

Role Descriptions for CDG National Officers

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Post: Chair

Responsible to: National Council

Purpose of the post

To act as leader and figurehead for the Group.

Duties:

1. To carry out a wide-ranging leadership role, managing the affairs of the Career Development Group in conjunction with other officers, and promoting the Group generally within CILIP and the wider library and information profession.
2. To be responsible for the smooth operation of Council, arranging meetings and business in conjunction with the Honorary Secretary, and chairing meetings of National Council (typically 3 a year).
3. To liaise with the Honorary Treasurer to ensure the financial viability of the Group.
4. To attend and chair the Annual General Meeting, and to prepare the Annual Report of the Group to be presenting at the Annual General Meeting.

5. To act as returning officer for any elections held during the year.
6. To represent the Career Development Group at CILIP Branch and Group meetings.
7. To attend a range of events to communicate with members and potential members of the Career Development Group.
8. To ensure CILIP equal opportunities and diversity policies are embedded into all Career Development Group policies and activities.

Revised 7th October 2011

Post: Vice Chair

Responsible to Council

Please feel free to e-mail Jon Scown, Past President & Interim Chair, JMScown@somerset.gov.uk or Chris Barker, Honorary Secretary at cmb81@cam.ac.uk for more information about the Vice Chair post.

Duties

1. To provide support to the Chair
2. To deputise for the Chair if required to do so.

All officers are expected to attend meetings of Council and Officers' meetings, and to participate in the overall management of the Group

Post: Honorary Secretary

Responsible to: Council

Purpose of the post

To contribute to the work of the Group in a proactive manner and to work closely with other key officers to ensure that the work of the Group continues between meetings of Council. In order to achieve this purpose, the Honorary Secretary should liaise closely with the President, Treasurer and all other Officers and Divisions as required.

Duties

Procedural and official matters

1. Responsible for advising Council and officers on matters relating to the rules of the Group, their interpretation and the Group's relationship with CILIP.

2. Responsible for ensuring that official notices of the Group are published at appropriate times, i.e. relating to the AGM, Special General Meeting and electoral procedures.

Administration

3. Responsible for organising and servicing meetings of Council and other meetings, i.e. preparing agendas and other papers in conjunction with the President, ensuring that Minutes are taken and circulated and maintaining a record of meetings.

Communication

4. Responsible for establishing and maintaining two-way communication with the Chief Executive and other officers of CILIP, including the CILIP Liaison Officer, to ensure that the Career Development Group contributes fully to the work of CILIP, and that the Group is kept informed of new developments and initiatives in the work of CILIP.
5. Responsible for establishing and maintaining communications with divisional committees to ensure that divisions have every opportunity to contribute to the work of the Group and are kept informed of developments at national level.
6. To ensure that matters raised by divisions are brought before the appropriate officers, committees or Council. To liaise with divisional representatives on Council and other divisional officers as required.
7. Responsible for communicating with other agencies and suppliers with which the Career Development Group does business.

Other specific tasks

8. Prepares the annual entry for the Career Development Group in the CILIP Yearbook
9. Maintains and updates the directory of National and Divisional officers.
10. Attends the Annual General meeting and takes minutes

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Revised October 2011

Post: Honorary Treasurer

Responsible to: Council

Purpose of the post

To be responsible for the finances of the Organisation, working in close cooperation with key officers including the President, and other officers who have budget responsibilities.

To advise Council of the financial implications of decisions and potential courses of action.

To liaise with appropriate CILIP Officers in relation to financial matters of the Career Development Group.

Duties

1. Responsible for monitoring the cashflow, presenting an accurate picture of the Group's financial situation at meetings and authorising expenditure. Responsible for budgeting and forward planning.
2. Responsible for a range of tasks involved in the administration of the Group's finances including: bookkeeping, record keeping, preparation of accounts, preparation of VAT returns, arranging audit and coordinating income.
3. Responsible for a range of tasks relating to divisional accounts including: monitoring and collating divisional accounts and estimates, calculation and distribution of capitation, support for divisional Treasurers as required, collection of VAT return.
4. Responsible for liaising with CILIP's Finance officers to ensure prompt receipt of capitation and for providing information required by CILIP about the Group's financial situation.
5. Responsible for liaising with CILIP's Finance Officers over the Registration Liaison Officer Fund and preparing an annual RLO return.
6. Responsible for preparing annual estimates for Council and for preparing the annual financial report for the Annual General Meeting.

Other specific tasks

7. Attends the Annual General Meeting.
8. Member of the Publication Team

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Updated Sept. 2011

Post: Web Co-ordinator

Responsible to: Council

Purpose of the post

To manage the Career Development Group's Web presence and co-ordinate the addition of content through a team of Content Editors operating remotely from across the UK.

Duties

1. To take editorial overview of the Group's Web site, using the CILIP's Content management System (CMS: SharePoint MOSS), ensuring consistency of branding and image and that content is of an appropriate, relevant and up to date nature.
2. To edit content received from other National officers in an appealing, creative and interesting manner for the web.
3. Maintaining a uniform writing style appropriate to its target audience.
4. To keep a record of all the published content on the Group's Web site, ensuring there is an up to date copy in case of damage.
5. To liaise with the CILIP web team about any technical problems.
6. To manage the editorial passwords to the Web site and maintain a record of those individuals entitled to edit the site. To maintain a list of all relevant usernames and passwords and keep abreast of all security issues linked to the Web site.
7. To manage Group mailing lists.
8. To manage Divisional web editors across thirteen (13) Divisions and ensure they are well trained
9. To report on website usage using CILIP's Google Analytics account and seek ways of promoting the website's content to drive traffic to the CDG pages.
10. To ensure that meaningful metadata and good practices are applied for Search Engine Optimisation (SEO).
11. To manage and organise training for a group of Content Editors and act as a recruiter for these individuals where necessary.
12. To liaise with the Honorary Editor to ensure that announcements for each issue of Impact is added to the Web and that the Dates/ Events section on the Web site is maintained. To receive content in terms of news items or extra articles to be published on Web site.
13. To manage the Web site's search engine and to ensure its smooth running.
14. To manage the Web site's access log and to ensure its smooth running.
15. To act as the contact point for National Officers, edit and add any content received to the Web site.

16. To liaise with a Web Design company in the event of radical change to the Group's Web site design and to cost up the options and deliver a design specification to the company.
17. To keep abreast of developments in the Web and to inform National Council of any major changes and to make recommendations and define future Web Strategy.
18. To liaise with Marketing Officer to promote the Web site at every opportunity.
19. To liaise with Marketing officer to maintain the Social web presence of the Group in Social Media (FaceBook, LinkedIn, Slideshare, Flickr), and expand the Group's presence to other channels appropriate.
20. To regularly update news and content on the Social Media.
21. To maintain good relations with the Web Site Manager at CILIP and to maintain an awareness of recommendations on Web site specification from CILIP.
22. To produce a thorough handover document for the incoming web coordinator

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Updated October 2011

Post: Honorary New Professionals Coordinator

Responsible to: Council

Purpose of the post

To facilitate the work of the Career Development Group with lifelong learners and people who have been working or studying as part of the profession for 5 years or less.

Duties

1. To advise Council on issues relating to New Professionals.
2. To promote New Professionals initiatives.
3. To work closely with the Honorary Membership and Marketing Officer in promoting the group to New Professionals.
4. To organise an annual conference targeted specifically at New Professionals and promote active participation from delegates.
5. To engage with the New Professionals community, field enquiries and promote professionalism and activism.

All officers are expected to attend meetings of Council and Officers' meetings to participate in the overall management of the Group.

Updated, September 2011

Post Honorary Membership & Marketing Officer

Responsible to Council

Purpose of the post

To promote and market the Career Development Group to maximise membership. The Officer will also be involved in advising Council generally on marketing matters and will be involved in a range of specific marketing activities including products such as Career Development Group publications.

Duties – Membership and the promotion of the Group to existing members

1. To advise Council and Divisions of details of membership figures of the Group.
2. To advise Council on membership details of CILIP and other bodies as appropriate.
3. To liaise with CILIP membership department.
4. To advise Council, Officers and Divisions on strategies to improve the membership of the Group. To develop appropriate recruitment plans in consultation with Council and carry these out.
5. To gather information regarding events from the Divisions in order to create and circulate a monthly Bulletin advertising these events.
6. To send details of events from the Divisions to CILIP for inclusion in a monthly e-mail to members.

Duties – Marketing the Group to potential members

7. To develop and maintain an awareness of marketing principles throughout the Group.
8. To advise on all aspects of marketing the Career Development Group. Particular areas of interest should include: membership recruitment, service development, publicity, publications and campaigns.
9. To propose and develop marketing plans in consultation with Council and report regularly on progress.

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Updated January 2012

Post: Honorary Learning Co-ordinator

Responsible to Council

Purpose of the Post

To supervise the Group's services to chartership, certification and revalidation candidates, including the Candidate Support Officer Network.

The Honorary Learning Co-ordinator should be a Chartered member of CILIP.

Duties:

1. To liaise with CILIP Qualifications and Professional Development Department to ensure smooth working of the Candidate Support Officer Network.
2. To provide support and training for divisional CSOs – including annual CSO Training Day.
3. To liaise with divisions to ensure that effective services and support are provided to Chartership, certification and revalidation candidates.
4. To act as back up CSO in Divisions where the post is vacant.
5. To liaise with PTEG to ensure co-ordination with the mentoring support network.
6. To liaise with the Honorary Membership and Marketing Officer to promote the Group to chartership, certification and revalidation candidates.

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Updated October 2011

Post: Honorary International Relations Officer

Responsible to Council

Purpose of the post

To develop, maintain and coordinate the International Relations work of the Career Development Group. The priorities of this work will be determined by the Group's International Relations policy and by the objectives which are set annually by the Career Development Group Council.

Duties

1. To liaise with Officers and divisions to ensure that the international relations programme approved by Council is carried out.
2. To advise Council on matters relating to international work.
3. To represent the Career Development Group on appropriate bodies as approved by Council.
4. To identify and co-ordinate international projects supported by CDG funds.
5. To assist in hosting foreign visitors where appropriate, including the Commonwealth Trust bursary winners.
6. To develop the network of contacts in the Career Development Group host directory in partnership with CILIP's International Library and Information Group (ILIG) and with support from CILIP.
7. To foster mutual knowledge and understanding between the UK and other countries by coordinating and developing Career Development Group study tours and exchange visits by library and information workers.
8. To manage financial accounts for international projects including gift aid claims and online donation scheme, on behalf of the Honorary Treasurer. Also liaise with CDG Divisions on fundraising activities.
9. To liaise with any VSO posts that the Career Development Group may support and contribute to financially.
10. To keep members informed of international projects and fundraising ideas through updating website, writing articles for CILIP publications, mailing lists, presentations at conferences and on ILIG Committee meetings.
11. Officer on the CDG National Committee
12. CDG Representative on ILIG Committee

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Updated October 2011

Post: National Events Co-ordinator

Responsible to: Council

Duties

1. To supervise implementation of the Group's conference programme agreed by Council and national events.
2. To provide advice and guidance to Council on a programme for national events to ensure a coherent, consistent, relevant and high-quality programme.
3. To liaise with CILIP (and other special interest groups as appropriate) to ensure high profile and high-quality Career Development Group input into Umbrella.

4. To liaise with the Learning Coordinator and New Professionals Coordinator on student conference programme.
5. To liaise with other relevant Career Development Group officers including the Web Officer, Treasurer, and Learning Coordinator.
6. To create an events committee to help organise and promote the national events for the group
7. To keep the Conference Planning handbook updated.

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Updated - September 2011

Post: Honorary Editor

Responsible to: Council

Purpose of the post

To produce Impact: journal of the Career Development Group. This will involve close liaison with the Web Manager and Treasurer.

Duties

1. To produce Impact on a regular basis according to the editorial guidelines, to reflect the mission and aims of the group.
2. To liaise with Treasurer and Web Co-ordinator about cost of journal and monitor the situation for the Group, making any recommendations about future of Impact to Council.
3. To make Impact available on the journal site.
4. To liaise with Group's Web Co-ordinator to ensure that issues are promoted on the Group Web site, and that the Web Dates/Events section is up to date.
5. To ensure consistency of branding and image of the Group in Impact.
6. To ensure Dates section is up to date.
7. To liaise with Editors of Divisional Newsletters, receiving copies of Divisional Newsletters and using content for Impact where appropriate and having received permission.
8. To produce annual Index for Impact to be available online.

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Updated, September 2011