

# Committee roles and responsibilities

*(Please complete this as fully as possible)*

- **Name of Post :** Convenor, Union List Working Group
- **This post is *Co-opted* to the SHINE Committee** (delete as applicable)
- **If an *Elected* post, how long is the term of office?** \_\_\_\_\_
- **Are there any requirements for this post laid down in the SHINE Constitution? If so, please cut and paste the relevant sections below:**

No

- **What are the main duties & responsibilities of this post?**

To provide coordination and leadership for the Union List working group

To chair meetings of the group. To participate in a rota for minutes and agendas

To liaise with the Centre for Digital Library Research, University of Strathclyde regarding the hosting of the Union List database. To work in conjunction with CDLR and working group members on the maintenance and development of the Union List database

To oversee amendments to library holdings and details on the Union List database

To oversee user support for the database

To oversee the Union List presence on the SHINE website and the use of the Union List email account

To liaise with the Union List Administrator on the administration of the ILLs scheme

To oversee annual production of the print edition of the list

- **Are there other duties & responsibilities that the postholder has outwith SHINE (e.g. representing SHINE on other bodies, liaison contacts with other professional groups or individuals)?**

To liaise with printers for production of the print edition of the Union List.

- **Are there any specific requirements or skills which the postholder would need?**

Leadership skills, communication skills, organisational skills, ability to work as part of a team.