

**NoWAL Senior Staff Group  
February 2019 (created April 2016)**

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

**Membership**

The NoWAL Senior Staff Group is a network for all Deputy Librarians, Associate Directors or other appropriate members of staff.

Members will be nominated by the Director of their respective institution. An institution can nominate more than one member of staff to be part of the Group.

**Discussion List**

All members of the Group are automatically enrolled on the NoWAL Senior Staff JISC discussion list.

**Meetings**

The Group will meet three times a year, allowing for face-to-face discussions on specific themes / hot topics, or matters beyond the scope of online discussions, and networking. The meetings should take place in one of the member institutions. Members can nominate a colleague to attend a meeting in their place should they be unable to attend.

**Organisation & Governance**

The Group is self-managed, with no requirement for the roles of chair or convenor. There should, however, be some consideration of how meetings are led and minuted, and a chair should be nominated on a rota basis or by default by the host institution.

**Finance**

Travel and expenses of Senior Staff 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. NoWAL will pay for lunch provided at the meetings.

**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.