



LILAC Committee Role: Administrative Support Officer

Description: To provide administrative support to the LILAC committee in their preparation for the annual conference. Responsible for organising committee meetings and ensuring arrangements are in place for the smooth running of meetings:

Key responsibilities:

1. Organisation of meetings includes:
 - Planning dates for meetings in advance with Chair(s), book rooms etc.
 - Prepare agendas and record the committee minutes;
 - Prepare and circulate agendas in advance after consultation with committee members and Chair(s);
 - Receive agenda items and apologies from other committee members;
 - Minute the meetings ensuring actions are captured;
 - Distribute minutes to committee members with action points after each meeting within agreed timescales.
2. Pro-actively track actions and ensure previous action points are completed or progress reported;
3. Organise the committee de-brief following the LILAC conference - plan dates with the committee, book rooms, equipment etc.
4. Update committee membership contact details and roles held.
5. Liaise with the Chair(s) and Deputy Chair on reports for the parent IL Group gathering information where needed.
6. Be an active committee member during the conference, assisting with troubleshooting throughout and undertaking any duties as required.
7. Any other administrative duties as required.

Estimated time commitment:

- Plan and organise meetings including agenda, and following up on actions from previous meeting (½ day, 5 per annum).

- Attendance at committee meetings (5 days per annum) and LILAC conference (5 days per annum).
- Write up minutes and action points (½ day, 4 x per annum).
- Other administrative duties as and when required.

Person Specification (qualifications, skills, knowledge and experience):

Job related knowledge, skills and experience	Requirements	Essential/desirable
Qualification	Membership of CILIP Information Literacy Group (or willingness to join)	Essential
Knowledge	Awareness of and enthusiasm for information literacy	Essential
Knowledge	Evidence of continuing professional development	Essential
Skills	Excellent oral and written communication skills	Essential
Skills	Excellent organisation and time management skills	Essential
Skills	Evidence of working well within a team and excellent interpersonal skills	Essential
Skills	Evidence of taking the initiative and finding innovative solutions to problems	Essential
Skills	IT Skills including knowledge of Microsoft Office	Essential
Knowledge	Experience of working in a library or related service area	Desirable
Experience	Prior experience of organising conferences / seminars and workshops	Desirable
Experience	Experience of writing minutes and managing team activities	Desirable

LILAC Committee Members: Terms of Reference

Context:

The LILAC Conference is the annual conference of the CILIP Information Literacy Group. LILAC Committee members plan and coordinate the annual conference. Committee members will take responsibility for specific areas as described on pages 5-6 in more detail. It is recommended that up to nine¹ committee members are recruited to the committee, in addition to the Chair(s) of the Group.

Responsibilities:

- Support the delivery and organisation of the annual LILAC conference (usually held in late March – mid April) in particular taking responsibility for their assigned area.
- Discuss and review proposals, decisions and other activities that deliver a high quality conference.
- Promote conference engagement widely to colleagues/peers.
- To actively engage with the review process. Reviewing approx. four² LILAC paper submissions.
- Be an active committee member during the conference, assisting with troubleshooting throughout and undertaking any duties as required.

Time commitment:

1. As a member of the LILAC Committee the post holder will be expected to attend up to five LILAC Committee planning meetings per year including the debrief meeting after the conference. (Travel expenses for attendance at meetings can be paid for by the LILAC Committee; attending via Skype is also an option.)
2. Work (your specified job role and any further assigned tasks) – approximately 3.5 hours per week. LILAC work is seasonal and depending on your job role, may be more concentrated during certain periods in the run up to the conference. During this time this estimate of working hours may increase considerably. Some work in your own time is to be expected.
3. Committee members should have the support of their employer (and/or line manager) in this role. This should be provided in writing.
4. Committee members must be available for the duration of the conference and they will receive a full place at the conference, including accommodation and travel expenses.

Being part of the LILAC Committee involves commitment and hard work. Work during the actual conference starts at lunch time the day before the conference (often a Sunday) in order to set up, and lasts until we have packed up after the conference. It is a very intense period of time. As well as being responsible for your 'job role' during the conference, you

¹ not including local representatives

² possibly more if deemed necessary by the Papers Officer

will also be expected to staff the registration desk, answer queries, troubleshoot, chair sessions, attend keynotes and social events.

Applications to join the LILAC Committee:

Applications should include a curriculum vitae and a personal statement, including relevant knowledge and experience, and why they are the best candidate to contribute to the organisation of the LILAC Conference. They must also provide a letter of support from their line manager.

Recruitment:

Job roles and a call for applications will be put out on the CILIP IL Group members list and LIS-INFOLITERACY.

All applications will be reviewed by a panel of three members of the LILAC Committee which will include the LILAC Chair(s). They will be scored according to pre-agreed criteria relevant to the role being applied for.

You may be asked to participate in a discussion pertaining to the role and your application via phone or Skype. LILAC Committee applicants should be members of the CILIP Information Literacy Group and based in the UK.

Local representatives:

Local committee representatives will be recruited to join the LILAC Committee from the host institution each year and would normally join for the duration of a year. They will be nominated by the host institution rather than the method outlined above. Local representatives are recruited to liaise and help with local issues (e.g. with any events managers from the host institution/local suppliers). They are also expected to assist the committee when reviewing submitted conference papers.

Probationary Period:

New committee members must undergo a period of one year's probation. Performance and ability to commit to the role can then be discussed with the Chair(s). If either the committee member or the Chair(s) feels that this is not satisfactory then the committee member can withdraw from their position.

Knowledge, Experience and Attributes:

Committee members will have a strong interest in and knowledge of information literacy. They will have excellent organisational and team working skills. In addition they will demonstrate tact, diplomacy and initiative. It is desirable to have prior experience of organising conferences, seminars or workshops.

Committee members will be expected to take responsibility for one or more roles, which may also require specific knowledge, skills and experience (see below).

Committee and roles:

- Lisa Jeskins: Co-chair
- Rosie Jones: Co-chair
- Claire Packham: Deputy Chair, Communications and Marketing Officer, Registration Desk Coordinator
- Emily Shields: Finance and Bookings Officer, Registration Desk Coordinator
- Sam Aston: Papers Officer (Lead)
- Louise Makin: Programme Officer, Papers Officer
- Vacancy: Sponsor Relations Officer
- Nigel Morgan: Awards Officer, Sponsor Relations Officer
- Elaine Sykes: IL Group and LILAC Treasurer
- Vacancy: Administrative Support Officer

Committee Role Table:

Committee role	Description	Specific expertise
Chair(s)	General coordination of all LILAC tasks, chairing committee meetings, organising and liaising of LILAC keynotes, liaising with external suppliers	Excellent organisational and communication skills
Finance & Bookings Officer(s)	Delegate registration, bookings and invoices. Includes booking system set up and testing. Organises all financial sections of sponsorship.	Financial experience
Sponsorship Officer(s)	Secure sponsorship for the conference. Attract more sponsors/funding methods. Organise welcome event.	Contacts with publishers and other potential sponsors. Experience of exhibiting/being the sponsor of an event would be desirable. Excellent networking and interpersonal skills.
Local representatives	Venue and logistical arrangements, coordinating social events, local helpers. Review LILAC papers.	Local and host institution knowledge.
Papers Officer(s)	Coordinate the call for papers, the refereeing process and create timetable for parallel sessions.	Experience of refereeing process.
Awards Officer	Organise Student Award, IL Practitioner Award and Credo Online	Excellent organisational and interpersonal skills.

	Award IL Group. Includes marketing, coordinating of judges, receiving applications and publicising awards.	
Programme Officer	Produce the LILAC programme & certificates liaising with printers. Collate feedback and evaluation from previous conferences for forward planning, Coordination of meeting minutes and action planning.	High level of ability with Word. Ability to work to deadlines. Excellent organisation & communication skills.
Communications & Marketing Officer	Maintain the LILAC website with pre and post conference information, liaising with all committee officers as appropriate. Coordinate publicity pre-and post-conference and ensure social media sites are updated. Support the Programme Officer to collate feedback and evaluation from previous conferences for forward planning.	Web design skills, experience of authoring content for web pages. Knowledge of html and web editing desirable. Marketing / publicity experience and contacts desirable.
Registration Desk Coordinator	Organise the running of the registration desk, coordination of local volunteers.	Excellent organisation & communication skills.
Administrative Support Officer	Prepare agendas and record the committee minutes, minute the meetings ensuring actions are captured, track actions and ensure previous action points are completed or progress reported and other tasks that ensure the smooth running of the group.	Excellent organisation & communication skills.