

OCUL Planning and Assessment (OCUL-PA) Committee Terms of Reference

Purpose

OCUL-PA facilitates OCUL's strategic plan implementation and its measures of success, and reviews and develops proposals for new services and annual priorities in collaboration with OCUL-IR and OCUL-SP.

1. Oversee an annual planning process in conjunction with the development of OCUL's annual budget.
2. Oversee the development of effective measures for the assessment of OCUL services and programs.
3. Stay abreast of the activities of OCUL-IR, OCUL-SP and OCUL Communities to identify synergies and gaps in the support of OCUL's strategic directions.
4. a. Receive, review and assess proposals for new services and programs from OCUL-IR, OCUL-SP or OCUL Communities.
4. b. Make recommendations on proposals for further consideration by the OCUL Executive and/or OCUL Directors.

Membership and Term

- OCUL Vice-Chair (OCUL-PA Chair)
- OCUL-IR Chair
- OCUL-SP Chair
- 4 OCUL Directors-at-Large – 2 years, staggered

Ex officio members: OCUL Chair, OCUL Treasurer and OCUL Executive Director.
The OCUL-PA Committee invites guests to attend its meetings as needed.

Appointment Process

The Executive Committee solicits nominations from Directors for the Directors-at-Large members. The Executive Committee selects members with a view to providing a balance of expertise and institution size.

Reporting/Decision-making

In general, the OCUL-PA Committee works by consensus with votes only undertaken in rare and exceptional circumstances. OCUL-PA makes recommendations based on its terms of reference and reports to the Executive Committee regularly.

Communication

The Chair of the OCUL-PA Committee reports on its activities to the Directors semi-annually. Minutes and documents of the OCUL-PA Committee are managed by the Executive Director and made available to OCUL Directors. When appropriate, discussions and decisions are communicated more widely within OCUL.

Subcommittees and Task Groups

The OCUL-PA Committee consults with the Executive Committee when it wishes to form subcommittees to address ongoing matters as appropriate, and task groups to address short-term matters as appropriate. With OCUL Executive Committee oversight, the OCUL-PA Chair requests nominations by OCUL Directors to form the membership of subcommittees and task groups.

Work Plan

The OCUL-PA Committee produces an annual work plan organized according to OCUL's strategic plan. The work plan lists proposed projects, including the project leads, time frame and estimated costs if any. At a minimum, the OCUL-PA Committee meets at least quarterly each year.

Administrative and Financial Support

The administrative work of the OCUL-PA Committee is supported by the Executive Director or designate. In general, the OCUL-PA Committee works via email, telephone or other distance means. In-person meetings are held in facilities provided by a member library at no cost. Travel and other meeting expenses are the responsibility of the OCUL-PA Committee members' institutions. OCUL has a small budget for events planned by committees or their subcommittees; requests for such funding are made to the Executive Director as part of the OCUL-PA Committee's annual work plan.