

Schedules to accompany CILIPS Rules and Regulations

Purpose of the CILIPS Council

The main purpose of the Council is to provide a democratic link between the Board and the membership. The role of Council is to discuss issues that affect Branches and Groups, agree Council issues to be raised at Trustee Board and receive relevant updates on Trustee Board decisions and CILIPS work. The Council will nominate 3 of its members annually to form a Task and Finish Group to plan the programme for the annual Autumn Gathering.

Meetings

The Council will meet twice annually, once in the Spring and once in the Autumn.

Membership

The Council will comprise a representative from each active Branch and Group of CILIP in Scotland. Representatives for the coming year will be nominated each November and names and contact details advised to CILIPS office. In the event that a representative cannot attend a substitute may attend. The current Chair and Honorary Treasurer of Trustee Board are ex officio members of Council.

CILIP in Scotland officers attend meetings to support the Council's work and act as secretariat.

The Trustee Board may co-opt up to 2 additional members, who are not Branch and Group representatives, to the Council if the Board feel it would be beneficial to the work of the Council.

Chair of Council

The Council will be chaired by a member of the Trustee Board. The Chair will be nominated from the Board members at their first meeting each calendar year.

The Chair of Council will ensure that issues raised by the Council are reported to Trustee Board and where necessary, make recommendations to the Board on appropriate action.

Council Agenda

Council agenda will comprise the following items:

- Advocacy Report (CILIPS Officer)
- Update from the Trustee Board including approved minutes (Chair)
- Events Report (CILIPS Officer)
- Branch and Group reports (Branch representatives)
- Council discussion item (Chair)

Council discussions

Council members will be asked in January for suggestions for discussion sections of the meeting. Instructions will also be given on how to suggest topics throughout the year.

Council discussions will involve an introduction or presentation before Council members break into groups and then report back. There will be at least one topic for discussion each meeting.

Branch and Group Reports

Each rep must provide a short written update in advance of meetings to be circulated with meeting papers. The written update should be with CILIPS officers two full weeks before the meeting to allow distribution with other agenda items. The report should share Branch/

group concerns, challenges, successes. Key points of written reports will be used in the formulation of the CILIPS annual report.

Autumn Gathering

Event planning is a key annual task for Council. Council members will be asked to nominate 3 of their number to work with officers between January and July to plan the programme in consultation with Branches and Groups.

CILIPS Branches

The remit of a Branch shall be to:

- Contribute to the formulation of CILIP in Scotland policy;
- Act as a link between Council and the membership;
- Stimulate wider involvement of members and students in the work of CILIP in Scotland by organising professional and social events;
- Disseminate information about the work of CILIP in Scotland and create a network of representatives appropriate to the area served by each branch;
- Produce a newsletter or electronic news via the CILIPS website, for its members not less than twice a year.

Membership of a Branch will comprise those members of CILIPS working or in full time study in the area covered by the Branch, or if unemployed or retired, whose home address is in the area covered by the Branch.

Branch Committee members to be elected, where necessary by postal or electronic ballot. Up to four members will be elected for 3 years, up to four for 2 years and up to four for one year. The period for each committee member is to be determined by the number of votes cast or by drawing of lots.

Branch committee members will receive Council papers and agendas before Council meetings.

There should be co-operation between local Branches and Groups in the provisions of CPD events.

Reports from the Branches should be included in the Annual Report of CILIPS.

Reports from the Branches are a standing item on CILIPS Council.

The geographical areas covered by each Branch are outlined below:

North Branch

Highland

Moray

Orkney

Shetland

Western Isles

North East Branch

Aberdeen

Aberdeenshire

East Branch

Edinburgh

Scottish Borders

Fife

East Lothian

Midlothian

West Lothian

Central

Clackmannanshire

Falkirk

Stirling

Tayside

Angus

Dundee

Perth and Kinross

West Branch

Argyll and Bute

East Dunbartonshire

West Dunbartonshire

North Lanarkshire

East Ayrshire

North Ayrshire

Dumfries and Galloway

South Lanarkshire

East Renfrewshire

Glasgow

Inverclyde

South Ayrshire

Renfrewshire

CILIPS President

The role of CILIPS President spans a 2 year commitment to the organisation:

Year 1: Vice President;

Year 2: President

The President works in partnership with CILIPS officers in striving to implement the aims and objectives of the organisation as set out in the annual business plan. The President will be a personal member of CILIP and be able to provide a visible and supportive presence for CILIPS members and the organisation.

Duties and responsibilities of the Presidential role

The Vice President

- Promotes CILIPS priorities and key messages;
- Serves as a member ex-officio (non voting) of the Trustee Board (four meetings each year)
- In consultation with officers, selects a thematic focus for their Presidential year and annual Conference in keeping with wider CILIP strategic aims;
- Serves as a member of the conference planning team to plan the format, speakers and programme to fit with the presidential theme; and
- Leads the vote of thanks to the President at the final Trustee Board meeting of the year

The President

- Serves as a member, ex-officio, (non-voting) of the Trustee Board.
- Promotes CILIPS priorities and key messages;
- Supports the work of Branches and Groups through 'Meet the President' events;
- Uses such events to generate enthusiasm and support among members for CILIPS;
- Work commitments allowing, represents CILIPS at meetings, conferences and other events including the joint Irish conference (April), CILIP CYMRU Conference (May) and CILIP Conference (July);
- Hosts the annual Conference and Autumn Gathering events including presentation of student awards, honorary membership awards and hosting of Conference dinner;
- Drafts an introduction to the annual conference printed programme;
- Presents Immediate Past President with Past President's medal.

Honorary President / Honorary Vice-President

These titles may be awarded to an individual who has or could provide support, inspiration or guidance to members of CILIPS or is a prominent individual who by their profile, work or relationship within the information community will be a benefit to CILIPS. The office is held or given only as an honour, without the normal privileges or duties.

Chair of Trustee Board

Role description

As well as the statutory duties of a trustee, the role of the Chair of the Trustee Board is to provide leadership and direction to enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation.

The Chair is appointed to the Board on an annual basis from the Trustee Board at their first meeting of the year.

Responsibilities

- To plan the annual cycle of Board meetings;
- To set agendas for Board meetings;
- To chair and facilitate Board meetings;
- To give directions to Board policy making;
- To act as spokesperson as appropriate;
- To liaise with stakeholders and other organisations as appropriate;
- To monitor implementation of decisions taken at Board meetings; and
- To bring impartiality and objectivity to decision-making.

Honorary Treasurer

Role description

In addition to the statutory duties of a trustee, the role of the Honorary Treasurer is to maintain an overview of the organisations' financial and business affairs, ensure its financial viability and that proper financial records and procedures are maintained.

The Honorary Treasurer is appointed to the role for a two year period.

Responsibilities

- To ensure that CILIPS applies its resources exclusively in pursuance of its objects;
- To support the Director in the effective management of the organisation's financial and other resources;
- To oversee, approve and present budgets, accounts and financial statements;
- To advise on the financial implications of the organisation's strategic plans;
- To ensure that CILIPS has an appropriate reserves policy;
- To ensure that CILIPS has an appropriate investment policy and that there is no conflict between any investment held and the aims and objects of the charity;
- To ensure that equipment and assets are adequately maintained and insured;
- To ensure the organisation's compliance with legislation;
- To present reports to the Trustee Board on all financial and resource matters, keeping the Board informed of its financial duties and other responsibilities;
- To ensure that the annual accounts are prepared and disclosed in the form required by OSCR and the Annual General Meeting;
- To make a formal presentation of the accounts to the Annual General Meeting drawing attention to important points in a coherent and easily understandable way;
- To liaise with stakeholders and other organisations when appropriate;
- Where external scrutiny of the accounts is required, to ensure that the accounts are scrutinised in the manner required and any recommendations are implemented; and
- To contribute to the fundraising strategy of the organisation

Trustee

Role description

The statutory duties of a trustee are to:

- Ensure that CILIPS complies with its governing documents and OSCR regulations;
- Ensure that CILIPS pursues its objects as set out in its governing document;
- Ensure that CILIPS uses its resources exclusively in pursuance of its objects;
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against those targets;
- To safeguard the good name of the organisation;
- To ensure the financial stability of the organisation;
- To protect and manage the property of the charity and to ensure the proper investment of the Charity's funds;
- To promote membership of CILIP and the activities of CILIPS

Other duties

In addition to the above statutory duties each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising Board papers;
- Leading discussions;
- Focussing on key issues;
- Providing guidance on new initiatives and other issues in which the trustee has special expertise;
- Serving on Task and Finish Groups as assigned by the Chair;
- Demonstrating ethical conduct;
- Acting as an advocate for the library community