



**Career Development Group**

**Library Association of Ireland**

**POLICIES AND PROCEDURES**

## **Career Development Group – Policies and procedures**

### **1. Name**

1.1. The name of the group shall be the Career Development Group, hereafter referred to as "the Group".

1.2. The group is established in accordance with Articles 83 – 87 of the Memorandum and Articles of Association of the Library Association of Ireland.

1.3. The Group reserves the right to change its name. Following consultation with the Executive Board, any change of name shall go through an open and transparent consultation process with the entire membership, and cannot be formally adopted until approved by a two thirds majority of members at an Annual General Meeting or Emergency General Meeting and ratified by the Executive Board.

### **2. Membership**

2.1. Membership of the Group is open to members of the Library Association of Ireland.

2.2. Members are entitled to vote, attend the AGM, receive publications from the Group, serve on the Committee, and contribute to the Group discussion list and online forums provided they are personal members in good standing of the LAI.

### **3. Mission statement**

3.1. The Group intends to promote awareness and understanding of the career options for librarians and information specialists of the 21<sup>st</sup> century and to support the creation of a network for the discussion of career development issues and topics.

### **4. Purpose and role**

4.1. The purpose of the Group is to represent both existing library and information professionals and new graduates looking for jobs and career development opportunities. The Group is committed to develop a proactive approach to employment in libraries through the discussion of topics such as career development and employment and by liaising with employers and groups across all library sectors.

4.2. Our role within the LAI is to:

- Create opportunities for members to network and discuss issues around career development and current job opportunities;

- Establish a link between employers and potential employees or interns within the profession;
- Liaise with both Education Committees (Professional Standards and CPD) to identify ways to support their work in the areas of internships, LIS volunteering and mentoring programmes;
- Support the work of the LAI in advocating for the LIS profession, LIS professionals and libraries in Ireland.

## **5. Committee and meetings**

5.1 . The Group shall be governed in the best interests of the members of the Group by a duly elected Committee.

5.2. This Committee shall consist of a maximum of twelve members, including the Honorary positions of Chairperson, Secretary and Treasurer.

## **6. Role of the Chairperson**

6.1. The Chairperson should take reasonable care to see the activities of the group are carried out in accordance with the overall purpose and role of the Group as defined in the Policies & Procedures document.

6.2. The Chairperson will have the responsibility for ensuring the various functions of the Group are carried out with due regard to this Policies & Procedures of the Group, and in a fair and equitable manner.

6.3. The Chairperson shall be responsible for the proper maintenance of the Group's records and documentation.

## **7. Role of the Secretary**

7.1. The Secretary of the Committee is responsible for communicating to members the time and date of relevant meetings

7.2. The role of the Secretary includes the preparation of an annual report of the Group's activities to be presented at the AGM.

7.3. The role of the Secretary shall also include liaising with the Honorary Treasurer of the Executive Board of the Association to ensure that the Group receives regular updates regarding membership of the Group.

## **8. Role of the Treasurer**

8.1. The Treasurer is responsible for managing the financial arrangements of the Group and will issue regular Statements of Accounts to the Committee and to the Honorary Treasurer of the Association as requested.

8.2. The Treasurer shall give a Financial Report at each AGM, a copy of which will be made available to all members. This report shall be forwarded to the Honorary Treasurer of the Association.

### **9. Ad-hoc roles: working groups**

9.1. The Committee shall have the power to establish working groups to deal with specific areas of responsibility.

9.2. The Committee shall set the terms of reference for all working groups, to be reviewed every 12 months.

9.3. Membership of working groups will be re-confirmed every 12 months.

9.4. The Committee shall have the power to disband working groups.

9.5. Each Working Group will be chaired by a Committee member.

9.6. The minutes of Working Group meetings will be made available to all Committee members.

### **10. Election of members to the Committee**

10.1. Committee members are drawn from members of the group. New Committee members are elected at the AGM.

10.2. Prospective members are required to formally submit expressions of interest to the Committee prior to the AGM.

10.3. In the event of the number of prospective members being greater than the number of available seats, an election will take place, at the AGM via Ballot paper.

10.4. The positions of Chair, Secretary and Treasurer, will be agreed at the first meeting of the newly elected committee following the AGM.

### **11. AGM**

11.1. An Annual General Meeting (hereafter known as the AGM) of the Group shall be held once a year, on a date determined by the Committee.

11.2. The Secretary of the Committee will give a minimum of four weeks individual notice to members of the Group, of the time, day and location of the AGM. The time and date of the AGM shall also be posted on the Group's page on the LAI website and on all ancillary channels such as the Group's blog and other social media outlets.

11.3. The AGM shall present reports from the Secretary and Treasurer, conduct the election of the Committee members and conduct any other business of the Committee of which due notice has been given. Time will also be made available by the Committee at the AGM for any other business that members of the Group might wish to raise.

## **12. Finance**

12.1. Responsibility for the Group's finances rests with the Honorary Treasurer who shall make receipt and payment of monies, and keep books of account, as appropriate.

12.2. Annual accounts must be presented at the AGM. Annual accounts to 31 December must be prepared and should be submitted to the Hon. Treasurer before 31 January of the following year.

12.3. Group Accounts must be audited in keeping with LAI practice.

## **13. Changes to the Rules & Procedures**

13.1. Changes to these Rules & Procedures are subject to approval by the Executive Board of the Association.

13.2. Once approved by the Executive Board changes to the Rules & Procedures for the Group shall be effected only by a majority vote of the members of the Group at the AGM, or at an Extraordinary General Meeting (EGM), as appropriate.