

# CAVAL PROFESSIONAL DEVELOPMENT INTEREST GROUP (CPDIG)

## Terms of Reference

### 1. Definition

- 1.1 The CAVAL Professional Development Interest Group (CPDIG) comprises library personnel from CAVAL member libraries. The Professional Development Interest Group has operated since 2001. Formerly known as the CAVAL Staff Development Co-ordinators Group, the CAVAL Human Resources Group and the CAVAL Human Resources Interest Group, the name was changed to the present one in 2015.

### 2. Status and Reporting Relationships

- 2.1. The Professional Development Interest Group is an expert group within the Advisory Committee and Interest Group structure of CAVAL.
- 2.2. The Professional Development Interest Group will be supported by CAVAL, chiefly through the Member Services Manager and the Marketing and Events Coordinator, but utilising other CAVAL staff and resources as required.
- 2.3 The Professional Development Interest Group will report to the Products and Services Committee (PSC). This Committee will review the activities of the Group annually, and will facilitate the co-ordination of Group programs and activities with CAVAL committees and groups.
- 2.4 PSC will report the activities of the Professional Development Interest Group to the Board, and where appropriate put forward proposals and recommendations for endorsement by the Board.

### 3. Organisational structure

#### 3.1 Membership

- 3.1.1. The membership of the Professional Development Interest Group consists of representatives from the current CAVAL member libraries, as defined by the CAVAL Board.
- 3.1.2. Representatives are appointed to the Professional Development Interest Group by the University Librarian of their respective institutions.
- 3.1.3. A library may send a substitute to a Professional Development Interest Group meeting if the appointed representative is unable to attend.

#### 3.2. Chair

- 3.2.1. The Chair of the Group is elected biennially, at the beginning of each odd-numbered year, by and from the members of the Group.
- 3.2.2. The Chair of the Group also chairs the Forums, or may delegate this duty to another member or co-opt someone from a member library.
- 3.2.3. If the Chair is unavailable to chair a meeting/s; a delegated member will 'act as the Chair' and report back to the Chairperson within one week of the meeting.
- 3.2.4. In the event of the resignation of the Chair, the Group will elect a new Chair for the remainder of the term.

- 3.2.5 The Chair represents the Professional Development Interest Group at meetings of the PSC, and in other CAVAL meetings as appropriate.

### **3.3. Meetings**

- 3.3.1. The Group shall meet at least three times per year.
- 3.3.2. Extraordinary meetings will be convened when appropriate.
- 3.3.3. The CAVAL Marketing and Events Co-ordinator will ensure that the minutes of each meeting are taken and that there is effective communication as to the group's activities.

### **3.4. Working parties**

- 3.4.1 Working parties shall be created where appropriate to undertake specific tasks related to the role of the Group. Membership can be drawn from the Professional Development Interest Group, or co-opted from outside the group with the consent of the University Librarians of the relevant libraries.
- 3.4.2 Where appropriate, the Professional Development Interest Group and the designated working party shall draw up a statement of objectives, reporting requirements and activities to be undertaken.

### **3.5. Forums**

- 3.5.1. The Group will organise one or two forums a year depending on identified needs and levels of interest across member organisations.
- 3.5.2. Forums are open to staff from member libraries.

## **4. Goals and objectives**

### **4.1 Mission**

- 4.1.1 The mission of the Professional Development Interest Group is to foster co-operation and collaboration between CAVAL member organisations and with CAVAL in areas of professional practice and need including: human resource management, staff development and training, workplace-based learning, organisational change and related activities (for example the Cross-Institutional Mentoring Program).

### **4.2. Goals**

- 4.2.1. To identify staff development skills and gaps and develop strategies or initiatives to meet these gaps.
- 4.2.2. To exchange information/ideas/issues between CAVAL member organisations and with CAVAL.
- 4.2.3. To enhance organisational capabilities and leadership within CAVAL member organisations.
- 4.2.4. To share interests, grow professional connections and improve learning and development in the CAVAL membership group.

### **4.3. Objectives and Activities**

- 4.3.1 Hold meetings, forums and study tours.
- 4.3.2 Evaluate forum presentations to inform planning of future forums.

- 4.3.3 Maintain an email discussion list and Professional Development Interest Group web pages.
- 4.3.4. Make individual presentations available via the Professional Development Interest Group web pages.
- 4.3.5. Undertake projects and produce publications.
- 4.3.6. Consult with CAVAL management regarding items with budgetary implications.
- 4.3.7. Share and promote excellent library and information services development, practice, delivery, management and research.

## **5. Terms of Reference**

- 5.1 The functions, activities, and Terms of Reference of the Professional Development Interest Group will be reviewed by the Interest Group and PSC annually, at the fourth PSC meeting of the year.
- 5.2 The Chair of the Professional Development Interest Group will meet at least once a year with Chairs of other Advisory Committees and Interest Groups to co-ordinate programs and activities and to discuss issues of mutual interest relating to the organisation and management of CAVAL committees and groups.