



# **Yorkshire and the Humber Health Libraries & Knowledge Network: YOHHLNet**

## **CONSTITUTION**

**January 2022**

## Report

Title of the Report	Yorkshire and the Humber Health Libraries & Knowledge Network: YOHHLNet Constitution
Author(s)	YOHHLNet Committee

## Revision History

Version	Date of Revision	Brief Summary of Changes
1.2	03.01.2017	Logo added and membership Form at Appendix 1
1.3	08.05.17	Minor amendments to wording and names
1.4	15.01.2019	Amendments to names, roles and some wording.
1.5	15.02.2019	Amendments to membership of the committee
1.6	04.04.2019	Removal of appendices
1.7	21.01.2022	Amendments to names and wording

## Distribution

Version	Method	Date Issued
1.1	YHLKS staff mailing list	June 2016
1.2	YHLKS staff mailing list & wiki	January 2017
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# Yorkshire and the Humber Health Libraries & Knowledge Network: YOHHLNet

## Section A Constitution

### Aim:

To improve the communication, sustainability, efficiency, effectiveness and profile of library and knowledge staff working in the health and social care sector across Yorkshire and Humber.

### Objectives:

- To promote, develop and improve quality services for stakeholders of health libraries across Yorkshire and the Humber.
- To encourage and share good practice amongst all of the membership.
- Maximise purchasing potential through collaborative procurement.
- Provide support, guidance and leadership to all members of the network
- Provide a collective voice and raise the profile of members/ services of the network both regionally and nationally.
- To encourage and facilitate the sharing of ideas and resources to address common challenges and to assist with innovation, transformation and development of services.
- To encourage and facilitate the continuing professional development and training of all staff in the network.

### Membership:

- Membership of YOHHLNet is open to all health library staff in the public sector across Yorkshire and the Humber.
- Applications from other potential members, who are involved with health library service provision, will be considered individually on application.
- All applications for membership should be submitted using the membership application form and sending it with the fee as advised on the application form.
- An annual subscription fee will be paid by all member organisations.
- The same fee applies to each service, regardless of number of sites.
- All member organisations should be willing to uphold the aim and objectives of the network so as to maximise all benefits of being a member of the network for all their staff.
- Be willing to participate in one or more activity relating to the network, e.g. sharing of collections, access to meeting rooms, sharing of knowledge and expertise.
- Member organisations agree to the details of their organisation membership and contact details being kept on the YOHHLNet membership database.
- The membership year will operate from April to March.

## **Section B**

### **YOHHLNet Committee – Terms of Reference**

#### **1. The YOHHLNet Committee:**

The affairs of YOHHLNet will be managed by the Committee. YOHHLNet Task and Finish Groups, Special Interest Groups and Communities of Practice whose objectives have been approved by the YOHHLNet Committee will be eligible to apply for funding to cover reasonable costs, subject to available funding.

#### **2. Role of the Co-ordinating Committee:**

- To be a contact point for YOHHLNet members, Health Education England, HLN and other associated partners.
- To consider and approve applications from library & knowledge services for membership of YOHHLNet.
- To discuss, recommend and consult with the membership about the strategic direction of YOHHLNet activities.
- To arrange and facilitate meetings and events for YOHHLNet members in collaboration with Health Education England and other partners.
- To encourage attendance at conferences and events by signposting members to available funding and bursary options.
- To acknowledge notable contributions to the profession and retirements within Yorkshire and the Humber on behalf of the Network.
- To consider applications for financial support from Task and Finish Groups, Special Interest Groups and Communities of Practice, subject to available funds.
- To encourage Task and Finish Groups, Special Interest Groups and Communities of Practice to disseminate their work to the YOHHLNet membership and wider community by electronic or other means

#### **3. Meetings:**

- Committee meetings will be held every other month.
- The Knowledge and Library Services Development Manager for North East and Yorkshire will serve on this Committee as a representative of Health Education England.
- There will need to be at least 4 members of the Committee, including 1 Officer in attendance for the meeting to be in quorate.
- There will be an Annual General Meeting to which all YOHHLNet members are invited.
- Task and Finish Groups, Special Interest Groups and Communities of Practice whose objectives have been approved by the YOHHLNet Committee will be encouraged to submit summaries of any activities or meetings held.

#### **4. Communication:**

- The Committee will report back to the YOHHLNet network via the YHLKS mailing list, YOHHLNet page on the LKS in the North website and any future communications developed, e.g. newsletter, social media

#### **5. Membership of the Committee:**

- Voluntary membership of the Committee is encouraged and sought from all levels of staff and geographic areas to enable a fair representation of the YOHHLNet workforce.

- Elections may need to be considered if oversubscribed by volunteers stepping forward. Officers of the committee would oversee this process if it is required.
- The Committee will consist of a minimum of 8 members.
- Members of the Committee will be expected to attend a minimum of 3 meetings during the year, be they physical or virtual.
- Membership of the Committee will be reviewed every 3 years.
- Additional YOHLNet members may also be co-opted to join the Committee when there is a specific need for them to undertake a time limited task.

## **6. Officers:**

- The Committee will elect from within its membership the following roles: Chair, Secretary, Treasurer and CPD Co-ordinator.
- If there is more than one candidate for each role, election of officers will need to take place. These will need to be overseen either by the outgoing Chair or a representative of Health Education England.
- If only one candidate for each role comes forward, they will be automatically elected to said role.
- All officer posts can be considered as “co” posts between two committee members if required.

## **7. Roles of Officers:**

### **a. Chair –**

- Liaise with the Knowledge and Library Services Development Manager for North East and Yorkshire where appropriate/required.
- Compile the agenda for YOHLNet Committee meetings in consultation with the Secretary.
- Chair the YOHLNet Committee meetings.
- Ensure that relevant documents are posted on the YOHLNet wiki page.
- Send out any relevant communications to the YOHLNet membership.
- With other Officers, update and maintain the YOHLNet Membership database.
- To oversee elections if required.
- Book venues and refreshments, subject to available funding.

### **b. Secretary -**

- Disseminate notes, agendas and any accompanying papers prior to YOHLNet Committee meetings at least one week prior to the meeting date.
- Take notes of the YOHLNet Committee meetings, write them up and circulate to the group for accuracy.
- Post the notes and any other relevant documents on the YOHLNet wiki and inform the YOHLNet membership of their availability.
- Send out any other relevant communications to the YOHLNet membership as required.
- Inform members of forthcoming meetings.
- With other Officers, update and maintain the YOHLNet Membership database.

### **c. Treasurer –**

- Collect membership fees and chase non-payments.
- Process all invoices and/or expenses from meetings and events as appropriate.

- Pay in monies to the YOHHLNet account.
- Submit financial statements at each Committee meeting.
- Prepare annual accounts for annual review prior to Annual General Meeting.
- Administer CDP funding from YOHHLNet budget.
- With other Officers, update and maintain the YOHHLNet Membership database.

**d. CPD Co-ordinator –**

- Identify and circulate details of CPD opportunities, attendance at which may be financially supported by the YOHHLNet Committee/Health Education England.
- Receive applications for financial support from YOHHLNet members and present these to the YOHHLNet Committee for approval.
- Notify applicants of the outcome of their application.
- Be a member of the CPD Community of Practice in the YOHHLNet Network.
- With other Officers, update and maintain the YOHHLNet Membership database, particularly with matters relating to CPD applications/funding.
- Liaise with YOHHLNet Treasurer on associated matters.

**e. Committee members –**

- Actively participate in the discussions, work and tasks of the Committee for the YOHHLNet network.
- Participate in task and finish groups as appropriate.
- Act as ambassadors for YOHHLNet and represent and promote the network at all times.

**8. Finance:**

- The Treasurer will be elected from within the membership of the Committee.
- Cheques should be signed by two of the three authorised signatories from within the Committee.
- The authorised signatories shall be the Treasurer, Chair and Secretary.
- The Treasurer will submit a financial statement at each Committee meeting and independent reviewed accounts will be available on the YOHHLNet wiki site following ratification at the Annual General Meeting.
- The Treasurer sends out membership fee invoices on 1st April each year.
- Membership fees will be determined annually by the Committee.

