

OLA FRIENDS COMMITTEE TERMS OF REFERENCE

Mandate:

The OLA Friends Committee exists to provide support and resources to assist in the formation and promotion of Friends of the Library groups. In addition, the Committee will act as a resource to the OLA community on topics of interest to Friends of the Library groups, including advocacy, fundraising, marketing, programming and volunteer management. Where appropriate, the Committee will act in an advisory capacity to Friends groups and/or library volunteers, and to library management and staff looking to form or further develop a Friends of the Library group.

Responsibilities/Objectives:

- Maintain access to resources currently found on the Friends of Canadian Libraries (FOCAL) website, including conference archives and FOCAL publications.
- Provide educational programming and assistance to the OLA community on issues of relevance to Friends of the Library groups.

Deliverables:

Continue the efforts of Friends of Canadian Libraries (FOCAL) to assist with the formation and promotion of Friends of the Library groups.

- Website maintenance
- OLA Community Friends discussion board
- Hosting educational sessions

Composition:

- OLA members who are members of a Friends of the Library group (4), Library Director/CEO (2) and Library Board Trustee (1)
- OLA Board Liason (1)

In addition:

- Libraries represented must have a Friends of the Library group
- One library cannot have more than one representative on Committee
- Geographic diversity is recommended, as well as a mix of large (urban) and small libraries.

- The inaugural committee will be appointed. Subsequent vacancies on the committee will be recruited by a call for applications.
- OLA members who register at the \$20 Friends rate are members who are not employed by a library or school.

Resources and budget:

- Website maintenance.
- Teleconference meetings as necessary.

Timelines

The Committee will meet twice a year. The OLA Executive Director will forward an annual update on behalf of the Committee to the Board.

Type of Committee:

Standing Committee

Term of Appointment:

The committee chair is appointed for a two-year term. In the instance of co-chairs, the terms will be staggered. Remaining committee members will have a three-year term with option to renew for a remaining 1 – 3 year term at the discretion of the chair or co-chairs. Team members' terms overlap to ensure knowledge transfer and consistency.



Definition:

The Friends of the Library organization in communities supports the mission of the Library Board and the Library through its activities and projects, and keeps the Library Board and the CEO informed of their activities. The Friends agree to publicly support the Library and its policies.

The purposes of the Friends are:

- (a) To promote and publicize library services in the community,
- (b) To fundraise,
- (c) To raise awareness, and
- (d) To advocate for the library, when requested by the Library Board and the library.

The Friends of the Library in a community is a not-for-profit organization. Some Friends groups may be incorporated (federal or provincial), and some may register with Canada Revenue Agency for charitable status.

The Friends are an independent, arms-length body, which collaborates and consults with the Library Board and library administration. If Library Board Trustees or Library management and/or staff join a Friends organization or attend Friends meetings, it is in an ex officio capacity, with no voting rights or decision-making authority.