



Committee roles and responsibilities

(Please complete this as fully as possible)

- Name of Post : Member of the SHINE Union List Working Group _____
- This post is *Elected* to the SHINE Committee (delete as applicable)

At least one member of the Group should be a Committee member and report at Committee meetings.

- If an *Elected* post, how long is the term of office? N/A__
- 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?
 - Contributing to the ongoing maintenance of the online Union List database
 - Contributing to the annual production of the print edition of the SHINE Union List
 - Liaising with the Union List Administrator about the SHINE interlending scheme
 - Liaising with Gordon Dunsire at CDLR about the maintenance of the online database
 - Liaising with the SHINE Membership Secretary if required (eg. if a library's institutional membership lapses)
 - Act as the contact for the unionlist@shinelib.org.uk account (as part of a rota), liaising with SHINE members to deal with queries about the Union List
 - Attending (or reporting to) SHINE Committee meetings in the absence of the regular representative
- 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 as required with printers for production of the print edition of the Union List.

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

Computer skills, communication skills, organisational skills, ability to work as part of a team, & attention to detail.