



## Mercian Staff Development Group (MSDG)

### Officers Online Meeting: 13<sup>th</sup> Sept 2020

#### Notes

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**Present:** Sarah Pittaway (Chair, Worcester), Jo Aitkins (Vice-Chair, Leicester), Cheryl Coveney (Evaluations Officer, OU)

**Apologies:** Teresa Jordan (Admin Officer, Birmingham)

#### 1. Review of Terms of Reference

These were briefly reviewed and agreed for now these remain relevant and current. It was also agreed the Chair would report back to Directors on the various comments they had made.

**ACTION: Sarah and GJJ to notify the Directors Board of the response to suggested actions**

#### 2. Documenting Expectations of Institutional Reps

It was agreed to clarify the expectations and responsibilities on individual group members (institutional representatives). These specifically concerned issues such as the level and experience of staff, their anticipated group contributions along with underlining why this commitment was crucial to the MSDG's continued operation. It was suggested key responsibilities/expectations would include:

- Regular meeting attendance and assigned alternate where unavailable (3 meetings annually)
- Awareness of training needs for library staff and staff development knowledge
- Regular and ongoing conversation with respective Library Director, especially ahead of each Group meeting
- Providing input to planned MSDG programme to ensure represents interests of own library staff
- Where leading on events, to produce marketing materials, promote the event, ensure evaluation conducted and write up for website produced
- All members should expect to be eligible to serve in officer roles

It was agreed to draft these as a short formal document, circulate for comment, and then share with the Group members as a whole. Where institutional reps are repeatedly unable to attend meetings (less than 1/year), the group sponsor and chair would take this matter forward with the relevant director'

**ACTION: Sarah to draft and share representative expectations document and share with Officers for initial comment, before presenting to the Group**

Officer Roles were discussed, and it was agreed not to set any experiential limits or requirements for them. It was agreed ALL institutional representatives are expected to serve a term as a Group Officer, reflects the similar ethos of the Directors Board. However, it was acknowledged some representatives could opt out of serving where they lacked capacity to take on the roles, but this would need to be clearly articulated with the Chair. It was also suggested Officer elections may be done by ballot in future.



### 3. Group Officer Job Descriptions

These were reviewed and it was agreed:

- **Chair:** Reformat, update with minor changes
- **Admin Officer:** Minor tweaks, remove person specification.
- **Evaluation Officer:** Minor tweaks, remove person spec
- **Vice Chair:** Create, based on outline of Mercian Collaboration Vice-Chair role description, and format in line with the other three.

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**ACTION: Sarah and Officers to update and reformat Group Officer Role Descriptions ahead of next MSDG Meeting**

### 4. 20/21 Programme Update

Sarah noted the Conference Group were looking at January date for a small event, and she would remain in liaison with them to ensure there were no clashes with the MSDG's planned activities. There had been some responses to the request to membership for feedback on events, but not many, likely due to limited 'headspace' to consider the proposals.

A planned event 'Returning to Campus' was scheduled for late August, helmed by Matt and Teresa. Beyond that, it was hoped to host a Retrospective Induction session (Dec 20), but it was not clear who was leading on it. The Group was looking to pivot to online video presentations of 'lived experience' of staff, to replace the library visits for the time being.

### 5. AOB

It was agreed that Sarah and Teresa would coordinate on the setting the date for a future officer's meeting in September, ahead of the next MSDG full meeting.

**ACTION: Teresa and Sarah to coordinate on September meeting for Officers**