Terms of Reference

1. NAME

The Victorian Health Libraries Consortium was established in 2004, and is a group of health libraries acting as an independent unincorporated association.

2. PURPOSE

The purpose of the Victorian Health Libraries Consortium (VHLC) is to represent the collective interests of member libraries, and to advocate for all Victorian Health Libraries in purchasing negotiations with publishers and agents, and to provide information on e-resource offers and updates to health libraries.

3. MEMBERSHIP

a) A library is considered a member of the VHLC if the parent organisation has a current subscription to at least one VHLC deal.

b) Each VHLC member library is entitled to one vote. A multi-library network of one parent organisation is considered one member library.

c) Should the CMG or VHLC decide to disband, VHLC members shall be advised.

4. GENERAL MEETINGS

a) The CMG (see section 5.) can convene a general meeting of the VHLC whenever it deems fit.

b) The CMG must convene an annual general meeting of the VHLC to be held within 5 months of the end of each financial year.

c) The Secretary must give to each VHLC member library at least 14 days’ notice, specifying the date, time and place of the meeting; and the general nature of each item of business.

d) The CMG must convene a special general meeting of the VHLC if a request is made by at least 30% of the total number of members. A request for a special general meeting must be in writing, state the business to be considered, include the signatures of members requesting the meeting, and be given to the Secretary. A meeting must be convened within 3 months after the date of the original request.

e) The quorum at a general meeting is the presence (physical virtual or by proxy) of 40% of the members entitled to vote.

f) A member may appoint another member as a proxy to vote and speak on his or her behalf at a general meeting. The appointment of a proxy must be in writing and be signed by the member making the appointment.

g) Voting on resolutions or elections to the CMG can be done either on the basis of a show of hands or by a ballot.

h) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.

i) The CMG must ensure that minutes are taken and kept of each general meeting, and the names of members attending the meeting.
5. CONSORTIUM MANAGEMENT GROUP (CMG)

a) The Consortium Management Group is the committee of VHLC members having management of the business of the VHLC.

b) The responsibilities of the CMG include:
   • Review e-resource packages put forward by publishers for consideration by consortium members
   • Communicate to member libraries new deal offers considered good value
   • Act as a liaison between member libraries and publishers and agents of deals
   • Accept a nominated role of “Deal Manager” for specific VHLC deal(s)
   • Seek feedback from member libraries on resource preferences and potential deal improvements
   • Negotiate pricing frameworks and conditions for deals of interest
   • Develop standard licence requirements for VHLC deals for publishers to consider
   • Develop VHLC deal principles for publishers to consider

6. CMG MEMBERSHIP

a) The CMG membership should include representation from a cross section of relevant health library sectors, e.g. public hospital libraries, private hospital libraries, professional medical college libraries, and special health libraries.

b) Positions on the CMG are elected for 2 years, unless a member resigns their position at an earlier date. A member’s position on the CMG is deemed to end at the second annual general meeting following their election. Members can be re-elected to the CMG.

c) A call for nominations for CMG positions becoming vacant will be put forward prior to each annual general meeting. Appointments to the CMG must be elected, following nomination, by a majority vote of the VHLC members at a general meeting.

d) An eligible member of the VHLC can self-nominate; or, with the member’s consent, be nominated by another member for election to the CMG.

e) The CMG can appoint an eligible member of the VHLC if a casual vacancy on the CMG occurs. The appointment lasts until the next annual general meeting.

f) A general meeting of the VHLC may by resolution remove a CMG member from office, and elect an eligible member to fill the vacant position. The appointment lasts until the next annual general meeting.

g) Current CMG members:

<table>
<thead>
<tr>
<th>Position</th>
<th>Library</th>
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<tbody>
<tr>
<td>Chairperson</td>
<td>Private hospital - Epworth Healthcare</td>
</tr>
<tr>
<td>Secretary</td>
<td>Medium Public hospital – St Vincent’s</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Special hospital - RCH</td>
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<tr>
<td>Committee Member</td>
<td>Large Public hospital – RMH/RWH</td>
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<tr>
<td>Committee Member</td>
<td>Private hospital – Cabrini Health</td>
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<tr>
<td>Committee Member</td>
<td>Professional College - RACS</td>
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<tr>
<td>Committee Member</td>
<td>Large Public hospital – Monash Health VACANT</td>
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<tr>
<td>Committee Member</td>
<td>Special health service - RDNS</td>
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<tr>
<td>Committee Member</td>
<td>Regional hospital – Ballarat Health Services</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Large Public Hospital – Austin Health</td>
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7. CHAIRPERSON

The Chairperson of the CMG will be appointed by agreement of the Group.
8. SECRETARY

(a) The Secretary of the CMG will be appointed by agreement of the Group.

(b) The secretary shall keep minutes of each meeting of the CMG. A copy of the minutes shall be sent to each party as soon as practicable after each meeting. The minutes of a meeting shall be submitted for approval at the next meeting.

9. CMG MEETINGS

(a) The quorum for each meeting of the CMG shall consist of at 50% attendance

(b) In the event of a failure to reach a decision on an issue, the Chair shall have the casting vote.

(c) Unless otherwise agreed, meetings of the CMG shall be held monthly on pre-arranged days at convenient venues in Melbourne agreed by the CMG.

Updated : 12 July 2017