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## 1. Definitions

In this Constitution:

“CILIP” means the leading professional body for librarians, information specialists and knowledge managers known officially as the Chartered Institute of Library and Information Professionals.

“CILIP Ireland” means the body constituted under the Byelaws of CILIP as a devolved nation for the furtherance of the objectives of CILIP in Northern Ireland.

“CILIP Ireland Committee” means the Officers and ordinary Committee members together.

“CILIP Ireland Officers” means the holders for the time being or any person appointed to perform any of the following roles:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Candidate Support Officer
- Mentor Support Officer
- New Professionals and Student Liaison Officer
- North/South Liaison Officer
- Activities Officer
- Social Media Officer

“CILIP Board” means the decision making body that governs the work of CILIP and sets its priorities.

“CILIP Ireland Rules” means the CILIP Charter, Byelaws, General Regulations, CILIP Ireland Constitution and any guidance issued to accompany them.

“AGM” means the Annual General Meeting of CILIP Ireland.

“SGM” means a Special General Meeting of CILIP Ireland.

“Committee Group” means the body of Committee Officers and ordinary members equating to one third of the total Committee membership, or as close thereto as may be possible, created for the purposes of resignations and appointments discussed in section 23.4.

“Nominee” means any person proposed to be a member of the CILIP Ireland Committee in accordance with the provisions of section 23.

## **2. Vision and Objectives**

2.1 CILIP’s vision is a fair and economically prosperous society underpinned by literacy, access to information and the transfer of knowledge. CILIP Ireland is advancing these values by representing and supporting all members of CILIP who live or work in Northern Ireland.

2.2 The objectives of CILIP Ireland shall be the creation of a sense of community within the profession, advocating and building influence among key decision makers in Government and supporting CILIP Ireland members to develop their professional skills and standards.

## **3. Rules Governing CILIP Ireland**

3.1 The activities and procedures of CILIP Ireland shall be governed by the CILIP Ireland Rules.

3.2 These CILIP Ireland Rules are supplementary to the General Regulations of CILIP and can only be amended by agreement of the CILIP Board.

## **4. Core offer**

4.1 CILIP Ireland shall further the aims of CILIP by delivering a core offer to members, within available resources, to:

- Identify and meet the needs for members; providing support for members in their continuing professional development throughout their career
- Support those that are undertaking professional registration
- Develop a sense of community amongst members
- Support CILIP membership recruitment and retention
- Ensure that CILIP Ireland has a presence in Northern Ireland
- Be a strong united voice of the Library, Information and Knowledge Management community in Northern Ireland advocating on behalf of members
- Increase visibility of CILIP Ireland to key decision makers in Government at the Northern Ireland Assembly
- Develop links with employers in Northern Ireland to promote the benefits of CILIP Ireland membership and of professional qualifications

- Collaborate with the Library Association of Ireland on areas of mutual interest.

## **5. Delivery of core offer**

5.1 The core offer shall be delivered through:

- Effective governance and management
- Developing business plans which support overall organisational aims and objectives
- Up-to-date information on the CILIP website
- Regular communications (newsletter, e-bulletin, web and social media)
- Programme of training and events; ensuring these are advertised via the CILIP website
- Candidate support
- Mentor support
- New professionals support
- Contribute to policy development and the Policy Forum
- Offers and activities aimed at member recruitment at a local level
- Delivery of an annual joint conference in conjunction with the Library Association of Ireland, to be held every third year in Northern Ireland
- Compiling briefings, responses and policy statements particularly pertaining to Northern Ireland

5.2 Where capacity allows, the CILIP Ireland Committee, shall also be encouraged to:

- Make use of CILIP's Virtual Learning Environment to increase the reach of their offer and widen member participation
- Make links with the Continuing Professional Development Forum
- Make links with local accredited learning providers to encourage students to become active within the profession and CILIP Ireland.

## **6. Business plan**

6.1 The Officers of the CILIP Ireland Committee shall deliver a business plan on the proposed work of the Committee each year.

6.2 The business plan shall be submitted to CILIP Head Office annually and be no longer than four sides of A4.

## **7. Annual Report**

7.1 The Officers of the CILIP Ireland Committee shall submit an annual report to CILIP Head Office on the work of the CILIP Ireland Committee during the previous year.

7.2 No more than sixteen months shall elapse between publications.

7.3 The report shall include a statement of accounts and financial report, a record of branch activities for the year and details of membership figures.

## **8. Governance**

8.1 The governance year for CILIP Ireland shall be the calendar year, beginning on 1st January each year.

## **9. Finance**

9.1 CILIP Ireland shall use the official banking institution and follow the financial procedures set out in the CILIP Member Networks Treasurers' Guidelines document.

9.2 The Treasurer shall receive all monies due to CILIP Ireland and shall make such payments as the CILIP Ireland Committee directs. All invoices shall be addressed to the Treasurer.

9.3 The annual accounts of CILIP Ireland shall be prepared by the Treasurer on a calendar year basis.

9.4 The annual accounts shall be inspected by CILIP's Finance Department.

## **10. Contracts**

10.1 The CILIP Ireland Committee cannot enter any contractual agreement (beyond the routine programme of CILIP Ireland activities) which carries risk for CILIP or be in receipt of grants without the prior approval of the CILIP Chief Executive or a member of CILIP staff to whom this matter has been delegated by the Chief Executive.

10.2 Any contracts for services worth a total of less than £500 which CILIP Ireland enters into do not need to be notified to CILIP Head Office.

10.3 Any contracts for services worth a total of £500-£2000 which CILIP Ireland enters into shall be sent to CILIP Head Office for record.

10.4 Any contracts for services worth more than £2,000 which CILIP Ireland seeks to enter into shall be sent to CILIP Head Office for approval. If approval is granted CILIP Head Office should be a co-signatory on the contract.

10.5 CILIP Ireland shall not offer any contracts of employment.

10.6 Advice, guidance and approval shall be provided by CILIP Head Office to CILIP Ireland if CILIP Ireland is considering setting up a contractual agreement.

## **11. Accountability**

11.1 CILIP is accountable for the actions of CILIP Ireland. CILIP Ireland is therefore required to comply with the requirements of charity governance which regulate CILIP. These require CILIP Ireland to demonstrate:

- (a) Conformity with best practice in charity governance
- (b) Compliance with CILIP's requirements for financial governance
- (c) Activity which is in the public interest and for public benefit.

## **12. Membership of CILIP Ireland**

12.1 The preferred postal address provided by the member is used to determine which members of CILIP become full members of CILIP Ireland

12.2 In the event of a change of preferred address a member may request to remain in membership of the Regional Member Network of their previous address by notifying CILIP.

## **13. Corresponding Members**

13.1 Any member of CILIP not residing in Northern Ireland may become a corresponding member of CILIP Ireland, in addition to the Regional Member Network of which that member is a member, by notifying CILIP and CILIP Ireland and paying any fee determined by the CILIP Board.

13.2 A corresponding member is entitled to all privileges of CILIP Ireland membership but may not vote in CILIP Ireland proceedings or become a member of the CILIP Ireland Committee.

## **14. CILIP Ireland Website**

14.1 The website for CILIP Ireland shall be delivered using the CILIP website. This shall be the primary source for CILIP members and non-members to find information about CILIP Ireland and its activities.

## **15. CILIP Ireland Committee**

15.1 The affairs of CILIP Ireland shall be conducted by an elected Committee. All members of the Committee must be full members of CILIP Ireland. Nominations to the CILIP Ireland Committee shall be conducted electronically in advance of the AGM with each member of CILIP Ireland being entitled to one nomination.

15.2 The Committee shall have no more than fifteen members.

15.3 The Committee must include appointed essential Officers of the CILIP Ireland Committee namely:

- Chair
- Secretary
- Treasurer
- Candidate Support Officer
- Mentor Support Officer

15.4 The Committee may include:

(a) Appointed non-essential Officers of the CILIP Ireland Committee namely:

- Vice Chair
- New Professionals and Student Liaison Officer
- North/South Liaison Officer
- Activities Officer
- Social Media Officer

(b) Such other co-opted Committee members as the Committee deems appropriate.

15.5 Where possible the CILIP Ireland Committee will ensure the Committee includes representatives of each of the employment sectors from which CILIP Ireland members are drawn.

15.6 The CILIP Ireland Committee may at any time modify the list of non-essential Officers contained in section 15.4(a) to create, amend or remove the existing or any new Officer roles.

## **16. Essential Committee Roles**

16.1 The Committee shall appoint a Chair, Secretary, Treasurer, Mentor Support Officer and Candidate Support Officer. The Committee is supported by the Development Officer, who is a salaried officer appointed by CILIP.

16.2 These roles are essential for the management of CILIP Ireland. It is a requirement that the appointed CILIP Ireland Officer has the requisite skills required to carry out the role as outlined in the job description contained in the appendices hereto.

## **17. Role of Chair**

17.1 The Chair is the lead officer of CILIP Ireland and is responsible for coordinating activities, ensuring that the core offer and annual priorities as set out in the business plan are met and acting as key spokesperson for CILIP Ireland. A detailed job description is contained in Appendix 1.

## **18. Role of Secretary**

18.1 The Secretary of CILIP Ireland is responsible for non-financial governance

and administration. A detailed job description is contained in Appendix 2.

## **19. Role of Treasurer**

19.1 The Treasurer of CILIP Ireland is responsible for financial governance and administration. A detailed job description is contained in Appendix 3.

## **20. Role of Candidate Support Officer**

20.1 The Candidate Support Officer is responsible for supporting CILIP Ireland members who are undertaking Professional Registration. A detailed job description is contained in Appendix 4.

## **21. Role of Mentor Support**

21.1 The Mentor Support Officer is responsible for supporting CILIP Ireland members who are mentoring or wish to mentor. A detailed job description is contained in Appendix 5.

## **22. Position of Vice Chair**

22.1 To ensure succession planning a Vice Chair shall be elected in the year prior to the current Chair resigning in accordance with the provisions of section 23. The Vice Chair will shadow the current Chair.

22.2 In the event of no Vice Chair being elected in accordance with the provisions of section 23 the Committee may at any stage appoint from the members of the Committee a Vice Chair if it is necessary for the effective conduct of business.

## **23. Appointment Procedure for CILIP Ireland Committee Members**

23.1 CILIP Ireland Committee members are elected by the membership at the AGM. Nominations to serve on the Committee shall be by any two members. Not less than twenty eight days in advance of the AGM, nominations shall be sought from the CILIP Ireland membership. Nominations on the prescribed form must be emailed so as to reach the Secretary seven days before the date of the AGM. It shall be the duty of the Secretary to conduct the electronic correspondence associated with the election of Committee members. An election by secret ballot shall take place, if necessary, at the AGM. Organising and co-ordinating such an election shall be the duty of the Secretary.

23.2 In the event of the number of Nominees for any particular Committee position being equal to or less than the number of positions to be filled, such Nominees shall be declared elected, and any positions left unfilled, either due to a lack of Nominees or Nominees withdrawing, shall be filled by the CILIP Ireland Committee, as soon as practical after the AGM.

23.3 Officers and ordinary members of the Committee are appointed for a period of three years but may be re-appointed provided their reappointment would not contravene the provisions regarding length of service set out in section 24.

23.4 The Committee will aim to ensure that an equal number of members will be up for election each year in order to maintain a balance between bringing new knowledge and skills onto the Committee and ensuring there are enough current Committee members for continuity.

## **24. Length of service**

24.1 No Officer or ordinary Committee member should serve on the Committee for longer than a period of six consecutive years. A gap in service of at least one year is required before that member can serve again on the Committee.

24.2 In an exceptional situation, on request from an Officer on the Committee, CILIP may grant a temporary waiver of the time limits on the length of service of a Committee Officer or an ordinary Committee member, in order to ensure the continuation of CILIP Ireland activities.

24.3 The provisions set out in paragraph 24.1 shall not apply to the holders for the time being or any person appointed to perform any of the following roles:

- (a) Development Officer
- (b) Candidate Support Officer
- (c) Mentor Support Officer.

## **25. Absence from Meetings**

25.1 An Officer or ordinary member of the Committee absent without good reason for three consecutive meetings of the Committee may have membership of the Committee terminated by the Committee.

## **26. Number of Committee Meetings**

26.1 The Committee shall meet no fewer than four times per year. A quorum of one-third plus one of the total Committee membership shall be present. Additional meetings may be convened as deemed necessary by the Chair.

## **27. Procedure at Committee Meetings**

27.1 CILIP Ireland is required to run effective meetings and take a reasonable and responsible approach to procedural propriety.

27.2 At least two weeks' notice should be given of the meeting and its agenda.

27.3 The Chair of the CILIP Ireland Committee shall chair the meeting. Otherwise the meeting shall elect a chair from persons present.



27.4 The Secretary shall record the minutes of each meeting. These shall specify the date of the meeting, those present, and a brief account of the meeting and shall be read to the next meeting.

27.5 Committee meetings, AGMs and SGMs are deemed to be open meetings unless there is a valid reason for an item or items to be taken in private as reserved business.

27.6 The quorum necessary for decisions to be made at meetings of the Committee shall be one third plus one member of the Committee present in person or by electronic means.

27.7 The CILIP Ireland Committee may establish Task & Finish Sub-Committees as required for the effective conduct of Committee business.

## **28. Voting**

28.1 Voting at Committee meetings shall be determined by a majority of the votes of Committee members present in person or by electronic means by a show of hands or secret ballot as appropriate.

28.2 If there is an equality of votes, the Chair shall have a second or casting vote.

## **29. Annual General Meetings**

29.1 The AGM of CILIP Ireland shall be held once in every calendar year at such place and at such time as the CILIP Ireland Committee may determine, provided that no more than sixteen months shall elapse between such meetings.

29.2 AGMs may also be held online for which CILIP will provide guidance.

29.3 The quorum for a CILIP Ireland AGM shall be half the number of serving Committee members plus one.

29.4 Twenty eight days' notice in writing at the least of every AGM shall be given to all members of CILIP Ireland specifying the place, the day and the hour of the meeting. The notice is exclusive both of the day on which it is served or deemed to be served and of the day for which it is given. Notice in writing includes email notifications, newsletters and notices in the "CILIP Update" publication.

29.5 The Secretary shall be responsible for serving notice on each CILIP Ireland member of the AGM arrangements, and shall attach with such notice a form of nomination for the Officer roles.

29.6 The business of the AGM shall be to:

- Confirm the minutes of the preceding AGM
- Receive the Annual Report of the CILIP Ireland Committee
- Receive the CILIP Ireland accounts
- Receive the names of the CILIP Ireland Committee Officers
- Consider any motions put to the AGM

29.7 Voting at an AGM shall be by members present and not by proxy.

29.8 Corresponding members of CILIP Ireland may attend the AGM of CILIP Ireland but may not vote.

### **30. Special General Meetings**

30.1 The CILIP Ireland membership may also require a SGM of the Committee to be convened.

30.2 On receipt of a requisition signed by 5% or 25 members of CILIP Ireland, whichever figure is lower, and stating clearly the purpose of the meeting, the CILIP Ireland Committee must convene the SGM not later than ten weeks after receipt of the requisition.

30.3 SGMs may also be held online for which CILIP will provide guidance.

30.4 The quorum for any SGM of the CILIP Ireland Committee shall be 5% or 25 members of the CILIP Ireland membership, whichever figure is lower.

30.5 Notice of such a SGM, whether convened by the CILIP Ireland Committee or required by the CILIP Ireland membership, shall be given to all members of CILIP Ireland at least twenty one days before the date fixed for the meeting. This is exclusive both of the day on which it is served or deemed to be served and of the day for which it is given.

30.6 If the CILIP Ireland Committee fails to act on a requisition from the CILIP Ireland membership, then the CILIP Ireland members making the requisition may require CILIP staff to convene a SGM of CILIP Ireland.

30.7 Voting at a SGM shall be by members present and not by proxy.

30.8 Any resolution put to the meeting shall be decided on a simple majority by a show of hands or secret ballot as appropriate. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

30.9 Corresponding members of CILIP Ireland may attend SGMs of CILIP Ireland but may not vote.

### **31. Raising issues**

31.1 CILIP Ireland is encouraged to raise any issue of concern or requiring

clarification with the CILIP Board.

31.2 If CILIP Ireland wishes to raise a matter with the CILIP Board, the first approach generally should be by one of the Officers to an appropriate member of CILIP staff.

### **32. Corporate branding**

32.1 CILIP Ireland must include an appropriate CILIP Ireland logo on any CILIP Ireland materials.

32.2 CILIP Ireland shall comply with CILIP's UK corporate branding policy, including use of logos, issued by appropriate CILIP staff.

### **33. Partnership**

33.1 CILIP Ireland shall work in partnership with appropriate CILIP staff.

33.2 Members of CILIP Ireland shall work in partnership with the relevant CILIP staff on all matters that have significance at United Kingdom wide levels.

33.3 CILIP Ireland members shall not initiate activity of a UK wide nature without first consulting CILIP staff who will respond to such requests in a timely manner. This helps to ensure that CILIP presents a co-ordinated and coherent face to the world.

33.4 CILIP staff including staff in Scotland, Wales and Northern Ireland as well as staff at Head Office will work in partnership with CILIP Ireland members on all matters that have a regional significance. CILIP staff will notify CILIP Ireland where there are plans or activities which have an impact on CILIP Ireland's work in Northern Ireland.

### **34. Creation, merger and dissolution of CILIP Ireland**

34.1 The creation, merger and dissolution of CILIP Ireland shall be determined by the CILIP Board.

34.2 CILIP Ireland shall follow the procedures regarding creation, merger and dissolution set out in any guidance issued by CILIP.

### **35. Creation**

35.1 The power to establish a new Regional Member Network within Northern Ireland shall be vested in the CILIP Board and shall not be exercised unless the CILIP Board is of the opinion that there are a substantial number of members and potential members normally resident within Northern Ireland whose needs, interests or convenience are not adequately met by the activities of CILIP Ireland.

35.2 In the exercise of its power to establish a new Regional Member Network or otherwise the CILIP Board may, from time to time, redefine the geographical area in respect of which CILIP Ireland is established in discussion with CILIP Ireland.

### **36. Dissolution**

36.1 CILIP Ireland may be dissolved and the geographical area in respect of which it was established (including its assets) may be allocated to other Regional Member Networks where the CILIP Board is of the opinion that:

- (a) The number of members in CILIP Ireland no longer justifies the existence of CILIP Ireland.
- (b) The needs, interests or convenience of the members of CILIP Ireland would be met more adequately (as evidenced by discussion with the members of CILIP Ireland) by the activities of an existing Regional Member Network or by the establishment of a new Regional Member Network.
- (c) It is the wish of the members of a CILIP Ireland.
- (d) CILIP Ireland wishes to take over, with agreement, the operation of another Regional Member Network.

## Appendix 1

### Chair Role Description

**Role:** Chair

**Purpose of role:** The Chair is the lead officer of CILIP Ireland and is responsible for coordinating activities, ensuring the core offer and annual priorities as set out in the business plan are met and acting as key spokesperson for CILIP Ireland.

**Key responsibilities:**

1. To co-ordinate the activities of CILIP Ireland and ensure it meets its core offer and annual priorities as set out in the business plan.
2. To act as lead spokesperson for CILIP Ireland representing CILIP Ireland at CILIP meetings and external events or, if necessary, organise alternative representation.
3. To convene task and finish sub-committees among Committee members as necessary for the effective conduct of Committee business.
4. To chair Committee meetings, AGMs and SGMs and be responsible for the smooth operation of meetings.
5. To assume overall responsibility for the preparation of the business plan and annual report in conjunction with other Officers and ordinary Committee members and sign off the final agreed copies of same.
6. To liaise with the Secretary regarding communication with Committee members.
7. To sign off minutes of Committee meetings if agreed as being accurate.
8. To maintain an effective overview of the financial position of CILIP Ireland and liaise with the treasurer on financial issues.
9. To act as a link between CILIP Ireland and CILIP to ensure professional issues relating to CILIP Ireland members are raised and to lead CILIP Ireland contributions to CILIP initiatives and responses to policy developments.
10. To promote the membership and benefits of CILIP Ireland and CILIP amongst librarians, information specialists and knowledge managers within Northern Ireland.

## Appendix 2

### Secretary Role Description

**Role:** Secretary

**Purpose of role:** The Secretary of CILIP Ireland is responsible for non-financial governance and administration.

**Key responsibilities:**

1. To attend at and take minutes of Committee meetings, AGMs and SGMs of CILIP Ireland.
2. To sign off minutes of Committee meetings if agreed as being accurate and pass to the Development Officer within twenty eight days of the meeting taking place.
3. To provide notice in writing to the CILIP Ireland membership twenty eight days in advance of an AGM specifying the place, the day and the hour of the meeting. The secretary shall also be responsible for attaching nomination forms for Committee appointments and receiving completed nominations.
4. To collate completed nomination forms and pass same to the Development Officer at least two clear days before the AGM takes place.
5. To prepare the agenda and record the minutes at the AGM and to present same at the next AGM.
6. To assist, in conjunction with other Committee members, with the organisation of the Joint Conference with the Library Association of Ireland when held in Northern Ireland.
7. To work with other Officers and ordinary Committee members to produce the business plan and annual report.
8. To undertake administrative tasks such as keeping an up-to-date email address database for Committee members.
9. To promote the membership and benefits of CILIP Ireland and CILIP amongst librarians, information specialists and knowledge managers within Northern Ireland.

## Appendix 3

### Treasurer Role Description

**Role:** Treasurer

**Purpose of role:** The Treasurer of CILIP Ireland is responsible for financial governance and administration.

**Key responsibilities:**

1. To administer CILIP Ireland's finances including payment of expenses, processing invoices, monitoring cash flow, maintaining the cashbook, record keeping, preparation of VAT returns and co-ordinating income. This include financial considerations concerning the Joint Conference with the Library Association of Ireland every third year.
2. To liaise with Unity Trust Bank concerning CILIP Ireland's account.
3. To attend Committee meetings to present an accurate picture of CILIP Ireland's financial situation and to authorise expenditure.
4. To advise the Chair and Committee of CILIP Ireland on all financial issues and the financial implications of decisions and potential courses of action.
5. To undertake financial planning for CILIP Ireland with the Chair and other Committee members.
6. To liaise with CILIP's Finance Team to ensure submission of VAT returns and annual accounts and any other information required by CILIP.
7. To ensure CILIP Ireland complies with terms outlined in the CILIP Treasurer's Guidelines document, CILIP Expenses Policy and any other applicable governance documentation.
8. To prepare annual accounts for independent audit.
9. To prepare and present the annual financial report for the AGM and annual report.
10. To participate, as one of the Officers, in the overall management of CILIP Ireland.
11. To promote the membership and benefits of CILIP Ireland and CILIP amongst librarians, information specialists and knowledge managers within Northern Ireland.

## Appendix 4

### Candidate Support Officer Role Description

**Role:** Candidate Support Officer

**Purpose of role:** To support CILIP Ireland members who are undertaking Professional Registration.

#### Key Responsibilities

1. To welcome new candidates from Northern Ireland and maintain an appropriate channel of communication with them.
2. To provide encouragement and support to candidates.
3. To deliver portfolio building sessions in Northern Ireland for candidates (or provide support for other facilitators).
4. To attend meetings of CILIP Ireland.
5. To liaise with the CILIP Ireland Mentor Support Officer on areas of common interest.

#### Time Commitment

1. As a member of the CILIP Ireland Committee you will be expected to attend at least one meeting per year and provide written reports on activity to the Chair. Reasonable travel expenses will be paid.
2. For portfolio building sessions you will be expected to deliver (or support) at least two sessions per year depending on demand. If you are the facilitator you should expect to allow half a day for preparation and one day for the training plus travel time per session.
3. Ad hoc support for candidates by email and telephone is difficult to quantify but usually does not exceed an hour per month.
4. A Candidate Support Officer will be appointed for three years. At the end of the period a Candidate Support Officer can, subject to them having met the required standards during their period of office, renew or resign their post.

#### Applications to Become a Candidate Support Officer

Applications to become a Candidate Support Officer should be sent to the CILIP Ireland Chair.

Applications should include a curriculum vitae and a personal statement, including relevant knowledge and experience and why they are the best candidate.



## Recruitment

A call for applications will be put out by the CILIP Ireland Chair. Applications will then be reviewed by the Chair in conjunction with the CILIP Members Support Officer.

Newly appointed Candidate Support Officers will be subject to a probationary period of one year. Performance and ability to commit to the role can then be discussed with the CILIP Ireland Committee and other Candidate Support Officers.

If it is felt performance is not satisfactory then the Candidate Support Officer can resign their post.

Feedback also forms part of the quality assurance of the Candidate Support Officers. If feedback gives cause for concern then Candidate Support Officers may be asked to attend refresher training or shadow another experienced Candidate Support Officer before continuing to deliver support for candidates.

## Knowledge Experience and Attributes

Candidate Support Officers will have the following knowledge, experience and attributes:

<b>Knowledge, Experience, Attributes</b>	<b>Description</b>	<b>Essential or Desirable</b>
Pre-requisite	Member of CILIP Ireland	Essential
Professional registration	Achieved ACLIP, MCLIP or FCLIP	Essential
Knowledge of library information profession	Evidence of recent work* in a library or related service area	Essential
CPD	Evidence of recent CPD	Essential
Training experience	Evidence of delivering training to others	Desirable
Event planning experience	Evidence of planning and delivering events	Desirable
Communication	Evidence of good communication skills	Essential
Networking	Evidence of excellent networking skills	Essential

\* Recent means that a person has worked in a library or related service area within the last three years.

## Appendix 5

### Mentor Officer Role Description

**Role:** Mentor Support Officer

**Purpose of role:** To support CILIP Ireland members who are mentoring or wish to mentor.

#### Key Responsibilities

1. To welcome new mentors from Northern Ireland and maintain an appropriate channel of communication with them.
2. To provide encouragement and support to mentors.
3. To deliver the national quality assured mentor training programme (or provide support for other facilitators).
4. To facilitate mentor exchange of experience sessions.
5. To attend meetings of CILIP Ireland.
6. To liaise with the CILIP Ireland Candidate Support Officer on areas of common interest.

#### Time Commitment

1. As a member of the CILIP Ireland Committee you will be expected to attend at least one meeting per year and provide written reports on activity to the Chair. Reasonable travel expenses will be paid.
2. For mentor training you will be expected to deliver (or support) at least two sessions per year depending on demand. If you are the facilitator you should expect to allow half a day for preparation and one day for the training plus travel time per session.
3. For mentor exchange of experience events you will be expected to deliver a minimum of two sessions per year depending on demand. You should expect to allow two hours for preparation and three to four hours on the day plus travel time for the per session.
4. Ad hoc support for mentors by email and telephone is difficult to quantify but usually does not exceed an hour per month.
5. A Mentor Support Officer will be appointed for three years. At the end of the period a Mentor Support Officer can, subject to them having met the required standards during their period of office, renew or resign their post.

## Applications to Become a Mentor Support Officer

Applications to become a Mentor Support Officer should be sent to the CILIP Ireland Chair.

Applications should include a curriculum vitae and a personal statement, including relevant knowledge and experience and why they are the best candidate.

### Recruitment

A call for applications will be put out by the CILIP Ireland Chair. Applications will be reviewed by the Chair in conjunction with the CILIP Members Support Officer.

All Mentor Support Officers deliver the same national mentor training programme. The programme is updated annually to reflect changes in CILIP regulations, new evidence from the literature and feedback from previous events.

Newly appointed Mentor Support Officers will be subject to a probationary period of one year. Performance and ability to commit to the role can then be discussed with the CILIP Ireland Committee and other Mentor Support Officers.

If it is felt performance is not satisfactory then the Mentor Support Officer can resign their post.

Feedback also forms part of the quality assurance of the Mentor Support Officers. If feedback gives cause for concern then Mentor Support Officers may be asked to attend refresher training or shadow another experienced Mentor Support Officer before continuing to deliver mentor training. There may be a “trainer in action review” for all Mentor Support Officers.

### Knowledge Experience and Attributes

Mentor Support Officers will have the following knowledge, experience and attributes:

<b>Knowledge, Experience, Attributes</b>	<b>Description</b>	<b>Essential or Desirable</b>
Pre-requisite	Member of CILIP Ireland	Essential
Professional registration	Achieved ACLIP, MCLIP or FCLIP	Essential
Knowledge of library information profession	Evidence of recent work* in a library or related service area	Essential
CPD	Evidence of recent CPD	Essential
Mentor experience	Evidence of having mentored others	Essential
Training experience	Evidence of delivering training to others	Desirable
Event planning experience	Evidence of planning and delivering events	Desirable
Communication	Evidence of good communication skills	Essential
Networking	Evidence of excellent networking skills	Essential

\* Recent means that a person has worked in a library or related service area within the last three years.