

<b>Purpose of the Group</b>
The NoWAL Academic Librarians' Group aims to provide a forum for discussion and sharing of experience across the member institutions.

### **Membership**

The NoWAL Academic Librarians' Group is a network for all Academic Librarians, Liaison Librarians, Subject Librarians or other appropriate members of staff, carrying out a liaison / subject librarian role based in NoWAL member libraries.

### **Discussion List**

All members of the Group are automatically enrolled on the NoWAL Academic Librarians JISC discussion list.

### **Meetings**

The Group meets two or three times a year, allowing for face-to-face discussions on specific current topics / themes, or matters beyond the scope of online discussions, and networking. The meetings take place in one of the member institutions. Meetings usually last 2 hours.

Each year the group aims to organise a Teachmeet or seminar as part of the NOWAL Training and Development programme and which is offered to both members and non-members of the Group.

### **Organisation & Governance**

It is recommended that 2 people are responsible for chairing the Group, either as co-Chair or as Chair and Vice-Chair. The Group's Chair(s) are drawn from one of the member institutions.

The role of Chair changes on a biennial basis to allow for other staff to gain experience of chairing a regional group. The Chair(s) are responsible for:

- nominating a minute-taker for each meeting
- developing the agenda for the meeting based on suggestions from the group
- identifying a suitable date via a doodle poll
- liaising with the host library re appropriate rooms, directions etc
- circulating details of the meeting to the group
- distributing summary notes of the meeting to the mailing list

### **Finance**

Travel and expenses of the Academic Librarians' Group members will be borne by their institution. Expenses of invited speakers will be covered by NoWAL, subject to prior discussion with the NoWAL Operations Officer.

**Accountability & Review**

The Group will provide a report to the Board, on an annual basis, usually at the June meeting and AGM, which will review the relevance and value of its work and the terms of reference.