

# Guide for OLA Committees

The Ontario Library Association's events and services are supported by hundreds of volunteers in Ontario on over 30 committees. Member involvement is vital to the success of the association. For a full list of OLA Committees, please consult [this page](#).

This document serves to outline some of the key roles played by OLA committee members, the OLA staff liaison as well as key tasks that should be undertaken throughout the year. Each committee's Terms of Reference will provide details on the specific mandate and deliverables of your committee and the OLA staff liaison for each committee can provide further guidance as needed. *Note: All meetings are virtual until further notice.*

## Roles and responsibilities of OLA Committee Members and Staff Liaison

### Role of Chair

- Chair meeting
  - For tips on how to chair a meeting, see this video: <https://www.youtube.com/watch?v=IHFrerN7vCc>
- Develop meeting agendas
  - Ensure these documents are shared with committee members at least 1 week before each meeting
- Set meeting dates for the year
- Ensure that Terms of Reference are current
- Ensure the committee is working towards its goals
- Work with OLA staff to request support needed from OLA staff.
- Draft an annual report to the Board or Council

### Role of Secretary

- Take meeting notes
  - Capture items in the order of the agenda (do not worry about who said what when)
  - Capture a general summary of the conversation, not verbatim
  - Include action items
  - Resource: <https://www.wildapricot.com/articles/how-to-write-effective-meeting-minutes>
- Work with Chair to draft an annual report to the Board or Council

### Role of Treasurer\*



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- Work with the chair and the staff liaison on budget requests for the year
- Ensure committee expenses remain within the set budget

\*This role is often fulfilled by the committee chair

### **Role of OLA Staff Liaison**

- Share advice when appropriate.
- Provide context for OLA policies and procedures.
- Facilitate communications between the committee with OLA members, including via newsletter, social media, and the OLA websites.
- Connect with committee with OLA staff, Board, Councils, and other committees as needed.
- Support committee in determining the resources and budget required to complete committee activities. This may include meeting space, technology needs, staff support, etc.
- Make any purchases needed related to committee budget / activities.
- Administrative duties, such as updating committee email group and shared documents.
- Committee terms of reference may outline additional responsibilities and functions of the OLA Staff Liaison specific to each committee.

## **Meeting Agenda Guidelines**

Agenda items are at the discretion of the committee and its chair. These guidelines are offered as a reminder to assist with agenda creation for meetings:

### **Tips for developing meeting agendas**

- Review Action items from previous meeting
- Review agenda items from previous years' meetings
- Include any timely topics
- Remember to be realistic in how much can be covered in a single meeting
- Build your agenda around your annual work plan

Additionally, OLA committee meetings should cover the following topics throughout the year:

### **Meeting #1**

- Confirmation of committee roles and composition
  - Chair / Co-chair
  - Secretary
  - Treasurer (if applicable)
  - Term – any vacancies coming up?



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- Onboarding of new committee members
  - Introduction of Committee members
  - Read Terms of Reference
  - Read OLA Strategic Plan
- Review budget for the year
- Review of Terms of Reference – any updates
- Review OLA Strategic Plan – identifying areas of concentration
- Propose year-plan.
  - Setting goals for the year.
  - Setting up indicators of success.
- Confirmation of year's calendar meetings.

### **Meeting #2 (before May)**

- If applicable – consider committee engagement at OLA Super Conference
  - Session submission?
  - Other engagement

### **Meeting #3 (before June)**

- Budget requests (before June)

### **Meeting #4 (at the end of the year)**

- Status report on ongoing projects.
- Recommendations for next year.
- Discuss report to Board/Council/Staff on activities and progress of the year.  
See Template for Board report on page 4.



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## Template Committee Report to OLA Board OR OLA Council

Committee Chairs should complete a short report to the OLA Board or the OLA Council to which they report at least once a year to. This report should include a summary of activities/deliverables as well as any items requiring board or council review and approval.

Board and Councils meet approximately four times a year and documents for Board/Council review are due two weeks before the meeting date.

**NOTE:** Event planning committees have a report template specific to events.

Session:	[OLA Board of Directors Meeting or OLA Council (insert)]
Subject:	[COMMITTEE NAME - link to ] Report
Prepared By:	
Date:	

### Items for discussion and approval by Board/Council

The Board/Council must discuss/approve select actions of the committee such as:

- Substantive changes to the mandate proposed to Terms of Reference;
  - Extension of any committee member terms.
  - Any other items that the committee needs board/council approval on.

Item	Context/Description	Links (if applicable)	For discussion and approval



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### Summary of Activities / Deliverables

Please use this table to summarize the key activities and accomplishments of the committee in the past year, note the status [complete, in progress, deferred].

Please also note the strategic priority that it supports. OLA’s current [strategic priority focuses on five key priorities listed here](#).

- 1 - Focusing Member Services Across Diverse Career Paths;
- 2 - Influencing Policy and Demonstrating Value;
- 3 - Building Evaluation and Research Capacity;
- 4 - Addressing the unique needs of rural, remote and Indigenous communities;
- 5 - Enablers: People, Technology and Fundraising

Deliverable	Description	Status	Strategic Priority Link
<i>E.g. Spirit of Reconciliation Initiative.</i>	<i>Delivered the Spirit of Reconciliation Initiative, funding three First Nation Public Library staff members to attend OLA Super Conference. Each FNPL staff member was matched with a</i>	Complete	4. Addressing the unique needs of rural, remote and Indigenous communities

### Recommendations/ideas for next year:

In a bullet point list or short paragraph, note any recommendations for next year. This could include ideas new initiatives, recommendations for changes, or general feedback on how the committee operates.

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### Committee members

Please list all committee members, including their positions and terms. Please also indicate if there any vacancies or upcoming vacancies.

### Meeting dates



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Please list the dates/times of this year's committee meetings.