

CRIG Seminar Committee (CSC)

A CRIG Working Party

Charter

1 Purpose

The CRIG Seminar Committee (CSC) is a Working Party established by the CAVAL Research and Information Group (CRIG).

2 Objectives and activities

Plan, implement, and report on the annual CRIG Seminar. This may include, but is not limited to:

- Develop the seminar topic/s
- Consult with the CAVAL Member Services representative on the budget for the seminar
- Suggest and arrange guest speakers
- Investigate, book, and prepare a venue for the seminar (if in person)
- Prepare the seminar program and liaise with the CAVAL Member Services representative in the distribution of publicity and collection of registrations, fees, and payment of accounts relating to the seminar
- Coordinate the running of the seminar
- Evaluate the seminar to inform the planning of future seminars.

3 Membership

The membership of CSC consists of one representative from each interested current CAVAL member library, as defined by the CAVAL Board. Representatives are to be appointed by the University Librarian (or equivalent) of their respective institutions.

4 Operation of the Working Party

The Chair and Deputy Chair of CSC are elected biennially, at the end of each odd-numbered year for the following two years, by and from the members of the group. The Chair chairs the seminar or delegates this duty to another group member or co-opts someone from a member library.

5 Reporting relationships

CSC will be chiefly supported by CAVAL's Member Services team, and utilising other CAVAL staff and resources as required. CSC reports regularly to CRIG on the planning of the seminar and contributes to CRIG's annual report to the first meeting of the year of the Products and Services Committee (PSC). CSC's continuation and charter are reviewed annually by CRIG.