

## **CONTINUING EDUCATION COMMITTEE TERMS OF REFERENCE**

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**December 2014**

### **Mandate:**

The Continuing Education Committee is responsible for developing and delivering a continuing education program that meets the needs of the staff of NEOS Member Libraries in alignment with the NEOS Vision and Mission.

### **Reporting Structure:**

This Committee reports to the NEOS Executive Committee through the NEOS Manager. The Committee Chair provides a written report to each meeting of Directors.

### **Key Duties and Responsibilities:**

1. Determine continuing education needs.
2. Organize and evaluate an annual mini-conference to provide information, training and development to the staff of NEOS Member Libraries.
3. Organize and evaluate workshops to meet specific continuing education needs of staff of NEOS Member Libraries.
4. Evaluate the impact of NEOS continuing education on NEOS Member Libraries.
5. Recommend policy to the Executive Committee through the NEOS Manager.

### **Composition and Appointments:**

The Committee consists of:

- Five representatives of NEOS Member Libraries, appointed by the Executive for two year renewable terms. Committee members serve for a two year term, and may be reappointed to a second two year term (maximum four consecutive years). Committee members are eligible again for appointment after two years off the Continuing Education Committee.
- NEOS Manager (ex-officio)

The Chair is elected from within the committee for a two year renewable term.

### **Meetings:**

The Chair calls meetings of the Continuing Education Committee a minimum of twice per year. Members may participate by teleconference.

### **Resources:**

The Committee may submit a budget request to Executive, annually in October.

**Minutes and Communications:**

Drafts of meeting minutes are to be sent to the Committee within one week of the meeting, and approved at the next meeting.

Minutes are for the use of the committee.

Presentations or summary reports of workshops and mini-conference presentations are to be posted on the NEOS website.