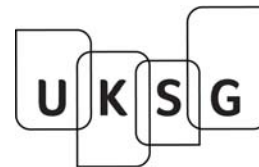


UKSG Main Committee Terms of Reference



Aims and Objectives

- To support the aims and objectives of UKSG, to:
 - facilitate community integration, networking, discussion and exchange of ideas
 - improve members' knowledge of the scholarly information sector and support skills development
 - stimulate research and collaborative initiatives, encourage innovation and promote standards for good practice
 - disseminate news, information and publications, and raise awareness of services that support the scholarly information sector
- To work with other organisations with similar aims and objectives where appropriate
- To carry out the above aims with due regard to cross-sectoral balance, and to the charitable status of UKSG.

Specific Responsibilities

- Overall responsibility for UKSG strategy development
- Overall responsibility for UKSG policies
- UKSG governance, e.g.:
 - Memorandum and Articles
 - Charity Commission liaison
 - Annual Report and Accounts
 - AGM
 - Committee elections
- Oversight of administration of UKSG
- UKSG's financial health, stability and sustainability
- Setting and monitoring annual budgets
- Maintenance and implementation of UKSG's risk management policy
- Oversight of policies and activities of the Education, Marketing, Publications and Research Subcommittees
- Content and organisation of the annual conference
- Content and organisation of one-day conferences.

Membership and Chair

- The Main Committee consists of the Chair, Secretary, Treasurer, nine elected members, and up to six co-opted members.
- Detailed arrangements for membership and elections are laid down in the Memorandum and Articles.
- The Chair, Secretary, Treasurer and Subcommittee Chairs will normally serve in those positions for three years, subject to annual membership elections for the positions of Chair, Secretary and Treasurer.
- The Chairs of the Education, Marketing, Publications and Research Subcommittees will be members of the Main Committee (as elected or co-opted members).
- The UKSG Business Manager and the UKSG Administrator will also attend UKSG Main Committee meetings.
- Main Committee membership should reflect different sectors of the community: co-options are one method to facilitate this.
- Each member of the Main Committee is expected to play an active role in the affairs of the organisation.

Meetings

- The committee will meet five times per year, in different locations if this helps to ensure maximum attendance.
- Meetings will generally take place in May, June, September, December and February.
- The June meeting will draw up the programme for the following year's annual conference.
- 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

- The Secretary will issue an agenda, together with written reports from the Chair, Treasurer, Subcommittee Chairs and Business Manager, in advance of meetings.
- Minutes, with actions and responsibilities indicated, will be made available following meetings.
- Members will communicate via the UKSG-Committee JISCMail e-mail list.