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BIC OPERATIONAL BOARD

Terms of Reference (Revised September 2016)

What is the BIC Operational Board?
The BIC Operational Board forms a link between BIC's Executive Board (comprising the Booksellers Association, British Library, CILIP and the Publishers Association as corporate bodies) and the membership at large.

What is its reporting line?
The Operational Board reports to the BIC Executive Board on all matters relating to BIC's existing work programme, activities, publications and events; and is expected to submit proposals for new additional work areas and projects to the BIC Executive Board from time to time for approval.

The BIC Operational Board's primary purpose:
Its primary purpose is to advise and support the Executive Director in his/her work and to monitor his/her activity and the work of the organisation as reported in his/her regular activity reports.

Representation:
The Operational Board is intended to be representative of all BIC's constituencies: its members are expected to represent BIC's work within their own organisations and to feed back suggestions and recommendations for future work areas from the knowledge and experience of their own organisations.

Appointment to the BIC Operational Board:
Members are invited to join and are appointed by the BIC Executive Board as representatives of their organisations. New members will either be proposed during face to face Operatinal Board meetings or via email. Email proposoals for new members are to be sent to the Executive Director who will share the proposal with the rest of the Executive Board. For a proposal to be agreed 80% of the Executive Board must support the proposal.
Seats on the Operational Board are not transferrable within organisations and organisations do not have an automatic right to sit in the Operational Board. Should an individual no longer be able to sit on the Operational Board, it may be decided to approach a different organisation to represent that particular constituency.

Commitment expected of Operational Board members:
Operational Board members are asked to commit for a minimum term of 2 years.
The Operational Board will meet at least four times each year and it is expected that all members will attend all meetings, since these will be scheduled several months in advance. Failure to attend all meetings may result in that member being asked to step down from the committee.
In certain circumstances and by prior agreement with the Chair, colleagues may be permitted to attend individual meetings as substitutes. Operational Board members who miss 3 or more meetings in one year, will be asked to step down from the Operational Board immediately.