Purpose of the Group
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. The email address is NOWAL-ACADEMIC-LIBRARIANS@JISCMAIL.AC.UK.

Meetings
The Group holds face-to-face meetings twice a year, hosted in one of the member institutions, and usually lasting 2-3 hours. Where possible they are held on the same day as relevant NoWAL events. The meetings are informal and usually include the following:
- discussions on specific current topics / themes
- ideas for future training
- feedback from external conferences or events
- an opportunity for members to update each other on successes or good news stories
- networking
- library tours

Training & Development Events
Each year the group works with the NoWAL Operations Officer to organise a Teachmeet or seminar as part of the NoWAL Training and Development programme, to be offered to both members and non-members of the Group. Specifically, the Operations Officer will ask the Chair to contribute ideas from the group for events relevant to its members.

Organisation & Governance
It is recommended that 2 people are responsible for chairing the Group, either as co-Chairs or as Chair and Vice-Chair. The Group’s Chairs are drawn from one or more 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 Chairs 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.