

TASK & FINISH (T&F) WORKING GROUPS

As the need arises the BIC Libraries Committee will appoint Libraries T&F Groups to address specific issues brought to light either in the Committee meetings or by other means. These T&F Groups will report into the BIC Libraries Committee and will be made up of BIC Members who are deemed by the BIC Libraries Committee to be experts in the area under consideration. Non-BIC Members may be invited to the Groups by a BIC member as a one-off (taster) after prior agreement with the Chair and BIC's Executive Director.

Remit and responsibilities of the BIC Libraries T&F Groups:

Remit/Purpose

- To research, address and find a solution to any issue brought to it by the BIC Libraries Committee
- To agree with the BIC Libraries Committee and adhere to, a timeline (and budget if applicable) for completion of work (if/as appropriate)
- Where appropriate, to comprehensively test and pilot any solutions proposed before rolling out to the industry.
- To work with and understand any dependencies that may exist with other T&F Groups.

Administrative

- To provide a regular monthly status update to the Executive Director & Chair (phone call will suffice)
- To provide a written status report to the Chair and Executive Director in readiness for each quarterly BIC Libraries Committee meeting.
- To report any delays/risks to schedule immediately to the Chair and Executive Director.

BIC Libraries T&F Group(s) Members:

Responsibilities of all BIC Libraries T&F Group(s) members are as follows:

Practical

- To attend and contribute to every meeting – where 2 consecutive meetings are missed the T&F Group Leader may consider it appropriate and necessary for someone else to attend, either from the same organisation or from another organisation.
- Should a member leave their own organisation, the BIC Libraries Committee and T&F Group will arrange a replacement between them. This will be on the understanding that the BIC Libraries Committee and T&F Group still want representation from that same organisation which may not always be the case.
- To commit to sitting on the T&F Group for the term agreed – this will vary between T&F Groups depending on the nature of the work
- Action any tasks assigned by T&F Group Leader – to schedule.
- Alert T&F Group Leader asap if required actions are going to be delayed so that T&F Group Leader can make alternative arrangements.
- To report the BIC Libraries T&F Group's activities back to their own company and return feedback (within the limits of confidentiality)

General

- Be willing & able to devote sufficient time to carry out work to schedule as required by the T&F Group.
- Support the T&F Group Leader
- Maintain appropriate confidentiality at all times, especially with regards minutes and any other documentation.
- Agree to all minutes taken at each meeting being made public to BIC members
- Generally promote the work of BIC and be a BIC Advocate

BIC Libraries T&F Group(s) Leaders:

Responsibilities of all BIC Libraries T&F Group Leaders (& Deputy Leaders) are as follows:

Practical

- With the help of BIC's Business Manager, to schedule all T&F Working Group meetings as required in order to achieve the goals set by the BIC Libraries Committee. Where meetings are to be held in the CILIP Building, please liaise with BIC's Business Manager at least 2 weeks before the meeting.
- To Chair and run every T&F Working Group meeting effectively.
- To ensure actions are assigned appropriately at each meeting and followed up on.
- To ensure minutes are taken and circulated to the T&F Group in a timely fashion (BIC's Business Manager may be able to help with this)
- To appoint and train a Deputy Leader to cover in times of absence

General

- Be willing & able to devote sufficient time to lead the T&F Working Group so that the specified work is delivered to schedule and budget as required by the BIC Libraries Committee.
- To agree (where appropriate/possible) with the BIC Libraries Committee, a schedule for completion of work
- To alert the BIC Libraries Committee Chair and BIC Executive Director if there are any issues with either:
 - work not moving along at the agreed pace
 - lack of attendance, or input from attendees etc.
- To share & communicate the BIC Libraries T&F Working Group activities with their own organisation (within the appropriate confines of confidentiality/commercial sensitivities)
- To maintain appropriate confidentiality at all times and especially with regards minutes and any other documentation.
- Generally promote the work of BIC and be a BIC Advocate
- To ensure agreed budgets are not exceeded.

Frequency of T&F Working Group Meetings

The T&F Working Group Leader will ensure sufficient meetings are scheduled so that the project/brief is delivered on time. BIC will help with this.

END