TERMS OF REFERENCE FOR CENL NETWORK GROUPS

Updated: 21/10/2019

Network Group Name	
Purpose of the Group	The purpose of the network group is to support the 4 priorities as stated in the CENL Strategy 2018-2022. The network group will enable knowledge exchange, network-building and professional support in relation to a chosen topic of interest.
Membership	Membership of a CENL network group is open to all staff from CENL member libraries, particularly from second-tier leaders and experts. CENL members (i.e. the Directors of the national libraries) will not partake in network group activities. There are no restrictions on group member numbers, but the group must comprise of at least 5 CENL member libraries when it submits its terms of reference. Additional members can join thereafter. A group size of at least 5 members and a maximum of 12 members is preferred. Should the group size fall below 3 members for longer than 6 months, the viability of the network group will be discussed by the Executive Committee. The period of membership is three years, after which the network group will be formally reviewed by the sitting Executive Committee. The Executive Committee can decide to renew and extend the network group following a second application process. Network groups can include co-opted members from external organisations. These can only join by invitation and cannot jointly govern the network group.
Costs	Approved network groups will receive a standing bursary of €5000 per annum to help with costs relating to travel to attend group meetings / seminars. The funds will be transferred to the Group Treasurer by the CENL Secretariat as a lump sum. The Group Treasurer will provide quarterly transaction lists and receipts for all expenditure before the end of each calendar year. Funds will not be transferred to personal bank accounts.
Limitations	The network groups will be able to use the CENL name and logo in its reports and correspondence. Network groups are not permitted to engage in any formal lobbying or advocacy activities without written permission by the Executive Committee.
Accountability	A network group will have a Group Sponsor, a member of the CENL Executive Committee who will assist with guidance and can represent the group's business on the Executive Committee.

	A Group Chair and Group Secretary will be nominated in the network group application form and confirmed during the selection process by the Executive Committee. Should a group member holding the position of Chair wish to transfer his role to another group member, this will have to be confirmed by the Executive Committee in writing.
	The Group Chair is responsible for convening group meetings, setting agenda topics and for reporting to the CENL Executive Committee and the CENL Board of Directors at least once per year. Chairs will be able to serve for one term (3 years) only.
	The Group Secretary is responsible for collating meeting papers, minuting meetings and administering group member contacts. The Group Secretary is responsible for safekeeping and filing all relevant group documentation and correspondence. The Group Secretary is responsible for the group's space on the CENL website. All administration of group data will adhere to EU GDPR and privacy guidelines.
	The Group Treasurer is accountable for all income (through an annual CENL bursary) and expenditure (costs related to group meetings/workshops) incurred by the group. The Group Treasurer has to provide proof of expenditure through a full set of receipts to the CENL Secretariat at the end of each calendar year for audit purposes. The Group Treasurer will be available to communicate with the CENL Secretariat and its chosen external auditors to discuss any discrepancies in the documentation provided by the Group Treasurer.
	The roles of Group Treasurer and Group Secretary can be filled by the same person, as long as this person does not work for the same institution as the Group Chair.
Review	The network groups will be expected to contribute a short written report to the Annual General Meeting (to be submitted by April each year). The written report will reflect on the relevance and value of the groups' work as well as comment on any changes required to the terms of reference.
	The Executive Committee will review progress made on each working group once per year.
	The Executive Committee will review the 'CENL Network Groups Terms of Reference' one per year.
Working methods / ways of working	The network groups will convene at least two meetings per year, one of which has to take the form of a physical meeting in a location chosen by the group members.
	The group meetings will be organised and chaired by the Group Chair and minuted by the Group Secretary.
	The Group Chair will call for agenda items before a meeting and is responsible for generating and circulating the agenda.

	The meetings can be held via electronic communication methods, such as tele-or videoconferencing, or in person.
	Network groups will share experiences with each other and with the wider CENL membership.
	Network groups will be expected to contribute a short written report to Annual General Meeting.
	Network groups will have the opportunity to propose a session for AGM based on their topic.
	Network groups are encouraged to make use of the web forum on the CENL website to exchange ideas and information.
	Network groups are asked to give permission to the CENL Secretariat to use workshop and seminar photos for general CENL promotional activities.