

ArchPub Charter

Charge:

ArchPub is the public services advisory committee established by the Archway Cluster. ArchPub is charged with discussing and making recommendations to the Archway Steering Committee about issues that affect public services for the member libraries of the Archway Cluster.

Members:

Members are selected by the managers or directors of the Archway libraries.

Meetings:

The committee will meet at least once a year and other times as needed. SLCC-Meramec Library is the normal meeting place.

Chair & Chair-elect:

The committee will be headed by a chair, with a chair-elect serving as recorder. The chair and chair-elect will be selected by the committee on a rotating basis, with a member from SLCC serving as chair every other year. The chair will serve for one year beginning with the 1st meeting after the start of the academic year.

Duties of the chair include but are not limited to:

- Set and distribute meeting agendas
- Schedule and conduct meetings
- Facilitate discussion and communication among members
- Communicate with Archway Steering Committee
- Ensure that a member of ArchPub attends Steering Committee meetings (Usually the ArchPub member from the library hosting the Steering Committee will attend)
- Keep the MCO Website updated in regard to current committee membership and scheduled meetings
- Finalize and post committee minutes to the MCO website

Duties of the chair-elect include but are not limited to:

- Taking minutes at meetings
- Serving as chair of the committee in the absence of the chair

Minutes:

The chair-elect will send a draft of the meeting minutes to the committee members via email for corrections and additions. Once corrections have been made, the chair will declare the minutes approved as written and post them to the MCO website.

Date: 10/26/07