



New Subgroup: Proposal

Proposed Name

1) Background

Outline the subgroup's background, highlighting any prior existence or discussions with or within the Collaboration community which may have taken place. [50-200 words]

Page | 1

2) Aims

Please provide a brief statement outlining the intended purpose and area of focus. [50-100 words]

3) Activities

Please outline how the group will deliver on these aims. (e.g., holding meetings, hosting events etc) You may wish to use a bullet pointed list for clarity. [50-100 words]

4) Strategic Alignment

Please indicate how the subgroup will align with the Collaboration's strategic aims and ambitions (Cf. [Strategic Plan 20-24](#)). [50-100 words]

5) Governance & Committee

Subgroups are normally convened by a committee with a designated Chair, supported by a Vice-Chair and minutes/meeting Secretary, serving for two years. Please briefly outline the envisaged required officer roles, terms and succession expectations. Where possible identify individuals prepared to initially fill these positions. [50-200 words]

6) Proposed Membership Model

Please outline the wider committee membership model, including how individuals will be recruited and engagement maintained. Models within the Collaboration currently include institutional representative (MSDG), nominated members (Conference Group) or any interested parties (Cf. Deputies Group). [50-100 words]

7) Resource Requirements

While subgroups and their activities are supported by the Collaboration Officer, please outline any particular resource implications or expectations envisaged. [50-100 words]



8) Next Steps

Finally, please outline your initial plans, including meetings or events, following approval, for the first six months to a year. [50-100 words]

Document Authors

Please list all contributors, including institutions and current roles.

Date:

Endnotes

Word limits are suggestions, not absolute requirements. However, the Board's preference is for concise documentation. A word version of this document is available on request.

This proposal document will normally form the basis of the new group's outline terms of reference (ToR). It, and any subsequent versions, will be made publicly available following subgroup approval.

While the Directors Board meets twice annually (March/October) to formally consider new subgroups, the Steering Group normally makes an outline approval decision following the receipt of these documents. The Board may request modifications to the group's ToR, aspirations or name as a condition of approval.

A completed draft ToR should be sent to the Collaboration's Officer no later than 1 week ahead of the Board meeting at which it is to be considered. See the website for [forthcoming meeting dates](#). A group representative is normally invited to the Board to speak to the proposal.

All correspondence should be sent to the Collaboration Officer (mercianlibrariescollaboration@gmail.com).