

COMMUNICATIONS AND PROMOTIONS COMMITTEE TERMS OF REFERENCE

October 2009

Mandate:

The Communications and Promotions Committee is responsible for communicating and promoting the NEOS Library Consortium, both to members of the NEOS Member Libraries and the larger community, in line with the NEOS Vision and Mission.

Reporting Structure:

This Committee reports to the NEOS Executive Committee through the NEOS Manager. The Committee Chair provides a written report to each meeting of Directors.

Key Duties and Responsibilities:

1. Promote NEOS services and accomplishments.
2. Ensure that the NEOS communication tools are dynamic and relevant.
3. Recommend NEOS promotional material that ensures a relevant and consistent visual identity to Executive.
4. Recognize and celebrate contributions of staff of NEOS Member Libraries to the work of NEOS.
5. Recommend policy to the Executive Committee through the NEOS Manager.

Composition and Appointments:

The Committee consists of:

- Five representatives of NEOS Member Libraries, appointed by the Executive for two year renewable terms. Committee members serve for a two year term, and may be reappointed to a second two year term (maximum four consecutive years). Committee members are eligible again for appointment after two years off the Communications and Promotions Committee.
- NEOS Manager (ex-officio)

The Chair is elected from within the committee for a renewable two year term.

Meetings:

The Chair calls meetings of the Communications and Promotions Committee a minimum of two times per year. Members may participate by teleconference.

Resources:

The Committee may submit a request to be included in the budget, annually in October.

Minutes and communications:

Drafts of meeting minutes are to be sent to the Committee within one week of the meeting, and approved at the next meeting.

Minutes will be posted on the NEOS web site after they are approved.