

**ONTARIO LIBRARY SERVICE - NORTH  
CSI (Client Service Input)  
Skills Development Advisory Committee**

**TERMS OF REFERENCE**

**Purpose:** Members of this committee provide advice to OLS-North staff regarding services designed to build the skill development of library staff and trustees including, but not limited to, General Consulting, Trustee Development, Specialized Consulting and project work in the areas of policy development, strategic planning, facility planning, user needs studies and work with libraries in meeting provincial guidelines. The committee may also be consulted from time to time in the development of new services in this area of interest.

**Membership:**

Six librarians with representation from each of the following:  
1 First Nations Library staff member  
1 Francophone Library staff member  
2 Library staff member from the North- East,  
2 Library staff member from the North-West,  
1 staff member,  
Ex officio: Manager responsible for services.

**Reports to:**

Planning and Leadership Team/Management

**Responsibilities:**

1. Attend meetings as scheduled by OLS-North. A minimum of two meetings a year is held.
2. Engage in email discussions concerning the Skills development service.
3. Liaise with other colleagues for ideas; adhering to the Communication Framework.
4. Be willing and able to share ideas and expertise.
5. Make recommendations regarding the OLS-North Skills Development service.

**Meetings:**

One meeting is normally conducted in person at the OLS-North Conference. Additional meetings will be held by teleconference.

**Terms of Office:**

The term of office is two years.