**Running a meeting at the WLIC**

The following gives a suggested agenda for the August Standing Committee meetings which take place during the WLIC.

This Word version includes further explanation and notes for the Chair and person who will take minutes (usually the Secretary).

**Notes**

1. It is not compulsory to have two Standing Committee meetings during the WLIC or to fill all the time allocated. Your Standing Committee members will probably be happy if you have short meetings and accomplish everything early!
2. If you do need only one meeting, or can guarantee you will finish early, let the Conference Manager at HQ know so that she can make the room available to others.
3. Officers should decide how to split the meeting if they will hold two meetings during the week. If new Officers will take over for the second meeting, the outgoing Officers may propose an agenda for the second meeting to ensure items are handed over effectively.
4. **Items in bold** are necessary items for the agenda; all other items should be added only if relevant to the meeting.

**Agenda**

1. **Welcome**
   1. **Apologies.** *Record who is in attendance. Record the apologies received. Confirm there is a quorum.*
2. **Approval of the Agenda.** *If new items are brought to the meeting, decide whether they are already covered by an agenda item and therefore make a note to include them in the discussion, or whether to add them in Item 12 (Any Other Business).*
3. **Standing Committee membership matters**   
   *In an election year it is useful to identify the new Officers and Information Coordinator as early as possible, so that they can make notes during the rest of the meeting. For people completely new to IFLA, it might be worth explaining briefly how the Standing Committee works and where/how to find information, and identifying ongoing or even outgoing Standing Committee members to work in partnership with the new members to answer questions, and explain issues and activities in more depth outside the meeting.* 
   1. (In odd-numbered years) Introduction to the Standing Committee for new members.
   2. (In odd-numbered years) Election of new Officers by incoming Standing Committee (ongoing and new Standing Committee members). See <http://www.ifla.org/officers-corner/election-procedure>
   3. Distribution or revision of other Standing Committee roles: <http://www.ifla.org/officers-corner/sc-members>
   4. Identification of any inactive members who could be considered to have resigned *Chair to follow up on these*.
   5. Co-option of replacement members for any members that have already resigned.
   6. Renewal or retirement of corresponding members - *maximum 5, each of whom has a 2-year term which can be renewed once*.
   7. Attraction of new members - *Identify what skills are needed for the team, where geographical representation is missing, etc.*
4. **Notes of previous meetings**   
   *These do not have to be formal minutes, but can be brief notes on what has been agreed and decided*
   1. Approval if not already done by email. *The notes should be posted online after approval.*
   2. Matters arising in relation to the notes, not elsewhere on the agenda *if any*.
5. **Announcements and report from the Professional Committee** (Leadership Brief, Officers Training, as relevant)  
   *The Officers should receive or obtain information from their Division Chair on items of interest from the last PC meeting, and answers to any specific questions.*
   1. Items for information.
   2. Responses to specific questions raised by the Section, or submissions.
6. **Action Plan**  
   *You should discuss all activities of the Section so the items should be arranged in a way that makes sense to your specific activities. Some items might be on the agenda every meeting, others might appear less frequently. Every so often, each activity should be reviewed more thoroughly to ask whether it is still a useful activity or whether it needs redefining and reorganizing.*
   1. Update from ongoing activities, working groups or projects. *The verbal report should be a short summary and should not take up too much time. If there is a longer report to be made, submit a written report to be circulated outside of the meeting.   
      Post summary news of the ongoing activities online.*
      1. Discussion of specific issues (if necessary).
      2. Review of funded projects *– report back to the Professional Committee if a project is completed and there are no further reimbursement claims, or if the project has stalled and the money allocated will no longer be necessary.*
      3. Revision and update of annual report of the Section to take into account completed activities *(including the SIGs, if relevant*).  
         *In election years, it is important that the outgoing Officers hand over a report of the year so far to the new Officers. In January, finalize the previous year’s report and post it online. Alert your Members and the Division Chair when it is available.*
   2. Review of the Section’s objectives and planning of related activities.
      1. Communication within the Standing Committee (email, Basecamp, Zoom calls). Establish expectations for involvement.
      2. Communication with members (mailing list, web pages, etc.). Information Coordinator’s report.
      3. Publications authored by the Section (*Are updates needed? Are there gaps identified? Are translations needed?*)
      4. Any awards managed by the Section.
      5. Ideas for new activities *(refer to the advice given by the Professional Committee on what your Section can achieve:* [*http://library.ifla.org/277/*](http://library.ifla.org/277/)*).*
      6. If a funding need is anticipated for the following year, finalize details for the application to be submitted to the Professional Committee in October.
   3. Revision and update of action plan (*post updates online*).
7. WLIC session (*if relevant*)
   1. Last-minute planning (first Standing Committee meeting)
   2. General evaluation and feedback (second Standing Committee meeting)
8. WLIC session for following year
   1. Discuss programme ideas – *unless the SC decides not to organize a session.*
   2. Identify the Conference organizing team and identify roles: <http://www.ifla.org/officers-corner/sc-members> *Planning and discussion by this team should take place outside the meeting and report to the SC during the year.*
9. WLIC Satellite Meetings *(if relevant*).
   1. General evaluation and feedback from this year’s satellite meeting if it has already taken place
   2. Identification of a team to plan the following year’s satellite meeting.
   3. Decision about whether to plan a satellite meeting in two years’ time (*the WLIC location will have just been announced in the Professional Committee’s Officers Forum).*
10. SIG reports (if relevant)  
    *The Section is responsible for ensuring that any SIGs sponsored by the Section are active and communicate their planning and progress to those who might have an interest in the topics. If necessary, the Standing Committee might help the Convener to identify people who can help with the running of the SIG.* 
    1. Re-appointment of the convener (after two years) or appointment of a new convener (every four years or when a vacancy arises).
    2. Activity report (*posted online*?)
    3. Planning report (*posted online*?)
    4. Review the special 4-year report if the SIG is about to start its fourth year.
11. Items to raise or report to the Professional Committee  
    *Items should be submitted via the Division Chair*.
    1. Request for extra funds.
    2. Other items.
12. Any other business (*items that have arisen but were not included on the agenda prior to the meeting*).
13. **Next meeting of the Standing Committee**, procedures and planning (decision on whether to hold a physical or virtual mid-term meeting).

**Upcoming deadlines to note:**

31 October Submission deadline for Professional Committee Project funding application

31 October Reports due from currently funded Professional Committee Projects.

4 November Submission deadline for the Programme Enquiry Form

8 November Submission deadline for papers and requests to the Professional Committee for its December meeting.

8 November SIG reports due for those in their fourth year review.

31 December Deadline for reimbursement claims for the current year.