SLA Europe
(Special Libraries Association
European Chapter)
Governance Document

Terms of Reference
2 August 2015
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Terms of Reference for the Board

The Executive Board with a minimum of four members shall have the authority and responsibility to manage the Chapter’s property and to regulate and govern its affairs. A majority of Executive Board members in office shall constitute a quorum for the transaction of business at any meeting of the Board. The Executive Board is complemented by an Advisory Board, primarily made up of Chairs of the Committees.

Executive Board officers and duties
- The President, subject to the Executive Board, will have general supervision and control over Chapter affairs
- The President-Elect will work closely with the President and will undertake special projects at the request of the Board. The Past-President will advise the President and President-Elect, and will undertake special projects at the request of the Board
- The Secretary shall keep an approved record of all meetings of the Chapter and Board and sign legal documents jointly with the President
- The Treasurer shall have custody of the Chapter funds
- The Board will organise any statutory events as required by SLA Chapter guidelines: e.g. AGM or EGMs. See Chapter Governance for more information.

Objectives
- Create an annual set of objectives for the Chapter each year.

Meeting schedule
- The Board shall meet monthly or as required to complete business to comply with SLA Chapter requirements

Contact details
- sla-europe-board@googlegroups.com

Documentation and reporting requirements
- Documentation and reporting requirements incumbent on this Board are as required by SLA HQ, see Chapter Governance
- Publish a short set of annual objectives for the Chapter
- Board minutes are archived on the website; other records are kept as appropriate by the Committees

Financial considerations
- As advised by the Treasurer
- Primary funding points for the Executive Board are raising income via sponsorship, unit partnership, membership and event fees to cover Chapter expenses, in particular the President to attend Conference and the President-Elect to attend the Leadership Summit, and any award programmes (e.g. ECCA).

Chapter liaison
- As required by SLA HQ and the requirements of the Chapter

Accountability
- The Board is accountable to SLA HQ

The Committees are as follows:
- Events
- Digital Communications
- Early Career and Awards
- Membership
- Publicity and Public Relations
- Nominations
SLA Europe

Terms of Reference: Chapter Governance

The Board acts to ensure that SLA Europe conforms to SLA HQ requirements for the operation and governance of Chapters.

Objectives

- The Executive Board is responsible for ensuring that an Annual Business Meeting takes place each year, usually shortly after the end of the year under review. The primary purpose is to announce the Executive Board for the coming year and report on the state of the Chapter.
- The President needs to ensure HQ filing requirements per the list below are completed on a timely basis.

Documentation reporting requirements

- The Treasurer will submit to SLA HQ an Annual Financial Statement including monthly bank statements and reconciliations before January 31st each year to the SLA HQ CFO.
- The President will submit a list of Chapter officers by February 1st each year (http://www.sla.org/governance/chapters/chapter-officer-form/).
- The President will write and submit the Annual Report by December 1st each year (http://www.sla.org/governance/chapters/annual-report-form/).
- The Secretary will document the minutes of the Annual Business Meeting. The minutes and supporting docs of the Annual Business Meeting are to be posted on the SLA Europe website (http://www.sla-europe.org/contacts/agm/) and sent to Linda Broussard – COO (lbroussard@sla.org) at SLA HQ.
- The President needs to ensure anyone who joins the Executive Board or Advisory Board completes the SLA Leadership Code of Responsibility Forms (http://www.sla.org/governance/leadership-code-of-responsibility/).
- The President needs to notify SLA HQ of any changes to the Executive and Advisory Board during the year to Linda Broussard.

Accountability

- Accountable to SLA HQ
### Terms of Reference: President

- The President has overall responsibility for the effective operation of SLA Europe, and subject to the Executive Board, will have general supervision and control over Chapter affairs.

#### Objectives

- In collaboration with the Board, create a short set of priorities and objectives for the Chapter for the President's year.
- Work with the Nominating Committee Chair and ensure there is a full Executive and Advisory Board in place.
- Manage the Executive and Advisory Board to ensure all aspects of the Chapter are operating effectively.
- Schedule and chair the monthly Board Meeting.
- Ensure Chapter governance requirements are met. Monitor SLA Governance Listserv for relevant changes and reporting dates (sla-governance@sla.lyris.net).
- Collaborate with the Past President and President Elect on significant Chapter issues.
- Work with Past President and Treasurer to ensure sufficient commercial sponsorship to fund Chapter activities.
- Review the draft budget prepared by the Treasurer for submission for approval at the first Board meeting of each new fiscal year.
- Liaise with other SLA Divisions and Chapters and look for collaboration with other European professional bodies.
- Monitor SLA Leadership distribution list and forward relevant items to Board and Europe membership (sla-leadership@sla.lyris.net).

#### Meeting schedule

- Chair monthly Board Meeting.
- Coordinate any adhoc meetings required to conduct Chapter business.
- Attend SLA Annual Conference in June and speak at International Reception.
- Attend as many SLA Europe events as possible during term.

#### Contact details

- president@sla-europe.org

#### Documentation reporting requirements

- Publish a short set of priorities and objectives for the year to the membership.
- Prepare monthly Agenda and Board Report (including collating Committee Reports).
- Create a quarterly "President Update" to be sent to members via the Blog.
- Submit a list of Chapter officers by February 1st each year (http://www.sla.org/governance/chapters/chapter-officer-form/).
- Write and submit the Annual Report by December 1st each year (http://www.sla.org/governance/chapters/annual-report-form/).
- Coordinate the appointment of a new Executive or Advisory Board member:
  - Ask Secretary to add new board member to SLA Europe Board email group email (sla-europe-board@googlegroups.com) and to the joint Board & Committees group email (sla-europe-joint-list@googlegroups.com).
  - Ask Secretary to add new board member to appropriate SLA governance and leadership lists.
<table>
<thead>
<tr>
<th>Financial considerations</th>
<th>Ensure the Chapter is run on a fiscally sound basis.</th>
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</thead>
<tbody>
<tr>
<td>Chapter liaison</td>
<td>Coordinate with all Committees and Board members.</td>
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<td></td>
<td>Liaise with other SLA Divisions and Chapters.</td>
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<td></td>
<td>Look for collaboration with other European professional bodies.</td>
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<tr>
<td>Accountability</td>
<td>Accountable to HQ for Chapter Governance.</td>
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</tbody>
</table>
## Terms of Reference: President Elect

The primary objective of the President Elect is to learn during the year before becoming President from the current President and Past President how to run the Chapter effectively. The President Elect serves as a member of the Executive Board.

| Objectives | • Shadow and support the President on various Chapter initiatives.  
|            | • Fully understand the operations and governance of the Chapter. |
| Meeting schedule | • Attend the Leadership Summit in January of year as President Elect.  
|                | • Chair monthly Board meetings in absence of President.  
|                | • Deputise for the President as otherwise required.  
|                | • Monitor SLA Governance Listserv for relevant news (sla-governance@sla.lyris.net).  
|                | • Monitor SLA Leadership Listserv for relevant news (sla-leadership@sla.lyris.net). |
| Contact details | • president@sla-europe.org |
| Documentation reporting requirements | • Monthly report to Board. |
| Financial considerations | • Understanding of the Chapter budget process and monthly financial reports. |
| Chapter liaison | • Ad-hoc assignments from President and Board. |
| Accountability | • Accountable to the Executive Board. |
## Terms of Reference: Past President

Act as council to the current President and assist / advise on Chapter initiatives. The Past President serves as a member of the Executive Board.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Supporting activities</th>
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<tr>
<td>• Support the President on various Chapter initiatives.</td>
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<td>• Chair Nominating Committee.</td>
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<td>• Work with President and Treasurer to ensure sufficient commercial</td>
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<tr>
<td>sponsorship to fund Chapter activities.</td>
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<tr>
<th>Meeting schedule</th>
<th>Attend monthly Board Meeting.</th>
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<tr>
<td>Contact details</td>
<td><a href="mailto:president@sla-europe.org">president@sla-europe.org</a></td>
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<tr>
<th>Documentation reporting requirements</th>
<th>Monthly report on any Chapter initiatives the Past President is leading to the President for inclusion in Board Report.</th>
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<tr>
<th>Financial considerations</th>
<th>None</th>
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<th>Chapter liaison</th>
<th>Ad-hoc assignments from President and Board.</th>
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<tr>
<th>Accountability</th>
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## Terms of Reference: Secretary

Ensure all Board meetings and decisions are documented and that the Chapter's Terms of Reference are kept up to date. The Secretary serves as a member of the Executive Board.

### Objectives

- Document in writing all Board decisions (via the Board minutes).
- Act as a person of constitutional reference for the Chapter.
- Ensure the Chapter Terms of Reference are accurate and up to date.
- Support the President in governance matters.
- Ensure chapter meets requirements for holding Annual Business Meeting/AGM.
- Monitor SLA Governance Listserv for relevant news (sla-governance@sla.lyris.net).

### Meeting schedule

- Monthly Board Meeting.

### Contact details

- secretary@sla-europe.org

### Documentation reporting requirements

- Monthly Board meeting minutes.
- Ensure the following lists are kept up to date and accurate:
  - SLA Europe Committee Members & Officials 2014.
  - The SLA Europe Executive and Advisory Board email List (sla-europe-board@googlegroups.com).
  - The SLA Europe Joint Mailing List which includes the Executive and Advisory Board plus the Committee Members (sla-europe-joint-list@googlegroups.com).
- Inform HQ of new Board member by completing this form: [http://www.sla.org/governance/chapters/chapter-officer-form/](http://www.sla.org/governance/chapters/chapter-officer-form/)
- Add new Board members to relevant SLA leadership and governance lists (see [https://www.sla.org/get-involved/wikisdiscussion-lists/leadership-lists/](https://www.sla.org/get-involved/wikisdiscussion-lists/leadership-lists/) for details).
- Annual Business Meeting minutes (see Chapter Governance).
- Annual updating of Terms of Reference.

### Financial considerations

- None

### Chapter liaison

- None

### Accountability

- Accountable to the Executive Board.
## Terms of Reference: Treasurer

The Board appoints a Treasurer to ensures fiscally prudent management of the chapter's finances and monitors its financial status by maintaining all financial records of the Chapter in accordance with Association Practices. The Treasurer serves as a member of the Executive Board.

### Objectives

- Prepare the budget with the President for approval at the first Board meeting of each new fiscal year.
- Report the fiscal condition of the Chapter to the Executive Board at each Board meeting.
- Prepare an annual financial statement for each fiscal year ending December 31 (using Quicken). Arrange for Annual Financial Report to be audited.
- Monitor Chapter fund-raising activities to ensure that they are in compliance with Association Policies and Practices (e.g. http://www.sla.org/governance/governing-documents/policies-and-practices/extra-association-relations-policy/).
- Monitor Treasurer's Listserv and Unit Treasurers Wiki (http://wiki.sla.org/display/SLATREASURE/Unit+Treasurers%27+Wiki).
- Ensure that event sponsors are invoiced and monies collected from sponsors and paying attendees. Advise members of the board of requests for expenditure in excess of £100.
- Ensure that Board agrees on planned expenditures and ensure each approved expenditure is properly documented.
- Administer the Chapter’s bank account.
- Member of the Events Committee

### Meeting schedule

- There is no Finance Committee.
- Attend monthly Board Meeting.

### Contact details

- treasurer@sla-europe.org

### Documentation reporting requirements

- Annually publishes the approved Budget to Board and Advisory Committee.
- Annually submit signed and audited financial report to Chief Financial Officer at SLA HQ.
- Monthly report to Executive Board on fiscal conditions.
- Submit copies of bank statements every month to controller@sla.org.

### Financial considerations

- Collect, deposit, and expend funds for the Chapter, and constantly monitor and report on the financial health of the Chapter.

### Chapter liaison

- SLA Europe Board and Committees on activity to raise or spend funds or take out contracts with financial implications.
- SLA Treasurer, SLA CFO, other Unit Treasurers.

### Accountability

- Accountable to HQ for the Chapter funds which are part of SLA’s funds and to the President of the Chapter.
# Terms of Reference: Committee Chairs

In order to operate an effective Chapter, it is critical that there are sufficient members who volunteer to serve on the SLA Europe Executive Board, Advisory Board and Committees.

## Objectives

- The Committee Chairs need to ensure there are sufficient numbers of Committee members to successfully conduct the business of each Committee.
- The Committee Chair should prepare members of their committees to be potential future committee chairs.

## Documentation reporting requirements

- For each new Committee member the Committee Chair is responsible for the volunteer's orientation to SLA Europe. This consists of:
  - Send a welcome email, introducing yourself to the new Committee member.
  - Inform the new volunteer regarding frequency and format of Committee meetings.
  - Ensure the volunteer's email is added to the relevant Committee group email.
  - Add new volunteer to sla-europe-joint-list@googlegroups.com list by notifying the Chapter Secretary.
  - Provide them the Terms of Reference for your Committee and explaining the objectives of the Committee.
  - Discuss and agree what the new volunteer will be responsible for to assist the Committee in achieving the Committee's objectives.
  - Ask them if they have any industry professionals they know who may be interested in volunteering to serve on an SLA Europe Committee.
  - Notify them they are welcome to attend the annual Open Board Meeting.
- The Committee Chair should notify the Board of any new Committee members and any resignations.
- When the Volunteer resigns, send an email thanking them for their contributions to SLA Europe and notify the Chapter Secretary to remove from mailing list.
# SLA Europe

## Terms of Reference: Events Committee

The Board delegates the responsibility for organizing events to the Events Committee.

### Objectives

- To organise and deliver a balanced programme of events that fulfil one or more of the following criteria for SLA Europe members:
  - Promote the industry/profession.
  - Foster personal and/or professional development.
  - Provide professional networking opportunities. In conjunction with the Conference Coordinator, create events or co-sponsored events to compliment SLA Europe's involvement in conferences, exhibitions or other industry events.
  - Liaise with Regional Representatives to create events local to them.
- The Committee Chair is responsible for ensuring all aspects of the Committee are operating effectively.

### Contact details

- slae-events-committee@googlegroups.com

### Meeting schedule

- The Events Committee shall meet monthly or as required.
- Quorum: the Chair (or deputised member) plus three other members of the Committee.
- The Committee Chair attends monthly Board Meeting.

### Documentation and reporting requirements

- A timetable of future events and commitments.
- A dashboard to record critical information and success factors, including a post event feedback summary from event attendees.
- Adequate procedures documents to ensure events are consistently run in line with SLA Europe Board expectations.
- A list of preferred venues and contracts.
- Ensure sponsorship agreements and expense documentation related to events are sent to the Chapter Treasurer.
- Publicity before and after events, e.g. Via blog, Listserv, etc
- Attendance lists for Membership Chair to follow up.
- The Committee Chair prepares the monthly Committee report for the President's monthly Board Report.

### Financial considerations

- The Events Committee will strive to make all events profitable (and at a minimum self-funded), through sponsorship and attendance fees.
- If an event requires funding from Chapter finances, the EC will liaise with the Treasurer and secure Board approval in advance.
- Contra-deals may be put in place for industry events.

### Chapter liaison

- Treasurer – see above.
- Membership Chair - to follow up on non-members attending meetings
- PR Chair- to assist with event publicity.
- Digi-Comms:
  - To ensure events are effectively promoted and subsequently reported via appropriate channels (SLA Europe Website and Blog, LinkedIn, Twitter; etc).
To provide platform for event bookings and feedback.
- Regional Representatives: to organise local events.
- Conference Coordinator - for events tied to industry conferences.
- Other professional bodies - for co-sponsorship of events.

**Accountability**
- To the SLA Europe Executive Board.
## Terms of Reference: Digital Communications Committee (Digi-Comms)

To maintain the website, provide technical support and advice to the Board, and manage all social media channels SLA Europe decides to make use of.

### Objectives
- Maintain the website, ensuring that all information is up to date and that the site's technical requirements are met.
- Maintain a steady flow of new content for the blog, including event reports, features and podcasts.
- Evaluate new social media platforms for the suitability of our involvement with them, and maintain SLA Europe's presence on the platforms we are already on.
- Reply to feedback and queries made on social media channels, where possible and appropriate.
- Include sponsor logos and other content as required in relation to sponsorship.
- The Committee Chair is responsible for ensuring all aspects of the Committee are operating effectively.

### Meeting schedule
- Bi-monthly, normally via SLA’s GoToMeeting account.
- Quorum: The Chair and two other members.
- The Committee Chair attends monthly Board Meeting.

### Contact details
- slae-webcommittee@googlegroups.com
- webmaster@sla-europe.org
- editor@sla-europe.org

### Documentation and reporting requirements
- All meeting minutes, account passwords and hosting details are stored on the Committee's wiki ([http://hintsforwordpress.pbworks.com/](http://hintsforwordpress.pbworks.com/)). All members of the Committee have access to the wiki.
- The Committee Chair prepares the monthly Committee report for the President's monthly Board Report.

### Financial considerations
- Funding requirements for the Committee are hosting costs for the website and the Flickr account. All other accounts used are free of charge.
- Revenue generation opportunities via the website include banner ads, and sponsored posts (blogatorials).

### Chapter liaison
- Treasurer – to arrange payment of hosting fees etc.
- Events – details of upcoming events will be posted to the blog and social media accounts; post-event reports will be arranged with the Events Committee.

### Accountability
- To the SLA Europe Executive Board.
# SLA Europe

## Terms of Reference: Early Career and Conference Awards Committee (ECCA)

To run SLA Europe award programmes and in particular encourage involvement of early career professionals in SLA, primarily the Early Career Conference Award programme (ECCA)

### Objectives
- To encourage membership and engagement with the wider LIS community through offering awards to attend SLA Annual Conference.
- To raise awareness of SLA, SLA Europe, and co-sponsoring divisions among students and new professionals.
- To raise awareness of SLA, SLA Europe, and co-sponsoring divisions among the wider LIS community.
- To raise awareness of SLA's divisional benefits by co-sponsoring of awards by divisions.
- The Committee Chair is responsible for ensuring all aspects of the Committee are operating effectively.

### Meeting schedule
- By phone, as required. (Most communication is by email).
- Quorum: the Committee Chair, plus one other member.
- The Committee Chair attends monthly Board Meeting.
- The ECCA Annual Schedule consists of:
  - September-November: find Division partners.
  - December: open applications.
  - February: close applications.
  - March: judging. Notify applicants end March.
  - April-June: prepare winners for conference.

### Contact details
- earlycareers@sla-europe.org
- awards@sla-europe.org

### Documentation and reporting requirements
- Judging sheets for award winners kept by the Chair - copies made available to co-sponsoring divisions.
- The Committee Chair prepares the monthly Committee report for the President's monthly Board Report.

### Financial considerations
- Sponsorship required to fund SLA Europe's contributions towards ECCAs.
- Division co-sponsorship required for ECCAs.

### Chapter liaison
- Treasurer - invoicing of sponsors and refund of expenses to award winners.
- President - usually serves on judging panel.
- Digicoms - hosting and promoting write-ups by award winners.
- With the Board as a whole to get award winners involved in Board activity.

### Accountability
- Accountable to the SLA Europe Executive Board Award decisions are also accountable to co-sponsoring divisions.
**SLA Europe**

**Terms of Reference: Membership Committee**

To provide advice to existing and prospective members. To liaise with HQ on all matters related to membership. To promote benefits of membership through targeted activities, including maintenance of website and SLA Europe Listserv.

| Objectives | • Ensure SLA Europe members and prospective members have a point of contact for all queries related to their membership.  
• Monitor membership reports and update the Board.  
• Welcome new joiners and chase lapsed memberships.  
• Liaise with HQ on all matters related to membership.  
• Promote the benefits of membership through targeted activities, including follow up emails after events and maintaining the relevant pages on the website.  
• Coordinate the development/revision of the Chapter marketing documentation to be used for member recruitment.  
• Maintain the SLA Europe Listserv.  
• Liaise with Regional Coordinators to facilitate international activities.  
• The Committee Chair is responsible to ensure all aspects of the Committee are operating effectively. |
| --- | --- |
| Meeting schedule | • Organised on ad-hoc basis - most communication via email.  
• The Committee Chair attends monthly Board Meeting. |
| Contact details | • membership@sla-Europe.org forwarded to Chair.  
• listmanager@sla-europe.org forwarded to List Manager.  
• Webmail account for membership@sla-europe.org set up by Digicomms Committee to enable all Committee members to respond from main address and retain membership branding.  
• Monthly report to the Board on status of membership and details of new joiners and leavers and why members did not renew.  
• HQ monthly report on status of membership posted to the Membership Chairs wiki area (restricted access).  
• Development and maintenance of Membership related pages on the website.  
• The Committee Chair prepares the monthly Committee report for the President's monthly Board Report. |
| Documentation and reporting requirements | • Financial considerations | • No regular or anticipated expenses. |
| SLA Corporate Member Policy | • Currently $750. This allows one named person to attend SLA Europe Events, the named company delegate can be changed as required by the company. Corporate membership also provides ability to send 4 people to the SLA Annual Conference at SLA Member Rate, a significant savings vs. the non-member conference rate. |
| Chapter liaison                          | • Events Committee - provide contact details of events registrants who have requested further information on joining SLA.  
|                                         | • PR Committee - to coordinate information campaigns and develop relevant resources.  
|                                         | • Regional Coordinators - to coordinate communication efforts. |
| Accountability                         | • To SLA Europe Executive Board. |
# Terms of Reference: Publicity and Public Relations Committee (PR)

To develop and coordinate public relations activities at Chapter level.

## Objectives
- Create awareness of SLA Europe outside the existing SLA memberships and list serve recipients.
- Distribute news releases and publicity for activities of the Chapter (ECCA Awards for example).
- Maintain a distribution list for press releases and other publicity channels.
- Solicit the Board and membership for constructive suggestions and ideas for the public relations Committee to pursue.
- Arrange publicity and promotion of SLA Europe and the information profession generally.
- Cooperates with the Association Public Relations Advisory Council to further the public relations program of the Association in Europe.
- The Committee Chair is responsible for ensuring all aspects of the Committee are operating effectively.

## Meeting schedule
- Monthly or as required with the agreement of the Committee members.
- Quorum: the Chair plus one other member of the Committee.
- The Committee Chair attends monthly Board Meeting.

## Contact details
- slae-pr-committee@googlegroups.com

## Documentation and reporting requirements
- A PR annual plan in line with strategic goals and events of the Chapter.
- News releases and publicity for Chapter events, activities and awards.
- Press releases as appropriate with SLA Executive Board and PR Director.
- The Committee Chair prepares the monthly Committee report for the President's monthly Board Report.

## Financial considerations
- No regular or anticipated expenses.

## Chapter liaison
- Work with the SLA Europe committees to create awareness of SLA Europe activities beyond the immediate SLA Europe members and email lists.
- SLA Executive PR Director and Association Public Relations Advisory Council to further the public relations program of the Association.

## Accountability
- SLA Europe Executive Board.
- SLA Public Relations Advisory Council.
**SLA Europe**

**Terms of Reference: Nominating Committee**

To ensure the Board and Committees are fit for purpose, and ensure transparency around Executive Board elections.

<table>
<thead>
<tr>
<th>Objectives</th>
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<tbody>
<tr>
<td>• Chaired by Past President, with current President and one former member of the SLA Board</td>
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<tr>
<td>• Run process with regard to Executive Board posts, in particular President-Elect ‘election’</td>
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<tr>
<td>• Ensure any gaps on Board are filled as they arise</td>
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<tr>
<td>• Candidates for President Elect must have previously served as a member or chair of an SLA Europe committee. Candidates for other Executive Board posts need to be an SLA Europe Chapter member</td>
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<tr>
<td>• Monitor Committees to ensure adequate resource and also consider succession planning</td>
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<tr>
<td>• Monitor length posts held, consider rotation and maximum terms</td>
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<tr>
<td>• Consider advertising of roles to bring in new members to Committees and Board</td>
</tr>
<tr>
<td>• Formalise scope document / any rules, as per practice suggested by HQ and other chapters / divisions, for inclusion in SLA Europe Terms of Reference</td>
</tr>
<tr>
<td>• The Committee Chair is responsible for ensuring all aspects of the Committee are operating effectively</td>
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<th>Meeting schedule</th>
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<td>• Quorum: the Chair plus 1 other member of the Committee</td>
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<td>• The Committee Chair attends monthly Board Meeting</td>
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<th>Contact details</th>
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<td>• <a href="mailto:president@sla-europe.org">president@sla-europe.org</a></td>
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<th>Documentation and reporting requirements</th>
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<tbody>
<tr>
<td>• Calls for nominations in August each year</td>
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<tr>
<td>• Runs elections as required in September each year</td>
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<td>• Announces Europe Chapter Executive Board in October each year</td>
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<table>
<thead>
<tr>
<th>Financial considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No regular or anticipated expenses</td>
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<table>
<thead>
<tr>
<th>Chapter liaison</th>
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</thead>
<tbody>
<tr>
<td>• All Board - to flag vacancies and identify candidates</td>
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<tr>
<td>• DigiComms - for election process and to announce new Europe Chapter Executive Board to members</td>
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<td>• PR - to publicise the new Europe Chapter Executive Board beyond Europe Chapter members</td>
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<tr>
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## SLA Europe

### Terms of Reference: Conference Coordinator

- Coordinate effective SLA Europe participation in relevant conferences, exhibitions and industry events.

#### Objectives

- Coordinate SLA Europe participation in conferences, exhibitions and industry events. Currently this includes PIC (May), SLA Conference (June) and ILI Conference (October).
- Develop a standard approach as to how SLA Europe works with third party organisations for conferences and document for future reference.
- Investigate other European industry conferences for potential SLA Europe participation.
- Liaise with SLA HQ to understand what European conferences they are going to be involved in within Europe and assess if SLA Europe should seek to be involved at these conferences.

#### Meeting schedule

- Coordinate any events at these conferences with Events Committee who should take the lead on the event.
- Coordinate with SLA Europe Board and Committees as required for each Conference.
- The Conference Coordinator attends monthly Board Meeting.

#### Contact details

- conference-coordinator@sla-europe.org

#### Documentation and reporting requirements

- Monthly Committee report for the President's monthly Board Report.

#### Financial considerations

- Financial support may be required for conferences. Approval for spend by Executive Board.

#### Chapter liaison

- Events Committee on any SLA Europe events to be run in conjunction with the conference.
- SLA HQ to understand what Europe conferences they plan to attend or co-sponsor in the next year.

#### Accountability

- To SLA Europe Executive Board.
## Terms of Reference: Country Representatives

| **Objectives**                  | • Promote SLA Europe within the representative’s country  
|                                | • Identify opportunities for SLA Events within the country. These may be co-sponsored events with other organisations. |
| **Meeting schedule**           | • Attends Events Committee meetings when Country Representative is organising an event in their country.  
|                                | • Ad hoc meetings as required to coordinate SLA Europe activities with other in country members.  
|                                | • The Country Representatives attend monthly Board Meeting. |
| **Contact details**            | • Not Applicable. |
| **Documentation and reporting requirements** | • Country Representatives may prepare monthly reports for the President's monthly Board Report. This is optional. |
| **Financial considerations**   | • No regular or anticipated expenses. |
| **Chapter liaison**            | • Events Committee for events in their country.  
|                                | • Other SLA Europe Committees and SLA Divisions as required. |
| **Accountability**             | • To SLA Europe Executive Board. |