

CAVAL Professional Development Interest Group (PDIG)

Terms of Reference

1 Purpose

- 1.1 The CAVAL Professional Development Interest Group (PDIG) is an expert group within the Interest Group and Advisory Committee structure of CAVAL and has operated since 2001. Formerly known as the CAVAL Staff Development Coordinators' Group, the CAVAL Human Resources Group, and the CAVAL Human Resources Interest Group, the name was changed to the present one in 2015.
- 1.2 PDIG fosters cooperation 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.

2 Goals

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

3 Objectives and activities

- 3.1 Deliver at least one professional development activity each year. Evaluate these professional development activities to inform the planning of future activities.
- 3.2 Maintain an email discussion list and the PDIG web pages.
- 3.3 Make individual activity resources available online.
- 3.4 Undertake projects and produce publications as required.
- 3.5 Consult with the CAVAL management team regarding items with budgetary implications.
- 3.6 Liaise with other Interest Groups and Advisory Committees to arrange joint professional development activities as required.

4 Membership

- 4.1 The membership of PDIG consists of one representative from each of the current CAVAL member libraries, as defined by the CAVAL Board.
- 4.2 Representatives are appointed to PDIG by the University Librarian (or equivalent) of their respective institutions.
- 4.3 A library may send a substitute to a PDIG meeting if the appointed representative is unable to attend.

5 **Working parties and sub-committees**

- 5.1 Working parties and sub-committees can be created where appropriate to undertake specific tasks related to the role of the group. Membership can be drawn from PDIG or co-opted from outside the group with the consent of the University Librarian (or equivalent)/Senior Management of the relevant libraries.
- 5.2 PDIG and the designated working party or sub-committee shall draw up a charter outlining objectives, reporting requirements, activities to be undertaken, and the proposed timeframe for the working party or sub-committee.

6 **Operation of the group**

- 6.1 The Chair and Deputy Chair of PDIG are elected biennially, at the end of each even-numbered year for the following two years, by and from the members of the group.
- 6.2 The Chair of PDIG chairs any professional development activities or delegates this duty to another group member or co-opts someone from a member library.

7 **Reporting relationships**

- 7.1 PDIG will be chiefly supported by CAVAL's Member Services team, but utilising other CAVAL staff and resources as required.
- 7.2 PDIG reports to the PSC at the first PSC meeting of each year through a written report and verbal update. The report and update will cover the activities of the group during the most recent year, a reflection on recent practices, and an outline of future plans. The PSC in turn reviews the functions, activities, and terms of reference of PDIG annually and facilitates the coordination of group programs and activities with the CAVAL Interest Groups and Advisory Committees.
- 7.3 PSC reports the activities of PDIG to the CAVAL Board, and where appropriate puts forward proposals and recommendations for endorsement by the Board.