK & Irl) Committees and Working Groups

1. Governance

In accordance with Article VII(8) of the Constitution of IAML (UK & Irl), Committees and Working Groups are established to further the work of the Branch within their fields of interest and should involve the general membership of the Branch as much as possible. They have a finite scope and limited membership, as defined by the Executive Committee.

2. Membership

Membership of a Committee or Working Group is decided by the Executive Committee, normally at its first meeting following an Annual General Meeting. Committees shall normally be chaired by an elected member of the Executive Committee or an Officer of the Branch. Where possible, each committee should include representatives from a variety of sectors. The President, General Secretary and Treasurer of the Branch have the right to attend and vote at meetings of any Committee or Working Group. Where Committees and Working Groups wish to co-opt additional members, Chairs must first seek the approval of the Executive Committee. Committee structures are as defined in the appendix to this document.

3. Conduct of business

Committees and Working Groups may meet not more than three times within a calendar year unless otherwise authorised by the Executive Committee. A minimum of three members shall constitute a quorum. Electronic communications may also be used to conduct business.

At its first meeting following an Annual General Meeting of the Branch, a Committee shall set dates for its meetings up to the next Annual General Meeting, and, as appropriate, draw up a work plan for that period. Where possible, meetings should be scheduled sufficiently in advance of Executive Committee meetings to allow minutes or reports to be submitted for circulation (at least 14 days prior to the Executive Committee meeting).

Chairs of Committees and convenors of Working Groups shall submit a draft work plan and budget (including any necessary expenses) to the Treasurer prior to the October meeting of the Executive Committee each year.

Where applicable, Committees and Working Groups shall be responsible for uploading and updating their own materials on the Branch website.

Committees which offer fee-charging services such as courses, conferences, or publications shall be responsible for invoicing clients, liaising with the Branch Treasurer as necessary.

4. Reporting

Committees and Working Groups must supply minutes or reports of activity to the General Secretary of the Branch prior to each meeting of the Executive Committee.

Chairs of Committees are responsible for ensuring that an Annual Report of their Committee's work is delivered to the President of the Branch by December 31st of each year.

5. Expenditure

Committees and Working Groups may not commit the Branch to action or expenditure without prior approval by the Executive Committee.

Costs of travel to and from Committee and Working Group meetings, and copying and postage costs incurred as a result of those meetings, must be kept to a minimum, and queries regarding costs should be raised with the Treasurer of the Branch. Costs of other activities must be approved in advance by the Executive Committee. Subsistence expenses are not normally reimbursed. Members are not paid for work undertaken on behalf of the Branch.

Payment for time and labour will ordinarily be made only to non-members of the Branch who have been engaged for a specific purpose approved by the Executive Committee. The Executive Committee may, in exceptional circumstances, authorise payment to a member of the Branch for work undertaken. Any payments to individuals under the terms of this paragraph must be subject to a formal written agreement between the individual and the Executive Committee. This agreement must include estimates of all income and expenditure.

All activities involving the Branch in financial commitments to outside bodies must be undertaken on the basis of a written agreement approved in advance by the Executive Committee.

Reimbursement of authorised expenditure incurred in the course of Branch business will be made on presentation of appropriate documentation. Although the Branch undertakes to reimburse agreed expenses, use of any alternative source of funding for meeting expenses is encouraged and will be greatly appreciated.

Checklist for Chairs of Committees and Convenors of Working Groups:

1. Immediately following an Annual General Meeting of the Branch, and in advance of the first meeting of the new Executive Committee, the Chair of each Committee shall send the President and General Secretary a list of Committee members who are willing to continue to serve, and indicate any vacancies that need to be filled.
2. Immediately following the Executive Committee meeting at which Committees have been decided, the Chairs of each Committee shall write to appointed members informing them of their membership, and inform any previous members of the Committee not reselected for that year.
3. At its first meeting following an Annual General Meeting of the Branch, a Committee shall set dates for its meetings up to the next Annual General Meeting, and, as appropriate, draw up a work plan for that period. Where possible, meetings should be scheduled sufficiently in advance of Executive Committee meetings to allow minutes or reports to be submitted for circulation (at least 14 days prior to the Executive Committee meeting).

4. Chairs of Committees and convenors of Working Groups shall submit a draft work plan and budget (including any necessary expenses) to the Treasurer prior to the October meeting of the Executive Committee each year.
5. Chairs of Committees and convenors of Working Groups are responsible for ensuring that an Annual Report of their Committee's/Working Group's work is delivered to the President of the Branch by December 31st of each year.

Checklist for Secretaries of Committees:

1. In consultation with the Chair of the Committee, the Secretary shall produce an agenda. This will include the date, place and time of the next meeting of the Committee. The agenda shall be circulated to the Chair and members of the Committee at least 7 days prior to the meeting.
2. Draft minutes of a meeting shall be supplied to the Chair of the Committee within 14 days of the meeting, where possible. Minutes agreed with the Chair shall, where possible, be circulated to the other members of the Committee, including any who were unable to attend the meeting, within a further 14 days.
3. A copy of the agreed minutes shall be supplied to the General Secretary of the Branch at least 14 days prior to the date of the next meeting of the Executive Committee. Where this is not possible, the Chair shall consult with the General Secretary of the Branch.
4. It is the responsibility of Committee Secretaries to ensure that travelling expenses of Committee members are recorded at each meeting of the Committee, using an expenses form authorised by and obtained from the Treasurer of the Branch. Completed expenses forms, with related receipts, shall be forwarded to the Treasurer of the Branch as soon as possible after the meetings to which they relate.
5. Any expenses incurred by the Secretary of a Committee in the preparation of papers for a meeting shall also be claimed from the Treasurer of the Branch. Any other expenses must have been authorised in advance by the Executive Committee, and should be claimed with the approval of the Chair of the Committee. Claims for expenses incurred by other members of the Committee shall be presented (with related receipts) at a meeting of the Committee, or sent to the Chair of the Committee who will forward the approved claim for reimbursement to the Treasurer of the Branch.

Recommended timetable for Committee and Executive Committee meetings:

- 7 days minimum before Committee meeting: Agenda to be circulated
- Committee meeting takes place
- 14 days after Committee meeting: Secretary to supply draft minutes to Chair of Committee
- 28 days after Committee meeting/14 days minimum before Executive Committee meeting: Secretary to circulate agreed minutes to Committee members and the General Secretary of the Branch
- Executive Committee meeting takes place.

Appendix — Committee structures

Executive Committee

Remit: As defined by Article V(2) of the Branch Constitution, the Executive Committee is the representative body of the Branch, responsible for the management of the Branch and empowered to act for the Branch between General Meetings. It must meet at least twice a year, and may appoint and dissolve such other committees and groups as it deems necessary.

Membership:

- President (Chair)
- Immediate Past President /President-Elect
- General Secretary
- Treasurer
- Not more than seven other Voting Officers
- Seven elected members
- Not more than three co-opted members
- Not more than three nominees of other interested bodies (non-voting)
- Any member of the Board of the Association who is also a member of the Branch

Communications

Remit: To cover all matters concerning communication, publicity and promotion of Branch activities through all relevant channels. In particular: to promote membership; to publicise Branch responses to policy and strategy documents on matters relevant to the Branch; and generally to raise awareness of the Branch, its activities and its achievements. The Committee oversees and supports the management of *Brio* and all other Branch publications.

Membership:

- Communications Officer (Chair)
- Non-Executive member (Secretary)
- President of the Branch (ex officio)
- 2 Press & PR Managers
- Brio Editor
- Brio Subscriptions & Advertising Manager
- Newsletter/Blog Editor
- Membership Secretary
- Webmaster

Conference

Remit: To organise the Annual Study Weekend in an efficient, cost-effective and timely manner, taking account of the views and requirements of IAML (UK & Irl) membership as expressed through the Executive Committee.

Membership:

- Executive Committee member (Chair)
- Non-Executive member (Secretary)
- 5 members
- Local representative

Courses and Education

Remit: To assist in the education and professional development of those who work with music in libraries at all levels, through the organisation of courses, presentations, visits, seminars and publications. The committee also assists in raising awareness among the profession in general of issues relating to music provision in libraries, and keeps a watching brief on library education.

Membership:

- Education Officer (Chair)
- Non-Executive member (Secretary)
- 6 members

Documentation

Remit: To deal with matters of bibliographic control, resource discovery and professional practice. The committee oversees projects (e.g. Encore! and Cecilia), monitors developments in its areas of interest (e.g. MARC, RDA and Dewey), and formulates responses on behalf of IAML (UK & Irl) when required. It is also active in supporting the UK and Ireland's contributions to RILM and RISM.

Membership:

- Executive Committee member (Chair)
- Non-Executive member (Secretary)
- RILM Representative
- Encore Representative
- Performance Sets Officer
- Cecilia Manager
- Ireland Representative
- 3 members

Finance and Administration

Remit: To give detailed consideration to financial and organisational matters on behalf of the Executive Committee. Typical areas of interest include membership rates, *Brio* subscription and advertising rates, and procedures for elections and the recruitment of Branch officers. Following discussion, recommendations are returned to the Executive Committee for final approval.

Membership:

- President of the Branch (Chair)
- Immediate Past President/ President-Elect
- General Secretary
- Treasurer
- 2 elected members of the Executive Committee
- Ireland Representative
- Minutes Secretary

Trade and Copyright

Remit: To advise the Branch on issues relating to intellectual property, particularly copyright and licensing, as they affect the music library profession, and to deal with issues relating to the profession's relationship with publishers and suppliers of music material.

Membership:

- Executive Committee member (Chair)
- Non-Executive member (Secretary)
- Ireland Representative
- 5 members

E.T. Bryant Prize

Remit: On behalf of MLT and IAML (UK & Irl), to publicise and invite submissions for the annual prize; to assess entries; to select a winner; and to write a commendation for the award ceremony.

Membership:

- 1 Courses & Education representative
- 1 Music Libraries Trust representative
- 1 other member

Chair/Convenor rotates on an annual basis with one member leaving the committee each year.

C.B. Oldman Prize

Remit: To select relevant and qualified candidates for the annual prize; to assess shortlisted publications; to choose a winner; and to write a commendation for the award ceremony.

Membership:

- 1 Academic librarian
- 1 Public librarian
- 1 other member

Chair/Convenor rotates on an annual basis with one member leaving the committee each year.

IAML (UK & Irl) Excellence Award

Remit: To oversee and administer the triennial awards: reviewing documentation; inviting nominations; assembling and supporting the panel of judges; and organising the awards ceremony.

Membership:

- Convenor
- 2 members

Working Group should include representatives from Academic and Public Library sectors