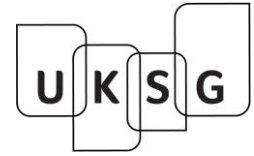


UKSG Outreach and Engagement Terms of Reference



Aims and Objectives

- To support the aims and objectives of UKSG
- To develop the membership of UKSG through raising awareness of UKSG activities and member benefits
- To promote engagement with the UKSG community with the aim of understanding the likely short, medium and long-term training requirements of the sectors which we serve
- To work closely and effectively with the Education and Events Subcommittee, the Insights Steering Group and the Research and Innovation Subcommittee
- To oversee the dissemination of news and current information about the information industry to UKSG members, via UKSG eNews
- To work with other organisations with similar aims and objectives where appropriate.
- To carry out the above aims with due regard to cross-sectoral objectivity, and to the charitable status of UKSG.

Specific Responsibilities

- Organisation of UKSG outreach webinars in collaboration with the Education and Events Subcommittee and their programme of training and awareness webinars
- Collaborate actively with the editorial team of UKSG eNews
- Responsibility for reaching out to under-represented sectors in UKSG membership (Further Education, corporate libraries etc.)
- Ensure curation of content concerning Outreach and Engagement on the UKSG website, with regular updates.
- Organisation of market research on behalf of UKSG including monitoring of event feedback
- Organisation of conference awards.
- Development of student and early career engagement with UKSG
- Organisation of student conference attendance.
- Overall responsibility for engagement with social media
- Write updated activity report to be included in UKSG Annual Review.

Membership and Chair

- The Chair will be a member of the UKSG Main Committee nominated by the Chair of that committee, and will be appointed for a term of three years.
- Staff lead and secretary will be the UKSG Executive Director
- Committee membership should include a mixture of professionals, drawn from those working at all points within the information chain, and allied organisations.
- Potential members should come from UKSG member organisations, or be co-opted by the Chair, should their particular expertise be an essential addition to the work of the committee.
- Potential members can volunteer themselves, or be nominated by a colleague in a UKSG member organisation, or by an existing member of a UKSG committee.
- There is no limit on the number of consecutive terms that can be served, if committee members contribute actively during meetings and/or undertake and fulfil regular actions.
- Members will be nominated for actions during meetings and may be asked to take the lead on specific areas of development within the committee's remit.

- The Chair will make final decisions on membership, taking advice from the UKSG Main Committee when required, with due regard to the balance of sectors represented.

Meetings

- The committee will meet in person three times per year, to be held on different days, in different locations, to enable as many members as possible to attend during the year.
- Interim meetings may be held by teleconference, at appropriate intervals, particularly for members tasked with taking forward specific areas of development.
- Individuals are responsible for fulfilling and reporting on action points between meetings.

Communications and Reporting

- Members will communicate via a UKSG JiscMail e-mail list.
- The committee reports to the UKSG Main Committee at four meetings per year via the Chair's presence at these meetings.

Bev Acreman
February 2018