

Charter - Deputy University Librarians Network

Purpose

The purpose of the CAUL Deputy University Librarians Network is to provide a forum for CAUL Member institution Deputies to engage in collegial professional learning, knowledge and information sharing, networking activities and an avenue for greater communication with the CAUL Board.

The Network provides a forum for

- exchange of ideas
- information sharing
- peer networking
- exploration of issues
- discussion of recent and future developments and practices.

Scope

Network meetings are designed to be informal and focused on exploration and exchange of ideas as determined by the group, or by request of the CAUL Board. Actions arising from this forum may include recommendations via the Sponsor to the CAUL Board or responses to requests by the Board.

Development of governance instruments, strategic initiatives and/or projects are out of scope for the CAUL Deputy University Librarians Network and must be approved by the CAUL Board.

Term

The Network will operate ongoing, and will be reviewed annually by the CAUL Deputy University Librarians Network in collaboration with the Director, Strategy & Analytics.

Membership

- Membership is open to the network of leaders (regardless of job title) who report directly to, and deputise for, the University Librarian or equivalent.
- Membership is conferred upon joining the Deputy University Librarians Network email list.
- Membership to be reviewed annually by the Co-Convenors.

Sponsor

Program Director, CAUL Professional Learning Service

Roles and Responsibilities

Co-Convenors

1. There will be two (2) Co-Convenors at any one time determined by annual Expression of Interest from among the Network membership and selected by the Director, Strategy & Analytics and Sponsor.
2. Co-Convenors will be selected to represent the diversity of CAUL institutions in the Network for two (2) years.
3. To ensure continuity, one Co-Convenor will be selected each year.
4. Oversee the operation of the Network, including:
 - a. Ensure the Network remains focused on its purpose as a Network as outlined in this Charter.
 - b. Monitor the email list, and:
 - i. moderate the email list and address any issues that arise, escalating to the Sponsor when necessary

- ii. provide 2-3 in-person or virtual face-to-face onboarding sessions for new members annually, advising on the Network group, its email list and function, meetings and other ways to engage.
5. Manage Network meetings, including:
 - a. Work with the broader Network to develop and manage meeting schedule and agendas
 - b. Attend and Chair network meetings on rotation
 - c. Provide information about meetings to the CAUL National Office to post on the CAUL events listing.
6. Act as a spokesperson on behalf of the Network to the Sponsor.

Members

1. Participate actively in the Network.
2. Inform the Network on matters relevant to the business of the community.
3. Use the email list as a forum for informal knowledge sharing and information seeking.
4. Where a Network member has sought information, compile responses and re-share with the Network.

Sponsor

1. Provide a direct line of communication to and from the CAUL Board as required for any issues that may arise.
2. Provide guidance to the Co-Convenors in network facilitation and resolving any issues that may arise.
3. With the Director, Strategy & Analytics, select Network Co-Convenors from an annual Expression of Interest.

CAUL National Office

1. Manage requests to join the Network email list.
2. Introduce new members to the email list on joining.
3. Facilitate scheduling of Network meetings and listing on the CAUL website Events page.

Meetings

Network meetings and the Network email list will be the primary modes of engagement for the Deputy University Librarians Network. Meetings will be held bi-monthly (every second month) in online format, at a time suitable for inclusion of participants from Western Australia through to New Zealand.

- The purpose of the meetings is to provide opportunities for professional learning through sharing information, knowledge and experiences.
- Meetings will address a particular theme(s) as determined by the Network.
- Meetings are chaired on rotation by the Co-Convenors who will plan, organise and facilitate meetings on agreed theme(s).
- Participation in meetings by Network members is optional.
- Participating members may volunteer or be invited by Co-Convenors to speak or present on a particular theme within their area of expertise.
- Co-Convenors may, from time-to-time, invite external guest speakers with expert knowledge on a particular theme.
- Theme(s) for discussion at the next meeting are set by the Network at the close of each meeting.
- Meetings will be listed on the Events page on the CAUL website.

Record Keeping

Co-Convenors are responsible for arranging a record of discussion from each meeting:

- Meeting records will be located on the CAUL website, accessible to members of the Network.
- Presentations at the meetings may be recorded and made available via the CAUL website. In the interests of promoting robust and frank discussions, question portions of the meeting and informal discussions will not be recorded.
- Informal reports will go to the Sponsor on an as-needs basis, as issues or recommendations arise, for escalation to the CAUL Board.

Network Initiatives

In general, activities in the CAUL Deputy University Librarians Network meetings are informal and will be managed internally by the Network.

From time to time, the Network may undertake a formal project, initiative, or body of work. In this case, the Co-Convenors will:

1. Work with the Network to identify a Lead and volunteers.
2. Clarify Purpose, Scope and Outcome with volunteers.
3. Advise the Sponsor or the Sponsor's delegate in the CAUL National Office.
4. Where appropriate, arrange a draft project brief be submitted to the Board.
5. Communicate outcomes from Board review of the project brief with the Network.
6. Work with the Project Lead to implement and evaluate the project.

Network Projects

From time to time, the Network may undertake a defined, approved project or body of work. In this case, nominated Network members:

1. Actively contributing expertise and experience to achieve the project objectives.
2. Undertakes allocated work including preparation of a project brief, to agreed timelines.
5. Is an active participant in the Program/Project planning and evaluation activities
6. Attends all Project meetings (where practicable, providing a written update on work to the Project Lead when unable to attend).
7. Attends Program Update meetings (where practicable, watching a recording of the meeting when unable to attend).

Engagement Principles

General

The following engagement principles apply to all CAUL Communities of Practice.

The Network provides an inclusive, welcoming and safe space for members to engage in critical discussion, information sharing, professional learning, and problem solving. Members agree to enact the following norms as they engage in the Network:

- Members participate as representatives of CAUL Member institutions and must use an email address for a CAUL Member institution to subscribe to, and communicate via the email list.
- Members agree to their email address being published on a list of subscribers visible to list members via the email list system.
- Members engage respectfully using appropriate language.
- Members are free to share openly, debate ideas, and challenge perspectives, listening and responding with an open mind. Critique is focused on ideas, not individuals, and personal attacks are not acceptable.
- Members recognise the value of diverse voices in community discussion, speak from their own experience and represent their own perspectives. They do not presume to speak for the group.
- Members do not post commercial messages on the email list.
- Members only forward correspondence from third parties to the email list with the express permission of the author and always note that permission has been sought and provided.

This Charter was based in part on the [Community of Practice Charter Template](#) from the Centers for Disease Control and Prevention Communities for Public Health.