

**Electronic Health Library of BC (e-HLbc)**  
**Consortium Terms of Reference**  
August 19, 2013

**Name:** The Electronic Health Library of British Columbia (e-HLbc)

**Administrative Office:** Electronic Health Library of BC  
Bennett Library, Rm. 7600  
Simon Fraser University  
8888 University Drive  
Burnaby, British Columbia V5A 1S6

## 1. Objectives

e-HLbc is a membership-based consortium that provides the academic and health care community of British Columbia with easy access to online health library resources.

e-HLbc supplies a forum for discussion, support, training, and sharing of information resources and services that fosters cross-sectoral collaboration in the selection, acquisition, and management of British Columbia's e-library health information resources.

## 2. Membership

It is acknowledged that members are autonomous with authority over their budgetary decisions.

Two types of membership exist.

### A. Full Membership

Full membership in the e-HLbc consortium is open to original member institutions as listed in Schedule 2 of the 2006 e-HLbc Business Case.

Full members must:

- Agree to a three-year financial commitment for the core suite of resources;
- Maintain the appropriate library and technical infrastructure to deliver and safeguard electronic information products licensed by e-HLbc;
- Demonstrably support the objectives of e-HLbc; and
- Pay fees to support the costs of services offered and products licensed by e-HLbc, as well as any other fees levied by the Steering Committee.

Full members have one voting representative on the Steering Committee.

Members may withdraw by 90 days written notice to the Management Committee care of the administrative offices of e-HLbc. Such withdrawal does not relieve the member of any financial obligations agreed to prior to such withdrawal.

The membership of any member of e-HLbc may be terminated by the Steering Committee for failure to meet terms and conditions of negotiated licenses for information

services or; failure to pay assessed fees, or; failure to support the vision and purpose of e-HLbc. Membership may be withdrawn by a motion at a Steering Committee meeting. Prior notice to the member will be given 30 days in advance of the meeting. The motion must pass by a two-thirds majority of the members attending the meeting.

### **B. Affiliate Membership**

Other professional health organizations and educational institutions may access e-HLbc services for an annual fee providing that they share the Vision and Purpose of e-HLbc and can demonstrate suitable infrastructure to deliver and safeguard licensed resources and to meet the terms of particular licensing agreements.

Each affiliate member organization has one non-voting representative on the Steering Committee and is subject to alternative fee schedules as outlined in the Affiliate Membership Guidelines.

Application for affiliate membership is made to the e-HLbc's administrative office, which assesses suitability of the application, and brings forward a recommendation to the Management Committee.

### **3. Steering Committee**

The e-HLbc Steering Committee is charged with determining the overall direction for the consortium and for identifying its strategic initiatives. Members of the Steering Committee represent the interests and needs of their individual institution/organization and collectively represent the best interests and success of the consortium as a whole.

The Steering Committee consists of one representative from each e-HLbc Member and an ex officio member from the Administrative Centre. Representatives are generally those in positions charged with management and accountability of the Member's library. Each Member will select its representative to the Steering Committee and inform e-HLbc's administrative office in a timely manner.

Steering Committee representation is contingent upon the Member being in good standing.

### **4. Officers**

The officers of the consortium will be the Management Committee.

Management Committee members are elected from Full and Affiliate Members in good standing of the Steering Committee.

A Chair and Vice Chair, one from the Health sector, one from the Post-Secondary sector, are elected from and by the Management Committee representatives. Terms begin immediately following the spring meeting.

Further details on the election of officers, office terms, as well as roles and responsibilities are outlined in the Management Committee Terms of Reference.

## **5. Steering Committee Accountabilities**

The Steering Committee is directly accountable to Members for ensuring the cost-effective use of funds as well as determining strategies and initiatives to meet goals and objectives of e-HLbc.

## **6. Steering Committee Goals**

As representative leaders of e-HLbc Members, the e-HLbc Steering Committee aims to:

- Provide leadership that reflects the consortium's core values and principles;
- Model a governance structure that promotes accountability and transparency in planning and decision making, and that is reflective of best practices for library consortia;
- Position e-HLbc as a sustainable initiative responsive to current and future needs, opportunities and growth, by:
  - Developing and utilizing a strategic plan that reflects the needs of Members
  - Monitoring the achievement of e-HLbc's strategic objectives
  - Securing sustained funding and support by effectively communicating the value of e-HLbc's services to Members' administrators, staff, patrons, and stakeholders
- Support and model a philosophy of partner engagement essential to e-HLbc's success;
- Recognize and celebrate e-HLbc's achievements with partners and stakeholders.

## **7. Steering Committee Roles and Responsibilities**

The e-HLbc Steering Committee, as a collective, is responsible for:

- Providing leadership and advocating on behalf of the overall initiative to external stakeholders and others;
- Demonstrating and supporting committee structures and functions that reflect core principles and values;
- Approving an annual operating budget, Terms of Reference documents, as well as Strategic Plans and other initiatives; and
- Encouraging and supporting the implementation of strategic initiatives.

Committee Members are responsible for:

- Engaging their institution's/organization's staff and administration for input, feedback, and communication of needs when applicable;
- Advocating on behalf of the initiative at their home institutions/organization and to other external stakeholders;
- Accepting accountability for the collective roles and responsibilities of the Committee;
- Demonstrating and supporting Committee structures and functions that reflect core principles and values.

## **8. Task Committees**

From time to time, task committees may be established by the Steering or Management Committees, using volunteers from Member organizations, to execute specific tasks. Task

Committees will operate under the direction of the Management Committee and be limited in scope and time. The Task Committee shall report their activities and recommendations to the Management and Steering Committees, where appropriate, in a timely manner.

## **9. Finances**

The financial year shall run from April 1 to March 31.

Major financial decisions such as, but not limited to, annual expenditure plans, fee structures and membership levies will be passed by a two step process:

- Initial approval by the Management Committee;
- Final approval by the Steering Committee.

The Management Committee, acting on behalf of the Steering Committee, may be required to make financial decisions in a short time frame to advance the mission and purpose of e-HLbc. These decisions will be presented at the next Steering Committee meeting.

## **10. Meetings**

Meetings will occur twice a year, generally one in the fall and one in the spring and will be called with due notice to the members of not less than 30 days.

Meetings will be conducted and chaired by the Chair of e-HLbc.

Full and Affiliate members' representatives may attend meetings in person, by teleconference, by videoconference or by any other multi-media conferencing platform approved by the Management Committee.

Quorum for meetings shall be 51 per cent of voting Steering Committee representatives (i.e., Full Members) in good standing.

Minutes are recorded by the e-HLbc Administrative Centre and are made available within one month of the meeting. Approval of the minutes occurs by email. Approved minutes are publicly available on the e-HLbc website.

## **11. Decisions and Voting**

Decision-making shall be determined by consensus. If consensus is not achievable then voting will be implemented.

Financial recommendations, Membership recommendations, Strategic Plans, Terms of Reference amendments and the Election of officers all require voting. Decisions brought to a vote require approval by two thirds of members present.

## **12. Key Relationships**

Simon Fraser University Library currently serves as e-HLbc's host, providing administrative, financial, and organizational infrastructure to the consortium.

The BC Electronic Library Network (BC ELN), a unit in the Simon Fraser University Library, is contracted by e-HLbc members to act as the consortium's Administrative Centre.

While the Steering Committee has the responsibilities listed in this document, the Administrative Centre functioning out of the BC ELN Office exists as a unit in the Simon Fraser University Library and is subject to SFU policies in areas such as human resources, salaries, and financial management.

Staff of the e-HLbc Administrative Centre are employed by Simon Fraser University. Administrative Centre staff report to the BC ELN Executive Director who acts as the department head within the SFU Library, and oversees and evaluates the work of staff in accordance with appropriate human resources policies.

The Relationship clause will be reviewed and amended in the event of a change of host or administrative site.

### **13. Amendments**

These Terms of Reference will be reviewed every 3 years or earlier if there are substantive changes in the nature of e-HLbc or its members.