



CLA Network Engagement Policy (includes Network Policy and Network Finance Policy)

Network Policy

Networks: member-driven units on any aspect of the profession of interest to CLA members.

Networks can be based on: issues, geography, library function – any topic that meets member needs.

Networks may be: short-term or long-term in nature, to address a time-sensitive issue or an on-going concern.

Networks will be: open to any CLA member to participate. Individuals who are not CLA members are also welcome to participate in the activities of the Network, but they cannot be founding members or moderators.

Networks may overlap with Advisory Committee topics. The Network would then be the place for members to learn more about the topic, develop expertise, and contribute towards grassroots advocacy initiatives in that area. Members of the related Advisory Committee would be expected to work with members of the Network, sharing their knowledge and helping to develop the capacity of the Network members so that they may eventually serve on the Advisory Committee. These linkages will ensure continuity and knowledge transfer for both the Network and the Advisory Committee. Many networks have established steering groups or executives. Network moderators may find it helpful to create teams to work with them.

Networks need:

- A moderator. Networks may have co-moderators (for two-year terms)
- A petition supported by 10 members
- Terms of reference, indicating description of topic being addressed, anticipated timeframe (short-term or on-going)
- A proposed plan of activity. The expectation is that this plan of activity should be updated and that it should be presented to Executive Council by the Annual General Meeting every year

Networks provide:

- The opportunity to take on leadership roles
- A space to explore areas of interest
- The chance to develop expertise on a particular topic
- An opportunity to give input to content for the annual conference

CLA offers Networks:

- Communications and collaboration tools (blogs, wikis, e-mail distribution lists, etc.).
 - Networks may set up blogs, wikis, e-mail distribution lists, etc. and are not obliged to use CLA technology. The expectation would be that if the network uses social media, or a blog, for example, that the moderator would send CLA links to these to embed in the CLA Network page and that CLA would be given access to these tools (for example if the moderator is unreachable). Moderators are asked to provide access codes and passwords to CLA so that in the event that they are unable to continue in the role, that this information can be passed on to the incoming moderator.

- For blogs and other social media, the naming protocol is as follows: NAME OF NETWORK, a unit of CLA
- Funding on a project-basis, with priority assigned to projects that advance CLA's mission. Before embarking on a project, networks should provide a budget and proposal for approval by Executive Council (please Network Finance Policy below)
- The opportunity to meet in person annually at the CLA National Conference
- A designated liaison with Executive Council to ensure a channel for communication where items of mutual concern arise

The Network Moderator is responsible to:

- Maintain regular (at least quarterly) communications with Network members. These communications can be via a blog or e-mail distribution list or via regular e-mail
- Prepare and submit requests for project funding; report on results and account for funds
- Organize activities over the course of the year. These activities may include a social gathering, a webinar, or a project; they may also include activities at the annual CLA conference such as a business meeting, conference poster, pre-conference or conference session
- Organize and convene a meeting of members at conference
- Prepare a summary of activities to be included in the CLA annual report. This report should detail activities/events/research undertaken over the course of the previous calendar year. CLA staff will request this summary each April
- Advise Executive Council if the network has not been active for 12 months, or if the goal for which the network was established has been reached
- Maintain CLA membership for the duration of his/her term

If a network has been inactive for a period of a calendar year (i.e. has not provided regular communication with members, via e-mail, social media or events), or has not organized any activities or undertaken any research, Executive Council may propose that the Network be disbanded.

Network Finance Policy

This policy addresses the financial management needs of Networks, covering projects, events and sponsorship. This policy has been approved by Executive Council, and is subject to the relevant financial provisions in the CLA Constitution and Bylaws.

A fund of at least \$10 000 will be maintained by CLA to support Network activities. Revenues generated by Networks will be used to maintain the fund level; any surplus will accrue to the CLA operating budget.

Events:

Networks are encouraged to organize events in support of CLA's aims and objectives, which include opportunities for their members to get together.

Events may include (but are not limited to):

- social gatherings
- hosting workshops or webinars

Networks moderators inform the CLA Office of all events, so that the activity can be promoted through the CLA Digest, and List Serve.

As noted above, Networks do not hold funds or sign contracts.

- If a Network event requires a contract (e.g. with a venue or caterer), that contract is administered through the CLA Office. Any required deposits are also paid by the CLA Office.
- Events are run on at least a cost-recovery basis; preferably they will generate revenue. Any revenue surplus must be returned to the CLA Office to replenish the Network fund.

- Event registrations are managed through the CLA Office; staff can set up online registration forms, issue invoices and process payments. Where cash payments are accepted “at the door”, records are kept of who made the payments. Money received is submitted to the CLA Office within 2 weeks of the event. Revenue generated does not accumulate to the Network; it accrues to the Network fund or supports other CLA work.
- CLA staff provide administrative support for event registration and processing payments, if needed.

Projects:

Networks are encouraged to undertake projects which advance the goals of the Network and contribute to the mission of CLA.

Projects include (but are not limited to):

- conducting research
- producing publications
- compiling databases or directories
- conducting surveys

Networks apply for funding to support their projects. Proposals can be submitted at any time for approval by Executive Council.

Project proposals include a description of the project, its purpose, how it fits with the Terms of Reference for the Network, and a budget. Full details are available on the Project Proposal Form (attached).

As Networks have no legal status, they cannot hold funds or sign contracts. Where projects require payments to be made or contracts to be signed, these are administered through the CLA Office. Individuals do not use personal funds to make payments for project expenses. Any revenue surplus that is generated through projects (i.e. sales of publications) will be used to support the on-going activities of CLA, and will not accumulate to the specific Network.

Sponsorship:

If Networks wish to seek sponsorship for a project or event, they should contact the CLA office. CLA staff will coordinate sponsorship requests to ensure that organizations receive appropriate recognition for their contribution, and are not receiving competing requests for funding.