

# WPLC Steering Committee Member Position Description

## **Committee Charge**

The Steering Committee is comprised of one or more representatives from each public library system with a total of twenty-five members. The Steering Committee makes budget and policy recommendations to the WPLC Board for formal approval, makes all decisions relating to the day-to-day operation of the Digital Library and is empowered to establish, specify composition, and specify duties for any committees needed for the continuing operation of the Digital Library. The Selection Committee and other current committees relating to the operation of the Digital Library report to the Steering Committee.

## **Expectations**

- Steering Committee members will act as representation of their system.
- Steering Committee representatives will participate in making WPLC Digital Library program policy and budget recommendations to the WPLC Board for formal approval.
- Steering Committee representatives will, with advisement from the project managers and oversight by the board, make all decisions relating to the day-to-day operation of the Digital Library.
- Steering Committee representatives will, with advisement from the project managers and oversight by the board, create and manage any committees or work groups needed for the operation of the Digital Library, including the Selection Committee.
- Committee representatives will be expected to attend and be prepared for committee meetings. If unable to attend, committee representatives will provide a proxy and notify the steering chair and project manager. Committee meets approximately six times per year.
- Steering Committee representatives will be responsible for reporting information to the libraries they represent in their system and gathering feedback and input as needed.
- Committee representatives should have experience with and working knowledge of the current OverDrive Digital Library platform.
- Representatives will follow up with WPLC Board member representative to discuss issues when necessary.