



# Expectations for institutional reps

Mercian Staff Development Group

The Mercian Staff Development Group (MSDG) ensures the efficient and effective delivery of a range of training opportunities to the whole range of staff across member institutions.

To achieve this, institutional reps must:

- prioritise and attend all 3 MSDG meetings per year, where practically possible
- have some responsibility for and/or understanding of staff development needs across their library service, from library assistants/shelvers upwards
- have a designated alternate/deputy for attending meetings, where possible, to whom these expectations should also be circulated. We recognise that this is not always possible, especially for small institutions within the Collaboration. The deputy should also have responsibility for and/or understanding of staff development needs with their library service
- have an awareness of projects/work being carried out across their library service in order to contribute to the MSDG programme of events
- have an initial conversation with their library director/head of service prior to their first meeting as MSDG rep and maintain contact with their director/head of service during their service as rep to keep updated on institutional priorities for staff development and possible contributions to MSDG events
- be willing to serve as an MSDG officer (2 year terms)
- manage any MSDG sessions held at their institution, even if they are delegating development of content and on-the-day delivery to colleagues. This will include ensuring that:
  - the event is set-up for booking on the MSDG Eventbrite account
  - event details are passed to the Admin Officer in a timely fashion
  - event details are circulated to the MSDG mailing list
  - feedback forms are completed and passed to the Evaluation Officer
  - an event report is completed (preferably with event photos) and is passed to the Admin Officer

NB. all relevant documents pertaining to events are held on [the MSDG website](#).