

## **Electronic Health Library of British Columbia (eHLbc) Management Committee Terms of Reference**

Last Updated November 2020

The Electronic Health Library of British Columbia (eHLbc) 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, recommend annual priorities, and ensure that objectives are met through support and oversight of operational activities of the consortium.

### **2. Accountabilities**

The Management Committee is accountable to the All Member Group (i.e. all member representatives of the consortium, see: <https://ehlbc.ca/about/all-member-group/membership>).

### **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 eHLbc Administrative Centre (non-voting)

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

The Affiliate Member representative is elected from among Affiliate Members 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 October 1st. 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 representative from the All Member Group 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 eHLbc All Member Group. Terms begin October 1st.

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.

The eHLbc Administrative Centre staff meets regularly with the Chair and Vice-Chair to provide progress updates on action items and to prepare for future meetings. This is to ensure operational business of the Administrative Centre moves forward in a timely manner.

#### **5. Roles and Responsibilities**

The eHLbc Management Committee, as a collective, is responsible for:

- Recommending funding requests and expenditure plans, as established in the eHLbc Financial Framework policy, to the All Member Group;
- Developing policies for approval by the All Member Group;
- Prioritizing and monitoring eHLbc Administrative Centre service delivery outcomes;
- Coordinating and monitoring the strategic plan;
- Re-evaluating priorities for discussion and approval by the All Member Group;
- Identifying new initiatives for recommendation to the All Member Group;
- Monitoring and managing risks to, and opportunities for, the consortium; and
- Regularly reviewing eHLbc 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 Committee and All Member Group;
- Planning and establishing meeting agendas;
- Conducting Management Committee and All Member Group meetings; and
- Supporting Committee functioning that reflect core principles and values of eHLbc.

Individual Committee members are responsible for:

- Engaging their sector's members for feedback and communication of needs as they relate to specific agenda items;
- Being answerable to responsibilities and accountabilities as a committee member; and
- Supporting committee functioning that reflect core principles and values of eHLbc.

## **6. Meetings**

In person meetings are held at least twice a year in Vancouver, unless circumstances are such that the meeting must take place online. While eHLbc supports Management Committee members' travel necessary to conduct eHLbc 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 eHLbc 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 eHLbc 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 All Member Group.

## **8. Amendments**

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