OLC COMMITTEE
GUIDELINES AND PROCEDURES

There are currently 7 standing committees of the Ohio Library Council (OLC). Each is related to an employment specialty, a type of library, or a special interest.

Per OLC Code of Regulations Section 1.15 (A): The OLC Board of Directors may from time to time establish or dissolve committees of members to address such issues as the Board may in its direction determine.

PURPOSE, GOALS, AND OBJECTIVES

Each Committee has a stated purpose. Committee members should understand the committee's stated purpose and work toward its fulfillment. The OLC Board of Directors can alter the committee's purpose to meet changing needs and abolish committees when no longer needed. In addition, the OLC strategic plan, developed by the OLC Board of Directors, is used as the charge for the work of committees during the coming year.

Every year, each Committee will review and validate its purpose and long-term goals, and draft unit objectives to meet those goals.

COMMITTEE MEMBERS

Committee members are appointed by the OLC Board of Directors Appointments Committee and must be Individual Members of OLC. Each committee shall have no more than 9 total members, except the Government Relations Committee (GRC), Professional Development Committee (PDC) and Convention an Expo Committee (C&E). GRC, PDC and C&E committees shall have no more than 13 members.

OLC Committees promote the continuity of activities and a cross section of member knowledge and experiences. OLC has both standing committees and ad hoc committees as needed. All committee chairs report to the OLC Board of Directors.

OFFICERS

Title and Terms of Office. The officers for each Committee include:

- Chair (becomes the Past Chair the following year)
- Assistant Chair (becomes Chair the following year)
- Past Chair

Their term of office shall be for one year commencing on January 1 following their Appointment. *(See Duties of Officers below.)*

DUTIES OF OFFICERS

In general, officers are responsible for the areas outlined below.

Chair

(1) Serves as official representative of the Committee for activities of OLC.
(2) Presides at all meetings of the Committee.
(3) Maintains a record of the Committee's activities for the year.
(4) Submits a written annual report describing the Committee's activities for the year.
(5) Works closely with the Assistant Chair and members of the Committee in developing ideas for OLC's Convention & Expo and professional development programs based on the needs of OLC's members.
(6) Insures a smooth transition of leadership from one term of office to the next through continued involvement as Past Chair.
(7) Works with OLC's Director of Membership Services and/or OLC Staff Liaison on committee appointments as needed.

Assistant Chair

(1) Presides at all meetings of the Committee when the Chair is absent.
(2) Works closely with the Chair to ensure a smooth transition of Committee leadership.
(3) Assists in Committee activities as requested.

Past Chair

(1) Remains on Committee for one year after serving as Chair to ensure continuity and support for the current Chair.
(2) Supports Assistant Chair in absence of Chair.

MEETINGS

Committee Meetings. Committees meet on a regular basis throughout the year. The Chair may schedule other meetings as needed to complete the committee's work. Minutes should be taken during meetings and submitted to the OLC Office.

Planning and Leadership Conference. Each year, the OLC hosts a Planning and Leadership Conference which should be attended by outgoing and incoming Officers and Committee members. The purpose of this conference is to review the previous year's activities and plan for the following year. Attendance is greatly encouraged.

REPORTING RESPONSIBILITIES

All policy recommendations, contracts and budgets must be approved by the OLC Executive Director or the OLC Board of Directors.

ANNUAL REPORTS
All Committees are required to file annual reports. Highlights of these reports will be included in the OLC annual report to the membership.

Annual reports provide a record of the Committee's accomplishments and should be based on the Committee's goals and objectives. The following information should be included:

- Name of the Committee
- Name of person(s) submitting the report
- Goals and objectives selected for the year, especially those that were part of the Committee's charge, and progress made in completing them
- Special accomplishments
- Names of all individuals who contributed during the year to the Committee's work.