



SHINE Committee Welcome Briefing Paper – May 2007

Welcome as a new member of the SHINE Committee. If elected at the AGM your term runs for 2 years up to a maximum of 6 years. If co-opted you can sit on the Committee for a maximum of 6 years.

Location of SHINE Committee Meetings

Depending on the location of our members we choose a venue most suitable for all. We have met in Dundee, Edinburgh and Glasgow most recently. We aim to have meetings on a quarterly basis plus the AGM in the spring which tends to rotate between Glasgow and Edinburgh. Travel expenses are paid.

Timings

We try and start our meetings at 10.30am to allow time for travel and try to finish by 14:00, depending on the business of the day. Again lunch varies depending on the venue, sometimes it is provided and sometimes we adjourn to the nearest café or canteen.

Membership of the committee

The committee is made up of a mix of elected and co-opted posts and runs according to the SHINE constitution (on the website <http://www.shinelib.org.uk>). Only elected members can be chair, secretary and treasurer. All other posts can be held by either an elected or co-opted member of the Committee.

First meeting of the new committee

As it is the first meeting of the new committee the business of the first meeting will include sorting out new committee posts amongst members. In 2007 the posts that require filling are:

- Secretary – must be an elected member
- CPD group co-ordinator (reports back on work of CPD group) – can be co-opted
- Membership co-ordinator – can be co-opted

We do need these posts filled so it would be helpful if you could volunteer before the next committee meeting (contact Andy Jackson a.z.jackson@dundee.ac.uk or Lynn Easton lynn.easton@irh.scot.nhs.uk) to avoid having to draw straws and put people on the spot.

To help the SHINE Committee procedures and roles for all leads and groups, plus minutes of previous meetings, are now on the SHINE website under members areas – committee meetings (password shine1*).

Current Sub-groups of SHINE Committee

Tock (legal entity)
Tick (sustainability of the SHINE volunteer network)
CPD group
Website group
Union List group
SHINE Journal group

Current Issues

The main issues that are currently under discussion and will be discussed at the next SHINE Committee meeting (more information on each is in the minutes of the last meeting - all minutes on SHINE website) will be :

Legal status – changing SHINE’s legal status to a charity

Sustainability – 3 year rolling development plan and increasing volunteering including the possibility of mentoring

Membership structure – refer to powerpoint presentation presented at AGM

Online Union List – trial to make it Z39.50 compliant and wean people off print union list

Membership Co-ordinator – create a membership and marketing team and seek volunteers

Enclosures

Last minute of SHINE Committee meeting
Updated contact details
Briefing paper
Workplan