Responsibilities for QULOC Convenors

University Librarians' Committee

Overview

The QULOC Convenor is elected from among the University Librarians and holds the position for either one, or two years. Normally a new Convenor will start their appointment in February. The main responsibility of the Convenor is to chair the University Librarians' meetings and follow up on any issues arising. The University Librarians meet three or four times per year. While meetings are predominantly held online, the group values the importance of meeting face-to-face when possible and looks for opportunities to meet formally and informally in person. The group also recognised the importance of diversifying meeting locations so that members from regions other than Brisbane can attend and looks for opportunities to align meetings with other events (e.g. conferences). Additionally, an annual Forum open to all staff from QULOC member libraries will also be held.

The QULOC Convenor works closely with a volunteer Executive Officer, chosen from one of the QULOC member libraries.

A Deputy QULOC Convenor may also be appointed, at the discretion of the University Librarians' Committee. The Deputy Convenor will assist the Convenor with the responsibilities outlined below.

- The QULOC University Librarians' Committee operates as a ALIA Special Interest Group and is subject to the rules and conditions set out in the ALIA Groups Handbook Most notably, ALIA Requires that the group has:
    - Two separate office holders: a Convenor and a Secretary. Each of these roles must be filled by ALIA Members. (QULOC has also previously provided a Treasurer, and continues to do so, because ALIA manages some legacy funds for QULOC).
    - Submit an activity forecast at the beginning of each year, and inform the Regional Engagement Manager of event dates and details as soon as known

- Submit event recaps and an activity report each year
- Advise the Regional Engagement Manager of new members, departing members and changes to the Group structure.

On a practical level, the reporting requirements identified above are managed by the Convenor providing a response to a templated report, provided by ALIA in November / December each year.

Responsibilities:

- Chairs University Librarians' Committee meetings
- Works closely with the volunteer Executive Officer to prepare papers (Agenda, Minutes) pre- and post- meetings.
- Oversees the preparation and implementation of strategic planning for QULOC
- Ensures that the QULOC is adhering to the conditions and requirements set out ALIA Groups Handbook.
- Liaises with ALIA.
- Acts as the spokesperson for QULOC including liaison with other library and information organisations, e.g. CAUL

Practitioner Groups

Overview

QULOC Practioner Groups

The QULOC Practioner Group Convenor is elected from among the Practioner Group members and holds the position for up to 2 years. Normally a new Convenor will start their appointment in February. The main responsibility of the Convenor is to chair the Practioner Group meetings and follow up on any issues arising.

A Deputy Practioner Group Convenor, or a Co-Convenor, may also be appointed, at the discretion of the Practioner Group members. The Deputy or Co-Convenor will assist the Convenor with the responsibilities outlined below.

Responsibilities

- Chairs the Practioner Group meetings
- Ensures meeting pre- and post-meeting documentation is prepared and circulated as appropriate to the group.
- With input from the Practioner Group members, annually reviews the *Terms of Reference for the Practioner Group* [See Appendix 1], and provides a copy to the University Librarians' Committee.
- Works with group members to plan activities for the year.

- Provides an annual report to the University Librarians' Committee (including identifying ideas for Strategic Priorities, or Professional Development activities for the coming year). [See *Practioner Group: Annua Report to QULOC University Librarians' Committee* Template – Appendix 1]
- Liaises with Convenors from other QULOC Practioner Groups or Committees of Practice to understand where there are mutual priorities and collaboration opportunities.

Communities of Practice

Overview

QULOC Communities of Practice are largely staff-led, self-managed groups. They are open to more than one representative from each QULOC institution and their meeting schedule, format and business is dictated by members. For more detail see *QULOC Group Model* – Appendix 2.

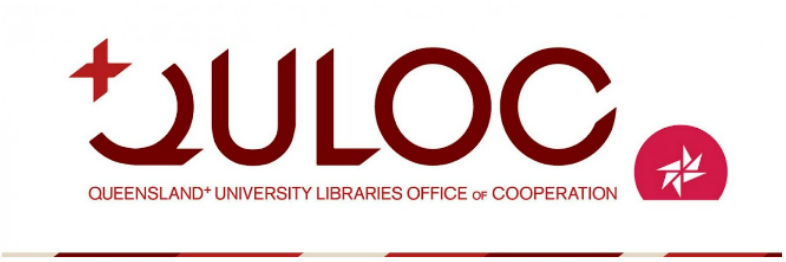
While keeping these principles in mind, QULOC Communities of Practice (CoP) may choose to nominate a person or persons to act as "Convenor(s)" from their membership. The main responsibility of the Convenor(s) is to ensure the smooth running of the CoP meetings and follow up on any issues arising.

Responsibilities

- Ensures the smooth running of the CoP meetings
- Ensures meeting pre- and post-meeting documentation is prepared and circulated as appropriate to the group (including updating the Padlet)
- With input from the other CoP members, annually reviews the *Terms of Reference for the Community of Practice* [See Appendix 2], and provides a copy to the University Librarians' Committee.
- Works with group members to plan activities for the year.
- Provides an annual report to the University Librarians' Committee (including identifying ideas for Strategic Priorities, or Professional Development activities for the coming year). [See Community of Practice*: Annua Report to QULOC University Librarians' Committee* Template – Appendix 2]
- Liaises with Convenors from other Communities of Practice or Practioner Groups to understand where there are mutual priorities and collaboration opportunities.

Appendices

Appendix 1: Terms of Reference and Annual Report Template – Practioners Groups



Terms of Reference
[Insert Name] QULOC Practitioner Group

Purpose

The purpose of the [Insert Name] Practitioner Group

is to:

1.

2.

3.

4.

…

Membership

[List members]

Meeting Schedule

The [Insert Name] Practitioner Group meets [Insert Number] times per year.

[Add additional required detail]

Reporting Schedule

An annual report is provided to the last University Librarians Committee meeting of the year using the QULOC Practitioner Group Annual Report Template [see Appendix 2].

Relationship to other QULOC Groups

[List and relationships that the Practitioner Group has with other QULOC Communities of Practice or Practitioner Groups (or other library-sector groups e.g., ALIA / CAUL groups].

[Insert Name] Practitioner Group

Annual Report to QULOC University Librarians Committee: [Insert Year]

Executive Summary

The Year in Review

Highlights / Achievements / Collaborations

Issues / Concerns / Challenges

[As appropriate]

Meetings held in [Insert Year]

Date	Location	Attendees

Recommendations for the Coming Year

Plans for the Coming Year

[It is / is not] recommended that the [Insert Name] Practitioner Group

continues in [Insert Year].

It is recommended that the group operates as a [Community of Practice / Practitioner Group].

[Briefly provide details of any plans for the coming year, if known and if appropriate].

Suggestions for QULOC Strategic Priorities for Coming Year

Suggestions for QULOC Professional Development Activities for the Coming Year

Appendix 2: QULOC Group Model

QULOC Groups Model

Background

In 2023, following survey feedback from QULOC members and consultation with previously established QULOC Working Groups, a new approach was introduced for "groups" formed to conduct QULOC business. As a guiding principle, groups will operate as Communities of Practice[1]. However, groups that require an increased level of formality, structure or confidentiality may make a case to the University Librarians' Committee to be convened as a Practitioner Group.

Community of Practice

General Information

Communities of practice are voluntary groups of people who, sharing a common concern or a passion, come together to explore these concerns and ideas and share and grow their practice (Mercieca, B. 2017)[2].

Guidelines for forming a Community of Practice

- QULOC Communities of Practice (CoP) are largely staff-led, self-managed groups.
- They are open to one or more representatives from each QULOC institution.
- Their meeting schedule, format and business will be dictated by the members.

[1] The University Librarians Committee will continue to operate as a formal committee.
[2] Mercieca, Bernadette. (2017). What Is a Community of Practice?. 10.1007/978-981-10-2879-3_1.

Terms of Reference

- A Terms of Reference will be provided to the University Librarians' Committee for endorsement and inclusion on the QULOC website using the QULOC Community of Practice Terms of Reference Template.
- The purpose of the Terms of Reference is to help provide guidance on the focus and scope of the Community of Practice.
- Terms of Reference will be reviewed annually, and a recommendation will be made to the University Librarians' Committee (at the last committee meeting of the year) as to whether the group will continue or disband in the following year.

Membership

- Open (as a general principle).
- More than one person from each institution can join the group as required.
- Attendance at meetings is not mandatory, although it is assumed that one representative from each institution will attend each meeting or provide an apology.
- In 2023, to help with the transition to the new model, groups may choose whether or not they would like to have a "mentor" (from the University Librarians' Committee). If a mentor is required, a request can be made to the Convenor of the University Librarians Committee. This approach will be reviewed at the end of the year.

Reporting

- An annual report will be provided to the last meeting of year for the University Librarians' Committee.
- Annual Reports should be sent to the QULOC Executive Officer (quloc.exe.officer@gmail.com).
- Throughout the year, after each meeting, the Community of Practice will provide brief details of meeting discussions, plans or outcomes to be shared with the University Librarians and other QULOC Group Convenors and members via an online sharing mechanism [see QULOC Community of Practice Padlet].
- The Community of Practice may choose to present or host an event at the annual University Librarians' Forum. Suggestions for activities can be made at any time throughout the year either through the Padlet or by emailing the QULOC Executive Officer. The University Librarians will also put a call out for ideas and volunteers towards the end of the year.
- The Community of Practice may provide suggestions for activities (including Strategic Priorities or Professional Development Activities) to the University Librarians' Committee at any time throughout the year either through the Padlet or by emailing the QULOC Executive Officer. Groups will also be asked to include any suggestions for activities in their Annual Report.
- The Community of Practice may make a request for funding for activities, if required, to the University Librarians by emailing the QULOC Executive Officer.

Practitioner Group

General Information

In circumstances where the groups' shared experience, discussion or knowledge requires an increased level of formality, structure or confidentiality, a recommendation may be made to the University Librarians' Committee to form a Practitioner Group. The recommendation should clearly address:

- The reason why a Practitioner Group is required (i.e., why the group cannot operate as a Community of Practice).
- The proposed membership of the group
- The proposed meeting schedule and meeting format (with reference to whether all meetings are closed, or whether some meetings can be open to others to attend).

Guidelines for forming a Practitioner Group

Terms of Reference

- A Terms of Reference will be provided to the University Librarians' Committee for endorsement and inclusion on the QULOC website using the QULOC Practitioner Group Terms of Reference Template.
- The purpose of the Terms of Reference is to help provide guidance on the focus and scope of the Practitioner Group.
- Terms of Reference will be reviewed annually, and a recommendation will be made to the University Librarians' Committee (at the last committee meeting of the year) as to whether the group will continue or disband in the following year.

Membership

- Closed (as a general principle, however some meetings may be open to others).
- A Convenor (or Convenors) will be endorsed by the QULOC University Librarians' Committee.
- In 2023, to help with the transition to the new model, groups may choose whether or not they would like to have a "mentor" (from the University Librarians' Committee). If a mentor is required, a request can be made to the Convenor of the University Librarians Committee. This approach will be reviewed at the end of the year.
- Each institution will provide one (or two) designated representative(s).
- Attendance at meetings is expected. Where a representative cannot attend an apology (or alternative representative) will be sent.

Reporting

- An annual report will be provided to the last meeting of the University Librarians.
- Annual reports should be sent to the QULOC Executive Officer (quloc.exe.officer@gmail.com).
- The Practitioner Group may choose to present or host an event at the annual University Librarians' Forum. Suggestions can be made at any time throughout the year by emailing the QULOC Executive Officer. The University Librarians will also put a call out for ideas and volunteers towards the end of the year.
- The Practitioner Group may provide suggestions for activities (including Strategic Priorities or Professional Development Activities) to the University Librarians' Committee. Suggestions can be made at any time throughout the year by emailing the QULOC Executive Officer. Groups will also be asked to include any suggestions for activities in their Annual Report.
- The Practioner Group may make a request for funding for activities, if required, to the University Librarians by emailing the QULOC Executive Officer.

Appendix 3: Terms of Reference and Annual Report Template – Communities of Practice

Terms of Reference
[Insert Name] QULOC Community of Practice

Purpose

The purpose of the [Insert Name] Community of Practice is to:

1.

2.

3.

4.

…

Membership

Communities of Practice are open to all QULOC members to attend.

Meeting Schedule

The [Insert Name] Community of Practice meets [Insert Number] times per year.

[Add additional required detail]

Reporting Schedule

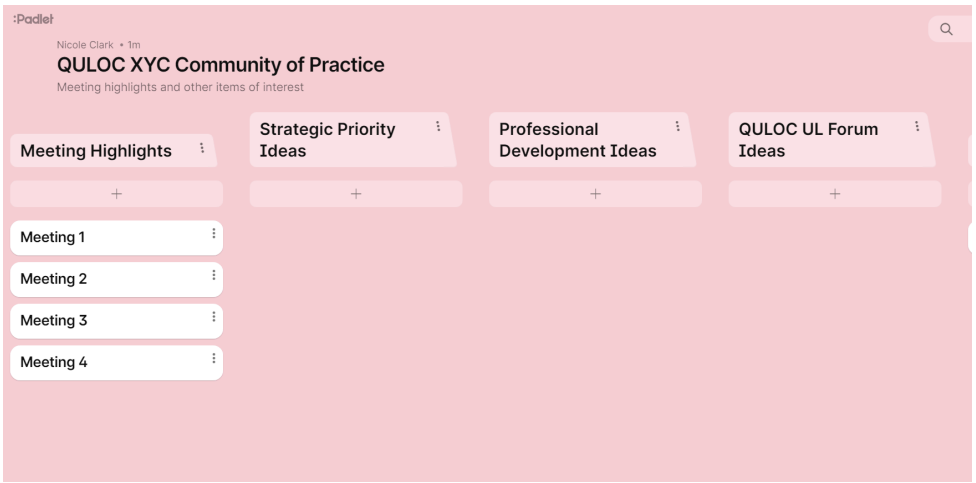
After each meeting, a brief record of the meeting discussion, potential strategic priorities or events and other items of interest will be provided using the Community of Practice Meeting Reporting Padlet [see below]. The padlet will be available to all QULOC members to read.

An annual report is provided to the last University Librarians Committee meeting of the year using the Community of Practice Annual Report Template [see Appendix 2].

Relationship to other QULOC Groups

[List and relationships that the Community of Practice has with other QULOC Communities of Practice or Practitioner Groups (or other library-sector groups e.g., ALIA / CAUL groups].

QULOC Community of Practice Padlet



[Insert Name] Community of Practice

Annual Report to QULOC University Librarians Committee: [Insert Year]

Executive Summary

The Year in Review

Highlights / Achievements / Collaborations

Issues / Concerns / Challenges

[As appropriate]

Meetings held in [Insert Year]

Date	Location	Attendees

Recommendations for the Coming Year

Plans for the Coming Year

[It is / is not] recommended that the [Insert Name] Community of Practice continues in [Insert Year].

[Briefly provide details of any plans for the coming year, if known and if appropriate].

Suggestions for QULOC Strategic Priorities for Coming Year

Suggestions for QULOC Professional Development Activities for the Coming Year