

# **Endangered Libraries and Archives Committee of The Middle East Librarians Association**

## **Terms of Organization**

### **I. Committee Co-Chairs: Number and Responsibilities**

**Endangered Libraries and Archives Committee** Chair is appointed by the MELA President and Executive Board.

With the approval of the MELA President and Executive Board, there may be a co-chair.

The co-chairs of the **Endangered Libraries and Archives Committee** are expected to guide the Committee and to work with the members to develop necessary project plans and meeting agendas.

The co-chairs shall serve as chairs for only the **Endangered Libraries and Archives Committee** during their term of service, as stipulated in the MELA By-Laws.

The co-chairs shall:

- Be appointed to the different but complementary roles of co-chair responsible for project management and co-chair for operations (committee facilitation).
  - The co-chair of project management will be responsible for managing the Committee's programming and activities, including coordinating the various projects in which Committee members are involved or which committee members are leading, and planning the Committee's MELA annual meeting activities based on membership agreement.
  - The co-chair of operations will be responsible for scheduling and leading Committee meetings, distributing the agreed-upon meeting agendas, and coordinating election and entering/exiting member procedures.
- Report to the Committee on decisions of the MELA Executive Board that affect the Committee's work.
- Guide the Committee in proposing new activities and service that will promote the mission and goals of the MELA.

### **II. Committee Members: Number and Responsibilities**

The **Endangered Libraries and Archives Committee** shall consist of up to five additional MELA members in good standing, appointed by the Executive Board.

The names and terms of office for each Committee member, including the co-chairs, shall be posted on the MELA website, in accordance with the MELA By-Laws.

The terms of office for each member shall be three years, and no committee member can serve more than two terms in succession.

Members may serve on no more than two committees simultaneously, including the **Endangered Libraries and Archives Committee**, in accordance with the MELA By-Laws.

Members of the **Endangered Libraries and Archives Committee** are expected to actively participate in the work of the Committee; to provide input to Committee discussions; and to focus on the best interests of MELA and Committee goals. This includes, but is not limited to:

- Attending and actively participating in Committee in-person and online meetings
- Reviewing all relevant material before Committee meetings and maintaining clear communication channels.
- Supporting the efforts of the Committee co-chairs, in part by carrying out individual assignments agreed upon by the Committee.
- Working as part of the team to ensure that the Committee's work and recommendations are in keeping with the general association's mission and goals
- Voting on proposed new activities and programs

### **III. Committee Communication: Committee Meetings, Minutes, and Annual Reports**

The **Endangered Libraries and Archives Committee** shall meet on a regular basis agreed upon by the membership and scheduled by the co-chair of operations.

In addition to the established email list for Committee members, one member will be appointed by the co-chair of operations to take minutes at each in-person or online meeting on a rotating basis. These minutes shall be distributed to the Committee membership within one week of the meeting, to be approved at the next meeting, and shall include the following information:

- The date, time, and place of the meeting. Note the name of the chair, members present and absent, and other key people in attendance.
- A brief summary of topics covered and the associated action items.

The Committee will prepare a yearly report to be presented at the MELA annual meeting.