

# ILL/DD Working Group – Roles of Chair and Secretary

## Contents

Overview .....	2
Booking meeting rooms.....	3
At SLNSW .....	3
Confirmation of room bookings.....	3
Online Meetings.....	3
Catering Requests .....	4
Creating attendance form.....	4
Sending out meeting invites .....	4
Assisting with and distributing minutes.....	5
Timeline.....	5

## Overview

### **Role:** Chairperson

#### Responsible for

- Booking meeting rooms
  - In person at SLNSW OR
  - Online meetings – includes liaising with SLNSW rep for Zoom meetings or creating Meeting invite via other platforms e.g. Teams
- Organising Catering
- Creating attendance form
- Sending out meeting invites
- Assisting with distribution of minutes
- Uploading content to DokuWiki
- Example Timeline

### **Role:** Secretary

#### Responsible for

- Liaising with Chairperson regarding anything of relevance (if needed) relating to the upcoming quarterly meeting. Chairperson will forward the agenda to you before the meeting and you will use this to help guide you.
- Using the Word template provided to assist you in formatting the minutes taken during the meeting.
- If the Chairperson has also taken notes during the meeting, wait to receive them via email and add any additional information to your draft before finalising the minutes.
- Aim to have the minutes completed within a fortnight of meeting being held but if not possible, that is fine.
- Once minutes have been completed, send them via email to the Chairperson who will email them to the elist and upload them to the Dokuwiki for viewing.

## Booking meeting rooms

Our working group is run quarterly (Feb, May, August, Dec). Where needed we can request a room booking at the SLNSW for 3 of these meetings.

The fourth meeting is then either held online or at an alternate venue e.g. Dec 2019 meeting held at Green Square Library.

### At SLNSW

Room bookings are generally sent through to Oriana/Abby in September/October for the following year.

If needed these requests can be amended or cancelled e.g. if moving online its just best to get the place holders in early.

Example template.

Hello xxx,

If possible, I was hoping to book a meeting room for the 20xx meetings of the NSW ILL Working group.

The current dates needed are as follows;

#### **2022 bookings**

Monday 7<sup>th</sup> February 2022, 2pm-5pm

Monday 2<sup>nd</sup> May 2022, 2pm-5pm

Monday 1<sup>st</sup> August 2022, 2pm-5pm

Thank you for all your help with this and please let me know if you need any further information.

Best Regards,

### Confirmation of room bookings

Oriana/Abby will check in with the Venue team at SLNSW and confirm which room we will be in.

\*\* May need to confirm if you need any AV – I've said yes a laptop so that we can put the minutes etc on the Big screen.

### Online Meetings

When running a meeting online we can:

- Liaise with Abby Dawson at SLNSW to create a Zoom meeting
- If Zoom unavailable create a meeting on Teams

## Catering Requests

As part of the SLNSW room booking, we also get a light afternoon tea.

Number of attendees will need to be confirmed 2 weeks before the meeting.

Example template;

Hello Oriana & Abby,

I hope you both have had a good week.

Our next ILL Document Delivery Working Group meeting is scheduled for Monday, 6th December and I was hoping to pop in a catering order if I may.

The details for the meeting are as follows;

Room: Dixon room (I think this is still current?)

Number of people attending meeting 17

Please let me know if you need any further information.

Have a lovely week

Best Regards

Anne

## Creating attendance form

This has recently been done in Microsoft Forms but in the past has also been done in Google Forms.

Feel free to use whatever suits you best.

[Example Google Form](#)

[Example Microsoft Form](#)

A link to this form is sent out with the initial invite asking everyone to RSVP and note any agenda items they may wish to raise.

## Sending out meeting invites

Once attendance form has been created an invite can be sent out to the [ill@libraries.nsw.gov.au](mailto:ill@libraries.nsw.gov.au) email address to advise of the next meeting.

Invites are generally sent

- A month prior to meeting

- 2 weeks prior to meeting
- 1 week prior to meeting

#### Example email:

To: ill@libraries.nsw.gov.au  
Subject: [ill] NSW Public Libraries Document Delivery Working Group meeting - Monday 3rd May, 2pm at NSW State Library

Hello everyone,

Our next meeting for the NSW Public Libraries Document Delivery Working Group meeting will be held in a months' time on Monday 3rd May at 2pm in the Macquarie Room at the State Library of NSW.

Please click on following link to let us know if you will or will not be attending, and to add any agenda or general discussion items you would like to address.

<https://exampleformlink>

Note: In order to give enough notice on catering numbers I have set the form to accept answers until COB Friday xxxxx. Please email me directly after this date if you wish to attend so I can pass it on.

Minutes of February meeting are attached and can also be found at the Working Group Wiki <https://www.sl.nsw.gov.au/public-library-services/wikis-and-blogs>.

An agenda will be added to the Wiki closer to the date.

Please let me know if you have any questions.

#### Assisting with and distributing minutes

If needed assist secretary with taking minutes during the meeting and send on to them once typed up.

When received the secretary will compile the minutes with their own and send back to chair in a word document.

Once minutes received chair to email the ill elist and upload content to DokuWiki – *Note this is a new platform and responsibility for this action could be moved if needed.*

#### Timeline

Please see below an example timeline for May meeting

Meeting scheduled for Monday 2<sup>nd</sup> May

- One month prior
  - Create blank Agenda in DokuWiki
  - Create attendance form

- If online liaise with SLNSW for a Zoom link OR create meeting invite in Teams
- Send invite to [ill@libraries.nsw.gov.au](mailto:ill@libraries.nsw.gov.au)
  
- 2 weeks prior
  - Confirm with SLNSW number of current attendees for catering
  - Send reminder of meeting to ill elist
  - Update Agenda in DokuWiki with any items that have come through
  
- One week prior
  - Send final reminder to ill eList
  - Update any Agenda items including any apologies that may have come through