



Mercian Collaboration: Officer Role Descriptions

The following are the outline roles and responsibilities for the elected Officers of the Mercian Collaboration, as originally agreed in 2016 by the Steering Group, and revised and updated accordingly by later SG iterations.

Mercian Collaboration Chair

- Operates as the titular head of the Mercian Collaboration
- Leads and provides the overall strategic and operation direction of the Collaboration, in consultation with the Steering Group and Directors' Committee
- Member of, and Chairs, the Mercian Collaboration Steering Group and Directors' Committee meetings
- Reviews and selects Directors' Meeting plenary speakers, in consultation with the Steering Group
- Liaises with and reports to SCONUL regarding Collaboration strategic and operational matters
- Responsible for line managing and providing administrative support to the Development Officer

Comments: The Chair's role and activities are strongly supported by the MCDO's corporate secretarial and governance activities, with whom they remain in close contact with throughout their term.

Mercian Collaboration Vice Chair

- Member of the Steering Group
- Deputises, and chairs, Directors or Steering Group meetings in the event of any absence of the Chair
- Deputises for and supports the Chair in other circumstances as required
- Normally succeeds the Chair when they stand down, normally after a 2 year elected period

Comments: The role of Vice Chair is currently relatively light, and centres on deputising for the Chair on occasions where they are themselves unavailable to contribute.

Mercian Collaboration Treasurer

- Member of the Steering Group
- Prepares and proposes annual subscription rates, based on anticipated needs from running costs, and with reference to the MC workplan
- Reports to the Steering Group and Directors on spend against budget
- Liaises with SCONUL over management fees and other costs (e.g., the Development Officer and Web site), in conjunction with the Chair
- Assesses in-year funding requests (e.g., Staff Development Group courses) against budget
- Approves expenditure (e.g., Development Officer travel expenses and other costs), and invoices, with reference to the Chair or SG as deemed appropriate
- Liaison with SCONUL who undertake payment/raising of invoices, etc.
- Monitoring expenditure and reporting to the Steering Group (and Members as required)

Comments: At this stage the workload for the Treasurer is light, with short peaks when preparing for meetings, dealing with MCDO expenses etc.



Mercian Steering Group Members

- Advise and support the elected Officers' work and decisions during Steering Group meetings and broader Mercian activities
- Represent the broader interests of the Mercian Directors not currently serving on the Steering Group

Comments: The 3 elected Steering Group Members' main role is to broaden insights and viewpoints within the Mercian Steering Group, helping guide decisions taken to be representative of the whole membership's interests.