



Pacific Library Partnership

Staff Development Committee

PLP Staff Development Committee Roles and Duties

Committee Chair

The Committee elects two of its members to share the responsibility of chairing the Staff Development Committee.

Term

Serves for the fiscal year, July through June. Maximum of two consecutive terms. Ideally one experienced chair paired with a new chair.

Qualifications

Be a member of the SDC for at least six months.

Responsibilities

- Administrative
 - Maintains the logins and passwords of the PLP/SDC accounts.
 - Maintains SDC documents on Basecamp.
 - Maintains Committee roster.
 - Liaison to PLP Administration.
- Conference and Workshops
 - Oversight on SDC budget.
 - Assists Conference Chair or Workshop Chair when needed.
 - Assists in developing member skillsets in project management and leadership.
- Meetings
 - Creates the agenda and sends the calendar invite to Committee members.
 - Posts agenda on the PLP info website.
 - Calls meeting to order, roll call and records action item votes.
 - Presides over the meetings of the Staff Development Committee.
 - Adheres and enforces Brown Act requirements.
- Membership
 - Conducts Committee member recruitments.
 - Add new members to roster.
- Reporting
 - Prepares and presents the Staff Development Committee Annual Report to the PLP Executive Committee.



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Committee Member

Member libraries of the Pacific Library Partnership are encouraged to send a representative to the Staff Development Committee.

Term

Level of staff is dependent on their home jurisdiction. Members maintain good standing in the Committee by attending at least four meetings in a year.

Qualifications

Permanent staff of a PLP member library or system. Ideally, involved in staff training and/or send communication on training to their staff.

Responsibilities

- Take turns recording minutes.
- Actively participates in meeting and voting on action items.
- Participates in Basecamp discussion.
- Adheres to Brown Act requirements.
- Follows policies and processes of PLP.
- Maintains decorum at meetings.
- Performs roles and duties in conferences and workshops when assigned.

Spring Workshop and Future Conference

The Committee selects among its members project teams for implementing the Spring Workshop, the Future of Libraries Conference in fall, and additional workshops.

This is typically done by asking for volunteers among the members during the November meeting for the Spring Workshop and during the May meeting for the fall conference.

Project teams will have at least a chair, a marketing coordinator and speaker coordinators for each presenter. Depending on the format of the conference/workshop (in-person or online), other roles will be filled.

Conference/workshop roles

- Chair



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- Conference chair is primarily a coordinating role that does not take on the other duties
- Lead and project manager of the conference/workshop.
- Oversees the team and ensures that deliverables are met.
- Decides on logistical issues and changes.
- Presides during project planning meetings.
- May emcee the program.
- Invites PLP Admin to introduce the conference/program.
- One of the Committee chairs may step in or appoint a new chair if the Conference Chair is unable to fulfill their role.
- Speaker Coordinator(s)
 - Select a speaker coordinator for each presenter/speaker.
 - Liaison to the speaker/presenter in the conference/workshop.
 - Coordinates with the speaker/presenter to get the information and deliverables needed for the conference such as bios, presentation blurbs, presentation slides, etc.
 - Collect any handouts to print for attendees.
 - May be tasked to introduce their assigned presenter during the program.
- Marketing Coordinator
 - Creates the PR blurb for the conference/workshop.
 - Provided PLP staff with the information for the registration form.
 - Creates graphics, using templates, for emails and social media
 - Sends a *Save The Date* email at least eight weeks before the conference/workshop.
 - Prepares the email to announce start of registration for the PLP listserv and sends it to PLP staff.
 - Posts information about the conference/workshop on PLPSDC social media accounts and third party sites or listservs.
 - Sends any post-conference/workshop emails to attendees.
- Technical Coordinator (virtual)
 - Important for conference/workshop that are virtual.
 - Responsible for setting up the platform used for the conference/workshop.
 - May be assigned to moderate the chat during the conference/workshop.
 - Ensure that platform can accommodate all participants.
 - Keep track of virtual registrations and communicate with chair.
- Chat Moderator (virtual)
 - Monitors chat during the conference/workshop.



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- Reads or sends questions and comments to the presenter or emcee of the program.
- Posts Policy and Standards of Engagement on chat.
 - Alerts PLP staff of potential violation of the Social Media and Online Forum Policy.
 - Seeks approval from PLP administration before removing virtual attendee
- Posts resource links relevant to current conversation.
- Site Coordinator (in-person)
 - Important for in-person conference/workshop.
 - Select on-site coordinator for each of the venues of a conference/workshop. Typically, the committee member from the library that is hosting the conference/workshop is the site coordinator.
 - Liaison between the Committee and the hosting library.
 - Coordinates the schedule of the conference/workshop with the hosting library.
 - Arranges for any audio-visual equipment needed for the conference/workshop.
- Other roles and duties as assigned
 - Emcee – welcomes attendees and emcee the program.
 - Mic runner(s), in-person – runs the mic during Q&A.
 - Lunch Coordinator, in-person – handles RSVP for lunch of Committee members and guest presenters and reserves the lunch venue.
 - Videographer, in-person - records the conference/workshop if the hosting library does not offer recording equipment. Sends edited video PLP administrative staff to post to YouTube when approved by chair.
 - Registration table(s) – covers the registration tables to sign in attendees.
 - Evaluation – updates the evaluation form and collects the results and presents results to PLP staff and committee.
 - Agenda for conference – prepares and sends to PLP staff for posting on PLP info website and/or printing for use in-person.
 - Timekeeper – ensures that presenters keep to allotted time.