

MOBIUS Annual Conference Planning Advisory Group

CHARGE

Adopted by MOBIUS Board of Directors: 1 May 2009

Revised: 5 May 2011

Replaces: MOBIUS Advisory Group Charges Policy, 18 Nov 2005 (partially)

Type of Group: Standing Group

Charge: The MOBIUS Annual Conference Planning Advisory Group is responsible for member input to the conference planning process and works closely with the MCO staff to produce a successful conference experience. This includes, but is not limited to the following:

- Recommends an annual conference theme.
- Recommends a slate of three keynote speakers.
- Solicits, evaluates, and selects proposals for conference presentations.
- Prepares and distributes conference/presentation evaluation forms and collates results.
- Prepares a post-conference report of conference effectiveness and makes recommendations for improvements.

All proposed recommendations must be submitted to the MOBIUS Board of Directors for approval.

Membership: Each MOBIUS cluster and each institution not in a cluster but operating its own server is allocated **1 (one)** member representative to the MOBIUS Annual Conference Planning Advisory Group.

Member qualifications: Members must be knowledgeable about the use of the various modules of the MOBIUS library system, trends in library automation, new products and services, and program planning. Members may be required to attend a group orientation session at the MOBIUS Annual Conference.

Membership Restrictions: Members must be employed by a library using the MOBIUS union catalog.

Frequency of Meetings: As needed.

Group Discussion List: A group discussion list is maintained by the MOBIUS Consortium Office for the work of the group and is accessible only to current group members.

Communication of the Group Minutes: Notification of meetings must be posted to the MOBIUS web calendar two weeks prior to the date of the meeting. Minutes of the meetings must be submitted to the MOBIUS Online Help Desk for posting on the MOBIUS web site within 30 days of each meeting and

are accessible to any person with the proper MOBIUS permissions. Notification of posting will be sent to the appropriate consortium listserv.

Annual Report: The Group chair will prepare an annual report to the Board of Directors in June of each year.