

1. About SCONUL groups

SCONUL strategy groups and task and finish groups work with the Executive Board to deliver the project and initiatives set out in the [SCONUL Strategy](#). Group members also represent the community on external policy and working groups; help develop SCONUL's own policy positions and respond to policy consultations. Each group includes a chair and vice-chair from the Board and eight to twelve members who are either heads of service, deputies, or staff with specialist expertise. A level of expertise or strong interest in the issues being addressed is usually required for membership. We aim to ensure that groups are representative of the breadth of the SCONUL membership in terms of size, mission and geography.

2. Group members

Each group member:

- 2.1 Agrees to represent the interests of the SCONUL membership in making decisions and setting priorities for the group.
- 2.2 Shares responsibility for the collective decisions and actions of the group.
- 2.3 Prepares for, attends and contributes to group meetings.
- 2.4 Understands and accepts that membership requires action and communication between meetings in order to deliver on the agreed priorities of the group.
- 2.5 Contributes to the activities and outputs of the group, understanding that actions will be shared fairly among all members.
- 2.6 Acts in cooperation with other members to support the decisions of the Executive Board and the work of the group.
- 2.7 Commits to being up-to date on relevant issues and sharing timely information with the group.
- 2.8 Agrees to follow SCONUL guidelines for claiming reasonable expenses related to travel to and from meetings.

3. Representing SCONUL with other organisations

SCONUL is often called on to provide representation on outside organisations, committees and projects and such representation is normally selected from the group membership. A representative for SCONUL is expected to:

- 3.1 Represent the interest of the full breadth of the SCONUL membership.
- 3.2 Reflect the decisions and priorities of the Executive Board and the group.
- 3.3 Report back to the group, the Executive Board and the SCONUL membership where required.

4. Terms of office

For permanent groups, the standard term of office for membership is three years, though this may be extended to ensure continuity. If, during the term-of-office, a member feels unable to participate in the activities of their group, they should bring this to the attention of the group chair.

5. Protocols for SCONUL groups

- 5.1 Each strategy group will have a chair and vice-chair drawn from the SCONUL Board and will regularly report back to the SCONUL BOARD.
- 5.2 Other groups will normally include a representative from the SCONUL Board and have a formal reporting line back to the SCONUL Board.
- 5.3 The purpose of a strategy group is to develop a detailed understanding of the main strategic challenges and opportunities arising in their area of responsibility, in order to inform the Executive Board of SCONUL, and the broader membership.
- 5.4 Each strategy group or task and finish group should consider whether to take evidence from external experts to support their work.
- 5.5 Each group will regularly feedback to the SCONUL Board and to the membership on developments in their area of expertise.
- 5.6 Groups will be supported by the SCONUL office in communicating their work to the broader membership.
- 5.7 Each strategy group will have between 8 and 12 further members, who will be selected from among the SCONUL membership based on their skills, expertise and attributes.
- 5.8 The size and make-up of other groups will be decided according to the group's remit and requirements.
- 5.9 The chair of each group will ensure that the membership of the group broadly reflects the SCONUL membership and is appropriate to the subject or content of discussion.
- 5.10 Membership of the groups will be opened to nominations from across the SCONUL membership. The group will indicate where particular skills or experience are desirable.
- 5.11 Groups may set up sub-groups to work on specific policy or best practice initiatives.
- 5.12 Groups and sub-groups may include co-opted members including external consultants. However the latter will sit on the groups in an advisory capacity only.

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- 5.13 Accountability for outputs from the groups and the delivery of services will remain with the Executive as the formal decision making body for the organisation, and the Board remains the ultimate arbiter on decision-making.
- 5.14 The arrangements of the strategy groups will be reviewed by the Executive Board every three years to ensure that the current formulation and focus of the groups continues to meet the needs of the community.