



Welcome to  
the CFLA Board  
of Directors

For best experience, view this orientation as  
a slide show.

There are no extra comments in the Notes  
field

You may choose to do the activities, then  
check your answers on the subsequent slides  
or in web links provided

CFLA-FCAB stands for Canadian Federation of Library Associations—Fédération canadienne des associations de bibliothèques

This orientation will use CFLA-FCAB to represent the Association (English version)

The CFLA-FCAB website is available in both English and French and all official correspondence from the CFLA-FCAB is available in both official languages  
(<http://cfla-fcab.ca/fr/home-page-fr/>)

By the end of  
this  
orientation,  
you will be  
able to:



Articulate the PURPOSE and structure of the CFLA-FCAB and be familiar with the Strategic Plan



List the current Board positions and describe responsibilities of the Board of Directors



Describe the work carried out by the committees established by the CFLA-FCAB



Follow current Board procedures such as the meeting process and others



Interpret financial documents such as the budget and financial statements



Locate important documents required for effective work

# What is the CFLA-FCAB?

“The Canadian Federation of Library Associations (CFLA-FCAB) is the united, national voice of Canada’s library community.”

[CFLA-FCAB](#)

***ACTIVITY: Locate this statement on the CFLA-FCAB website. What are the three specific things that the CFLA-FCAB works to do?***

(answer is on the next slide)



# As the national voice of Canada's library communities, the CFLA-FCAB will work to:



Advance  
library  
excellence in  
Canada



Champion  
library values  
and the value  
of libraries



Influence  
national and  
international  
public policy  
impacting  
libraries and  
their  
communities.

# Members of the CFLA-FCAB

Membership in the CFLA-FCAB is available to associations, groups or corporations interested in furthering the interests of the Canadian library community.

*ACTIVITY: Listen to [this podcast](#) and answer:*

1. What was the name of the national library association prior to the formation of the CFLA-FCAB?
2. Why does the CFLA-FCAB matter? What are two reasons given by people interviewed in this podcast? Which one resonates the most with you?



## ACTIVITY

An association, interested in joining the CFLA-FCAB, needs more information on membership.

*ACTIVITY: locate answers to the following questions*



- What are some of the issues that the CFLA-FCAB explores?
- When and where is the Annual General Meeting?
- Our operating budget is \$80,000 annually. What would our membership fee be?
- How many votes would we get?

(Hint: Look at the [CFLA-FCAB Membership page](#) and [CFLA-FCAB Meetings](#)). Go to the next slide for the answers.



Answers to  
previous  
slide



**What are some of the issues that the CFLA-FCAB explores?**

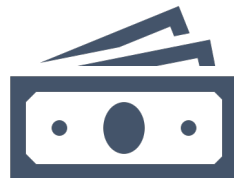
Issues that affect libraries across Canada; for example: copyright, intellectual freedom, accessibility, human resource development, federal policy and regulation, open access and open government, and Indigenous matters to name a few.



**When and where is the AGM?**

At the beginning of each calendar year, during the OLA Superconference

Answers to  
the previous  
slide  
(continued)



**Our operating budget is \$80,000 annually. What would our membership fee be?**

1% of your operating budget, so  
\$800.00



**How many votes would we get?**

Contributions under \$2000 get  
one vote



# Strategic Plan



- The first draft of the strategic plan will be presented at the 2019 Annual General Meeting
- Further information will be added here when available

# BOARD OF DIRECTORS



- The Board has between 9 and 12 Directors.
- At each Annual General Meeting there is an election of Directors.
- The Members elect Directors into the following roles:
  - Seven Directors each representing a Multi-sector association
  - One Director from a francophone library association
  - One Director representing the indigenous ancestry
  - One Director representing CULC
  - One Director representing CARL

- Resource:

<http://cfla-fcab.ca/wp-content/uploads/2016/07/By-Law-No1.pdf>

# Activity

Who is the current representative on the Board of Directors from Alberta?



Who is the current representative on the Board of Directors from CARL?



Who is the current Chair and what is their professional position?  
What province are they from?

Answers can be found on <http://cfla-fcab.ca/en/about/board/>

# Committees

- Work of the CFLA-FCAB is largely carried out by numerous volunteers who form part of strategic committees and working groups.
- Committees are made up of representatives across Canada and from various library sectors.
- The committees meet regularly and provide updates to the CFLA-FCAB. The updates can be found at [Reports](#) on the CFLA-FCAB website.



# THE BIG FOUR COMMITTEES

Cataloguing and Metadata Standards Committee

[Mandate and Member](#)

Copyright Committee

[Mandate and Member](#)

Indigenous Matters Committee

[Mandate and Member](#)

Intellectual Freedom Committee

[Mandate and Member](#)

# *Activity:* Understanding Committee work



The Intellectual Freedom committee, through the CFLA-FCAB, conducts a survey. Locate the survey, and the stated purpose of the survey.



What is one of the position statement documents on the subject of copyright?



What is the mandate of the Indigenous Matters Committee?



Can you locate the latest update from the Cataloguing and Metadata Standards Committee?



# Answers to previous slide



[The Intellectual Freedom Challenges Survey](#) is conducted annually. The intended purpose: “By documenting and reporting these incidents, Canadian libraries demonstrate their commitment to public accountability and institutional transparency.”



Copyright: position papers are located at [Guidelines and Position Papers](#). There are four position statements on the topic of copyright.



Indigenous Matters Committee [mandate](#)



Committee updates are given in [quarterly reports](#)

# Board communication

Board documents such as meeting minutes, committee communication, policies, position statements, historical documents and working documents are all located in Google Drive. The link will be shared with new Board members.

Meetings and ongoing communication with the Board takes place via email. Agendas, Executive Director reports, quarterly budget reports and meeting minutes can all be located in Google Drive.

Board meetings are generally held once a month, via teleconference, and are approximately two hours in length.

# BOARD POLICIES

The CFLA-FCAB uses a number of policies and guidelines to help inform the Board of Directors and committees on procedural matters of the Federation

You can see the list of current policies [here](#)

Policies in draft stage or internal to the workings of the Board are in Google Drive



# What are my main responsibilities as a Board member?

There are several policies to help you to understand your work as a Board member, but the most important is: Board Roles & Responsibilities Policy

***Activity: Locate this policy in the CFLA-FCAB Google Drive and read thoroughly***

The next slide covers your responsibility as a Board member with regards to Board meetings (probably the most important role you play)



# Board Meetings: Quiz

Use the [Meeting Policy](#) to find answers to the following (see next screen for answers). It would be a benefit to read the Meeting Policy in its entirety *before your first meeting*.

1. Who presides over the CFLA-FCAB Board meetings?
2. What does the CFLA-FCAB Board use a Consent Agenda for?
3. What is considered quorum?
4. Can votes occur by email?
5. What is the process of making and voting on a motion?
6. Who is able to attend Board meetings?
7. When is an in-camera session used?

## Board meetings: Answers

1. The Chair of the Federation shall preside over all meetings of the members of the Federation, the Board of Directors and the Executive Committee. During the absence or inability of the Chair, these duties and powers may be exercised by the Vice-Chair.
2. A consent agenda contains routine or uncontroversial matters that do not require discussion and can be voted/approved in one motion.
3. A majority that is greater than 50% on any given Board or Committee shall form a quorum for the transaction of business.

# Board meetings: Answers

4. Yes! When an email vote is being held a majority greater than 50% of the entire Board or Committee will be required to consider the motion carried.

5. Motions: Motions ensure that any business or actions that are important are put forth for discussion and decision and are recorded in the minutes. A Motion requires a mover and seconder. Moving and seconding a motion puts the business on the table for discussion. This does not mean the mover/seconder are endorsing the particular item.

Vote on a motion: After debate/discussion usually a show of hands for yes/no or a statement of abstention at which point the motion is carried or defeated.

## Board meetings: Answers

6. Attendance at the CFLA-FCAB Board and Committee Meetings is limited to the members of the board and committees including any designated ex-officio participants. It is at the discretion of the board and committees to invite guests, observers and presenters to attend.

7. A motion is required to move into and to rise from a closed, or, in-camera session to discuss confidential or sensitive items. This may include: assessing, rewarding, or disciplining individuals, human resource issues, etc. (see Meeting Policy for more information)



# FINANCES

Financial reporting is completed on a **quarterly** basis.

The CFLA-FCAB has created **user friendly** reporting for the Board and committees.

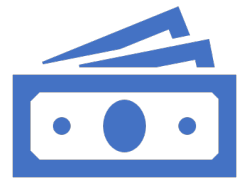
The financial year end of the Federation is August 31st in each year or as otherwise determined by the Board.

Reports include 3 columns:

- Annual budget

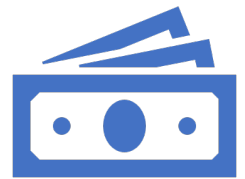
- Actual year to date

- % year to date budget vs. actual



# Revenue

- The CFLA-FCAB is 100% membership funded
- Membership fees are 1% of the organization's annual operating budget with a minimum annual membership fee of \$300.00 CDN.
- There is one class of membership in the Federation with full voting rights. The number of votes each member organization has is based on the following scale:
  - \$300.00 to \$2000.00 = one (1) vote
  - \$2001.00 to \$10,000.00 = two (2) votes
  - \$10,001.00 or more = three (3) votes





# Do you still have questions?

If you have questions about the CFLA-FCAB, your work as a member of the Board of Directors, or on the content of this powerpoint, email

Katherine McColgan (CFLA-FCAB Executive Director) at:

[kmccolgan@cfla-fcab.ca](mailto:kmccolgan@cfla-fcab.ca)

or the current Chair of the Board of Directors.

Thank you for participating!