



SLIC Board Information Pack

1. Introduction

Thank you for your interest in the vacancies we currently have on the Board of the Scottish Library and Information Council (SLIC). You will find details of the person specification for the position below along with links to more information about the organisation.

This pack has been put together to give those interested in serving as Board members background information on the Board.

SLIC is the independent body which advises the Scottish Government on library and information related matters. It is a registered charity and registered company. It is also a membership organisation which draws its membership from public libraries, HE and FE libraries and special interest libraries across Scotland.

SLIC is managed by a Board of Trustees. There is a unique opportunity to join this Board and use your experience, commitment and enthusiasm to direct and shape the future of libraries in Scotland.

Included in this pack you will find:

- Background information about SLIC
- The Board and Time Commitment
- Advert
- Role description
- Information on how to apply

2. Background information about SLIC

The Scottish Library and Information Council (SLIC), established in 1991, is the independent advisory body to the Scottish Government on library and information related matters. Our greatest strength is our membership. Members are drawn from the public sector, school libraries, higher education institutions, further education colleges, health libraries and special interest libraries. Each of our member institutions bring expertise, knowledge and innovation to the library sector. By working together, that expertise is shared through SLIC.

SLIC is a registered charity and registered company guided by a Board with strong sector and industry representation as well as independent members. SLIC is core funded by the Scottish Government and achieves additional funding to support its purpose through its membership and projects.

Vision

- SLIC's vision is to enrich people's lives through libraries

Mission

- SLIC's mission is to provide leadership, focus and support to our membership

SLIC's Strategic Objectives

- **ADVOCACY** - Advocating for libraries to government, funding bodies, elected members, users and potential users.
- **INNOVATION** - Inspiring innovation across the library sector through access to funding, staff development opportunities and showcasing best practice.
- **STANDARDS** - Developing standards to ensure libraries reach their full potential.
- **PARTNERSHIPS** - Working in partnership with a range of organisations to ensure common aims are amplified.
- **FUNDING** - Distribute funds to libraries on behalf of the Scottish Government, apply for funding to support projects within our membership, provide funding to encourage innovation and signpost to other funding sources available to the library sector.

The Board and time commitment

The Board comprises fourteen members, one of whom is the Chair. Board members are drawn from across Scotland. The full Board meets four times a year. Board meetings are held in March, June and September and held in Glasgow and Dundee with an overnight planning session taking place in January. The AGM is held in November each year and will be held in different locations around the country.

In addition to these set meetings, Board members are expected to participate in one of the sub-committees which meet as required throughout the year normally in Glasgow or Dundee. It may be possible to participate in the 3 Board meetings via video link.

Duration of Appointment

Board members are elected for an initial period of 3 years with the opportunity to serve for one further period of 3 years.

Remuneration

The post of Board member is a voluntary post for which approved expenses will be paid, according to guidelines.

3. Advertisement

Appointment of Board Members to the Scottish Library and Information Council

The Scottish Library and Information Council (SLIC) is seeking to appoint new members to its Board. The appointments are for three years and will run from November 2020.

Information about the Scottish Library and Information Council

SLIC is the independent advisory body to the Scottish Government on library and information related matters. It is a registered charity and an independent company. It is also a membership organisation representing the interests of public, academic, FE College and special interest libraries within

Scotland. The organisation has been going through a period of growth, delivering a range of projects and initiatives on behalf of the Scottish Government and partner organisations.

Board Responsibilities

The Board meets four times a year in addition to the AGM. Board members are expected to serve on a sub-committee which would involve a commitment of up to another three days. Board meetings alternate between Dundee and Glasgow.

The Board provides strategic direction and oversight. Major policy decisions are made at Board level drawing on information provided by the Chief Executive and senior management team. The decisions of the Board are actioned through the Chief Executive and senior management team of the organisation.

Further information about SLIC can be found on its website www.scottishlibraries.org

Please note the appointments are on a voluntary basis however reasonable out of pocket expenses will be paid.

Expressions of interest

SLIC particularly welcomes expressions of interest from individuals with experience in human resources or organisational development, although a general interest in libraries is also relevant. Applications from groups which are currently under- represented including, disabled people and those from black and minority ethnic communities would be particularly welcome.

Expressions of interest should take the form of a CV together with a brief statement outlining the reasons for your interest and what you would bring to the Board. Interested parties will be asked to complete a short skills matrix to assist with the selection process.

Informal enquiries about Board membership can be made to Pamela Tulloch, Chief Executive, email p.tulloch@scottishlibraries.org .

Expressions of interest should be emailed to Pamela Tulloch, Chief Executive at p.tulloch@scottishlibraries.org no later than **12 noon, Friday 21st August 2020.**

4. Role Description

Scottish Library and Information Council Board Member Role Description

The Scottish Library and Information Council (SLIC) is the independent advisory body to the Scottish Government on library and information related matters. It is a registered charity and an independent company. It is also a membership organisation representing the interests of public, academic, FE College and special interest libraries within Scotland. The organisation has been going through a period of growth, delivering a range of projects and initiatives on behalf of the Scottish Government and partner organisations.

SLIC is governed by a Board of Trustees who are responsible for the key areas of the management and administration of the organisation.

Key Requirements

Leading the Organisation – setting the strategic plan and vision for the organisation and monitoring the progress and delivery of key objectives.

Legal and Governance – ensuring that the organisation acts at all times in accordance with appropriate charity and company law and good practice guidelines.

Financial Management – ensuring that appropriate budgets are set, monitored and the Scheme of Delegated Authority is properly applied.

Act in the Interests of the Charity – at all times act in the best interest of the organisation and its members, putting the needs of the organisation before the needs of any other organisation you are involved in either in a personal or professional capacity.

Board Members agree to:

1. Participate actively in Board work and regularly attend Board and other important organisation related meetings as required.
2. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
3. Stay informed about Board matters, prepares themselves well for meetings, reviews and comments on minutes and reports and actively participates in discussions.
4. Actively engage with fellow Board members and builds a collegial working relationship that contributes to consensus.
5. Be active participants in the Board's annual strategy setting, planning and review activities.
6. Be a strong and enthusiastic advocate for the library sector.

5. How to Apply

If you think that you meet the relevant criteria contained in the role description, then we would like to hear from you.

Please submit a copy of your CV and a covering letter of no more than two pages outlining how you meet the criteria and what interests you in supporting the work of the organisation. These should be submitted to Pamela Tulloch, Chief Executive p.tulloch@scottishlibraries.org no later than **12 noon on 21 August 2020**.

You can find out more about the organisation and some of the work we do by visiting the website at <https://scottishlibraries.org/>