



Scotland's library
and information
professionals

CILIPS Students & New Professionals Community Terms of Reference

1. Purpose and aims

The CILIPS Students & New Professionals Community, hereafter SNPC, is being established in order to provide a network for those who are new to the profession in Scotland. This includes any aspiring information professionals or anybody who would consider themselves to be in the early stage of their career.

SNPC was instigated after Information and Library Studies students expressed a desire for a network which would allow them to connect with others at a similar professional stage as them. CILIP in Scotland, hereafter CILIPS, is pleased to support the development of such a group.

SNPC, supported by CILIPS, will aim to create a webpage of useful resources for new professionals, develop content for social media and the New Voices blog on the CILIPS website as a platform for new professionals, and organise events for members of CILIPS who are in the early part of their career, training/development events and networking/social events.

Resources on the SNPC webpage, social media, and blog will be openly available online for anybody to view.

Events organised by the SNPC will be open to anybody who is a member of CILIPS and who considers themselves to be in the early part of their career. These events should be offered free of charge to members.

2. Governance

SNPC will be run by a small organising group of students and new professionals who have put themselves forward to be involved. This group should be made up of at least 3 people and no more than 8 people. One member of CILIPS staff will also assist in the running of the SNPC and will act as a link between the group and CILIPS.

A report will be provided to the CILIPS Board in January 2021 to review how the group has developed in its first year and discuss future running of the group.

Members of the organising group will take up roles such as the following:

- Chair (chair meetings of the group)

- Secretary (have main responsibility for the groups email inbox, arrange in-person and virtual meetings, produce meeting agendas and minutes)
- Event planner(s)
- Web editor (1 person to be provide login details to the CILIPS website and given permission to upload content on behalf of the group)
- Social media manager (1 or 2 people to be with provided login details and post on behalf of the group)

Other members without a specified role will provide support where needed.

As the SNPC progresses, members of the organising group may no longer consider themselves new to the profession. Recognising this, the organising group will be flexible and members will serve in elected positions for one year. Members of the organising group will be elected to these positions at the beginning of each year, serving from January 1st to December 31st. At the end of this time, they will be eligible for re-election.

3. Meetings

There will be at least one face-to-face meeting of the organising group per year. It is likely that the majority of other meetings and communications between group members will be done virtually, though additional in-person meetings can be arranged where necessary.

4. Funding

CILIPS will hold a small budget of up to £500 for the group. Money from this can be claimed by the group where required to fund meetings, events and so on.