

**Electronic Health Library of British Columbia (e-HLbc)
Management Committee Terms of Reference**
August 19, 2013

The Electronic Health Library of British Columbia (e-HLbc) is a membership based library consortium providing the academic and health care community of British Columbia with easy access to online health library resources.

1. Committee Mandate

Members of the Management Committee are the Officers of the consortium and provide leadership, recommending annual priorities, and ensuring that objectives are met through support and oversight of operational activities of the consortium.

2. Accountabilities

The Management Committee is accountable to the Steering Committee.

3. Committee Representation and Term of Office

The Management Committee consists of:

- Three Health Sector Representatives
- Three Post-Secondary Sector Representatives
- One Affiliate Member Representative (non-voting)
- Representation from the e-HLbc Administrative Centre (non-voting)

Health and Post-Secondary sector members are elected from Steering Committee Full Member representatives by members of their constituent sector for a two-year term.

The Affiliate Member representative is elected by members of the Steering Committee Affiliate Member representatives for a two-year term. The Affiliate Member representative will be non-voting and unable to hold the position of Chair or Vice Chair.

Terms begin immediately following the Spring Steering Committee meeting. Committee representatives may be extended through election for one additional consecutive term.

In cases where a Committee representative steps down during the two-year term:

- If there is more than one year remaining in that term, a by-election is required and the newly elected representative will serve out the remainder of the vacating member's term.
- If there is less than one year remaining in that term, the Management Committee will select a qualified Steering Committee representative to fill the vacancy to the end of the term.
- Representatives chosen through either process will be eligible to stand for election for two further consecutive terms.

Members of the Committee represent the interests of the sector from which they were elected (their constituency) and collectively represent the best interests of the whole consortium.

4. Chair and Vice-Chair

Management Committee representatives will elect *from among its membership* a Chair and Vice Chair, for one-year terms. The elected Chair and Vice Chair will also serve Chair and Vice Chair respectively of the e-HLbc Steering Committee. Terms begin immediately following the Spring Steering Committee meeting.

The Chair and Vice Chair will hail from different sectors, and will alternate annually. Upon the Chair's end of term, the Vice Chair automatically becomes Chair and a new Vice Chair is chosen from the opposite sector.

Representatives serving as Chair and Vice Chair will be excluded from election cycles during their period in office. The Chair will remain on the Management Committee as a member for one year after completing the term as Chair.

5. Roles and Responsibilities

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

- Recommending funding requests and expenditure plans, as established in the e-HLbc Financial Framework policy, to the Steering Committee;
- Developing policies for approval by the Steering Committee;
- Prioritizing and monitoring e-HLbc Administrative Centre service delivery outcomes;
- Coordinating and monitoring the strategic plan;
- Re-evaluating priorities for discussion and approval by the Steering Committee;
- Identifying new initiatives for recommendation to the Steering Committee;
- Monitoring and managing risks to, and opportunities for, the consortium; and
- Regularly reviewing e-HLbc governance, policies, and procedures to ensure they are reflective of library consortia best practices.

The Committee Chair is responsible for:

- Providing leadership to the Management and Steering Committees;
- Planning and establishing meeting agendas;
- Conducting Management and Steering Committee meetings; and
- Supporting Committee functioning that reflect core principles and values of e-HLbc.

Individual Committee members are responsible for:

- Engaging their sector's members for feedback and communication of needs as applicable;
- Being answerable to responsibilities and accountabilities as a committee member; and
- Supporting committee functioning that reflect core principles and values of e-HLbc.

6. Meetings

In person meetings are held at least twice a year in Vancouver. While e-HLbc supports Management Committee members' travel necessary to the conduct of e-HLbc business,

Committee members working outside of the lower mainland may participate via teleconference. Meetings may be supplemented by teleconferences, email discussion, and decision-making for time sensitive matters when necessary.

A call for agenda items occurs at least two weeks before the meeting. The agenda package is provided to Management Committee members one week prior to the meeting.

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.

7. Decisions and Voting

Decision-making shall generally be determined by consensus. If consensus is not achievable, a request for a decision will be brought to the entire Steering Committee.

8. Amendments

The Terms of Reference will be reviewed every 3 years and may be amended from time to time, as approved by the Steering Committee.