

The Mercian Collaboration Conference Group

Terms of Reference

What is the Mercian Collaboration Conference Group?

The Conference Group is a planning and operational subgroup of the Mercian Collaboration of higher education libraries in the UK East and West Midlands.

What are its aims?

The Conference Group is responsible for defining, planning and delivering all aspects of the annual Mercian Collaboration conference. Members will draw on their own and each other's good practice and ideas, as guided by input from the Mercian Collaboration Steering Group.

How will it achieve these?

The Conference Group will achieve these aims in a number of ways, including:

- Holding meetings to conduct conference planning business
- Consider and recommend an appropriate conference venue
- Collaborate with the Mercian Steering Group in identifying a conference theme
- Identify and recommend keynote speakers and session leaders
- Outline and schedule the conference programme
- Publicise and promote the conference event across the Mercian region
- Working with the Mercian Treasurer in handling any financial arrangements
- Facilitating the conference practically before and during the event

The Conference Group's Chair, in collaboration with the Mercian Development Officer, will coordinate the overarching operations.

Membership

Group membership is open to library staff from Mercian Collaboration member institutions, nominated by their respective Directors.

Funding the Conference

The first conference is anticipated to be financially supported by the Mercian Collaboration finances. Future conferences however, are envisaged as being self-financing through delegate fees and sponsorship

Governance

The Conference Group Chair will, in the first instance, be appointed by the Mercian Collaboration Steering Group. The Steering Group, through the Conference Group's Chair and Development Officer has oversight on the Conference Group's activities, to ensure its plans progress in line with the Mercian Collaboration's aspirations.

The core Conference Group will comprise a Chair, Booking Operator, Finance Liaison, Marketing Operator, Speaker Liaison, Sponsorship Recruiter and Venue Coordinator. With the exception of the Venue Coordinator, they will serve a nominal 2 year term on the group. Additionally, the Mercian Development Officer and a representative from the Mercian Collaboration Staff Development Group will sit ex-officio, providing ongoing liaison and input from the Mercian Steering and Staff Development Groups respectively.

Meetings

Formal meetings will be regularly held as defined by the Chair to meet the needs of the conference planning process, but are likely to be held every 6-8 weeks. Meetings will be held at locations within the MC region, as agreed by the Conference Group at the prior meeting.

Documentation Control

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