

# WPLC Technology Collaboration Steering Committee

## Member Position Description

### **Committee Charge**

The Steering Committee will review proposals from the Operations Committee. They will be responsible for:

- Developing member agreements for members participating in a collaboration initiative
- Soliciting legal advice when necessary
- Developing budgets and breakdown of costs and fees for a collaboration initiative
- Recruiting and recommending a Fiscal Agent from systems participating in a collaboration initiative.

The Steering Committee will work with members of the Operations Committee on the above responsibilities as appropriate. The Steering Committee will submit collaboration initiative proposals to the WPLC Board. It is not authorized to sign agreements or expend funds.

### **Membership**

Membership on the Technology Collaboration Steering Committee will be open to one representative appointed by each Wisconsin public library system. The Committee shall have a minimum of seven members, with a liaison from the WPLC Board. The Wisconsin Department of Public Instruction, Division for Libraries and Technology may appoint up to two staff members to participate on this Committee on a standing, advisory basis.

### **Expectations**

- Steering Committee members will act as representation of their system.
- 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 any technology collaboration initiative.
- 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 quarterly.
- Steering Committee representatives will be responsible for reporting information to the libraries they represent in their system and gathering feedback and input as needed.
- Representatives will follow up with WPLC Board member representative to discuss issues when necessary.