

**ONTARIO LIBRARY SERVICE – NORTH
Conference and Training Steering Committee**

TERMS OF REFERENCE

Purpose: Members of this committee provide advice to OLS-North staff regarding program content for training events including, but not limited to area workshops, conferences and virtual training. 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 members from the North- East,
- 2 Library staff members from the North-West,
- 1 OLS-N staff member,

Reports to:

Planning and Leadership Team/Management.

Responsibilities:

1. Attend meetings as scheduled by OLS-North. A minimum of two meetings per year are held.
2. Engage in email discussions concerning training and conference education.
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 OLS-North client training events.

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