

# UKSG Education Subcommittee

## Terms of Reference



### Aims and Objectives

- To support the aims and objectives of UKSG.
- To promote basic and more advanced practical work skills within the scholarly information process.
- To foster information and knowledge exchange amongst professionals working within different aspects of scholarly communication.
- To organise the UKSG programme of educational and professional training events, outside the annual UKSG conference.
- To take a strategic view of the likely short-, medium- and long-term training needs of the sectors which we serve, and to develop our programme of events accordingly.
- To deliver training of both high quality and good value for money.
- To work closely and effectively with the Marketing Subcommittee, Publications Subcommittee, Research Officer, Business Manager and Administrator.
- 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 training seminars.
- Organisation of UKSG Roadshows.
- Organisation of conference awards.
- Organisation of student conference attendance/breakout sessions.
- Identifying and contacting potential speakers for the above.
- Compiling course outlines and speakers' notes for the above.
- Suggesting and working up new course ideas, considering the resource and time implications involved.
- Liaising with the Marketing Subcommittee to ensure appropriate publicity for events is arranged.

### 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.
- The Secretary will be the UKSG Business Manager.
- 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.
- Committee members serve two-year terms; renewal of membership at the end of each term will depend on contributions made and actions fulfilled during the previous term.
- 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 the UKSG-Education 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.
- The committee provides reports to the Publications Subcommittee at three meetings per year.
- The committee liaises with the Marketing Subcommittee via conference call between Marketing and Education Subcommittee meetings.