



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 to represent the
Association (English version)**

**The CFLA website is available in both English and
French and all official correspondence from the
CFLA 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 and be familiar with the Strategic Plan



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



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



Follow current Board policies such as the meeting policy and others



Interpret financial documents such as the budget and financial statements



Locate important documents required for effective Board work

What is the CFLA?



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

ACTIVITY: Locate this statement on the CFLA website. What are the three specific things that the CFLA 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



Membership in the CFLA 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?
2. Why does the CFLA 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, needs more information on membership.

ACTIVITY: locate answers to the following questions



- What are some of the issues that the CFLA 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 Membership page](#) and [CFLA Meetings](#)). Go to the next slide for the answers.

Answers to
previous
slide



What are some of the issues that the CFLA explores?

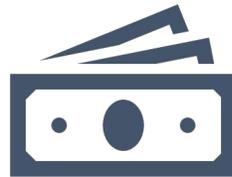
Issues that affect libraries across Canada; for example: copyright, intellectual freedom, accessibility, human resource development, federal policy and regulation, open access and open government, and Indigenous matters to name a few.



When and where is the AGM?

The AGM is held near the beginning of each calendar year. Normally this has been during the OLA Superconference, and this year, we have a virtual AGM.

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 first CFLA-FCAB strategic plan was presented at the 2019 Annual General Meeting.
- The Strategic Plan covers 2019 - 2022 and can be found on the CFLA site or at <http://cfla-fcab.ca/wp-content/uploads/2019/09/Strategic-Plan-Website.pdf>



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 to 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>

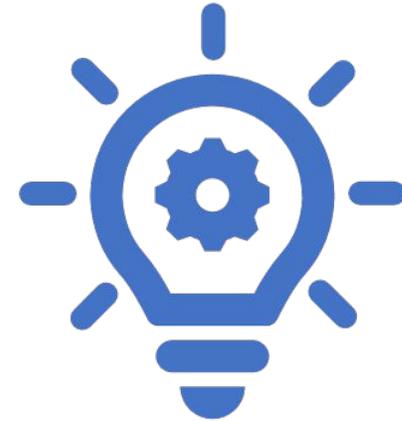
Activity



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

Committees

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



THE BIG FOUR COMMITTEES

- Cataloguing and Metadata Standards Committee
- Copyright Committee
- Indigenous Matters Committee
- Intellectual Freedom Committee

[Mandate and Members](#)

[Mandate and Members](#)

[Mandate and Members](#)

[Mandate and Members](#)

Activity: Understanding Committee work



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



What is one of the position statement documents about 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



Normally, committee updates are given in the quarterly reports issued by the Executive Director to the membership

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 are all in Google Drive.

Board meetings are generally every six weeks, via Zoom, and are approximately two hours in length.

BOARD POLICIES

The CFLA 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 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 Board meetings?
2. Why does the CFLA Board use a Consent Agenda?
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 can 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 on or 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. This will be noted in the minutes of the following meeting under the agenda standing item “decisions undertaken by email.

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 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 has created **user friendly** reporting for the Board and committees.
- The financial year end of the Association 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 is 100% membership funded, with the exception of any funds generated through a National Forum.
- 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, your work as a member of the Board of Directors, or on the content of this PowerPoint, please email

Rebecca Raven (CFLA Executive Director) at: raven@cfla-fcab.ca

or the current Chair or Vice Chair of the Board of Directors.

Thank you for preparing yourself for CFLA Board work and participating!