

INCOL CONTINUING EDUCATION COMMITTEE:

Composition, Mission, Charge, Guidelines and Directors Retreat

Adopted by Board of Directors February 27, 1998
(Revised per Board discussion 3/10/00; adopted 2/23/01)

► Composition

The Continuing Education Committee is a standing committee of INCOL. The committee is organized as follows:

Each INCOL director will appoint one representative from his/her library.

A representative serves at the discretion of the director for an indefinite term.

The chair of the Continuing Education Committee changes annually and normally follows the same rotation schedule as the INCOL chair. (Exceptions must be approved by the INCOL Board.)

► Mission

The mission of the Continuing Education Committee is to plan and implement library-specific continuing education programs for a broad range of libraries within the INCOL community. Our goal for programming is to address current issues, recognizing the changing nature of the workforce, service roles, and user populations. We achieve this by providing a variety of programs for all levels of staff offering a balance between specific and broad, and technical and human topics. The committee is committed to working with the available budget and being responsive to feedback from attendees, staff and the INCOL Board.

► Charge

The Continuing Education Committee's charge is as follows:

The Continuing Education Committee is charged with:

Planning, implementing, evaluating, preparing budgets for continuing education activities; and reporting committee activities at each INCOL Board meeting.

The Continuing Education's target audience is library professional and support staff. Every attempt should be made to identify topics of interest to these populations, across all types of libraries participating in INCOL.

Generally speaking, the Continuing Education Committee is expected to deliver at least two continuing education events annually.

The Continuing Education Committee chair is requested to bring evaluative information on the activities to the INCOL Board.

Between INCOL Board meetings, the committee's questions and concerns should be directed to the INCOL Chair, who is authorized to act on behalf of the Board.

▶ Attendance Fee Guidelines

The attendance fee guidelines for non-INCOL attendees are:

Fees are to be based on the cost of production.

For purposes of these guidelines, INCOL attendees include library employees, employees of departments supervised by the library director, and other institution employees invited by the library director.

Fees for non-INCOL registrants should be 125% of the cost of production divided by projected attendance, or \$15 whichever is greater.

Students enrolled in the SFCC library technician or the EWU education/library science program should be offered reduced rates. \$5 is the suggested fee.

Brochures should indicate that the INCOL libraries subsidize employee attendance with wording such as "No registration fee for INCOL member employees." However, do not state that the workshop is "free to INCOL member employees."

Brochures should indicate that the continuing education event is "Sponsored by Inland Northwest Council of Libraries."

▶ Honoraria and Travel Expenses Guidelines

Speakers fees or honoraria must be agreed upon using a contract or "memorandum of agreement." Forms are available from the INCOL Treasurer. The INCOL Chair or one of the other elected officers must sign the contract or memorandum of agreement. A copy should be forwarded to the INCOL Treasurer.

The offer of an honorarium should be made to all presenters. For employees of member libraries, an honorarium of at least \$75 should be offered. (Whether or not the honorarium is accepted is dependent upon library/institution policy and whether or not the person is working on his/her own time.)

Once the workshop is over, the INCOL Continuing Education Chair should notify the Treasurer to pay the speaker or presenter.

Normally, honoraria and agreed upon travel expenses are reimbursed after the event. However, with prior arrangement with the Treasurer, an advance on travel expenses (e.g., airline tickets) can be made.

If possible, expenses should be billed directly to the INCOL, e.g., hotel expenses.

▶ Directors' Retreat

The INCOL directors' annual retreat is the responsibility of the INCOL Chair and Board.

When the directors have opted to invite a speaker to make a presentation at their retreat, every effort should be made to plan a continuing education in conjunction with the directors' retreat. Planning two events helps to justify the costs incurred when bringing someone to the Inland Northwest. It also gives all segments of the library staff a common basis for discussion and follow-up in individual libraries. Traditionally, the continuing education activity is held on a Thursday in mid-late April or early May. The Friday is reserved for the directors' retreat.