

## COMMITTEE VACANCIES

### CLSIG is going places – wouldn't you like to be part of it?

The CLSIG committee is always looking for people prepared to give a little time every month to assisting with our administration, events and activities. We are an ambitious, active and friendly group; the work is rewarding, will raise your profile and help your career, and at the same time is a lot of fun. Over the past five years CLSIG has developed its focus and broadened its activities to appeal to many new areas in the commercial legal and academic sectors, and we continually seek to maintain and advance our services to members and to raise the profile of the group. We try to keep ahead of every new development in the information world, and have several events planned for 2011, our 40<sup>th</sup> Anniversary year. Our training seminars offer high quality, excellent value-for-money opportunities for career development, and we have been awarded CILIP's Seal of recognition for our CPD seminars.

You could participate in the groups work in a number of ways. If you'd rather start with a "toe in the water" to get a feel for who we are and what we do, join us as a **Committee Member** to see what is going on and where you think you might comfortably fit. Later you may feel like taking on one of the specific roles we need to fill for a fully-functioning committee.

Currently we're seeking to fill several committee jobs, including

#### **CLSIG Secretary**

The CLSIG Secretary is responsible for all other aspects of the governance and administration of the Group. Some specific tasks include the following:

- Submitting an entry for the CILIP Yearbook - Aims and objectives, achievements and activities
- Submitting the Annual Return
- Organising committee meetings including attendees and venue
- Preparing the agenda for each meeting. (call for items 2 weeks before, circulate 1 week before)
- Accepting apologies from those not able to attend the meeting and reporting at the meeting
- Taking the minutes of the meeting and circulating these as soon as possible after meeting
- Agreeing the minutes of the previous meeting at the next meeting
- Organising the AGM
- Acting as CILIP contact for enquiries
- Circulating emails from CILIP to the committee
- Administering the [committee@clsig.org.uk](mailto:committee@clsig.org.uk) email address and amend the CLSIG area of Google Docs appropriately for any starters or leavers to the committee

#### **Publicity Officer**

Owing to a change of career of the present postholder we need a new Publicity Officer to help with the following:

- The role of the Publicity Officer is to ensure CLSIG and its activities are well publicised.
- Place advertisements for meetings and visits in all appropriate outlets:
- Ensure CLSIG events and news are included in CLSIG News and on the CLSIG website. Submit articles about CLSIG to other publications on a regular basis to ensure events are well publicised and CLSIG maintains a high public profile.
- Proactively seek new avenues and methods for promoting CLSIG activities.
- Advise the committee on PR matters.

If you are interested please contact [chair@clsig.org.uk](mailto:chair@clsig.org.uk)

## **Events team**

We need several people to help CLSIG organise events. Help can include all or some of the following:

- Research ideas for events
- Source venues for events
- Organise events including speakers and event support people
- Collect payments from attendees
- Send event details to the Publicity Officer
- Introduce speaker, thank speaker and ensure their expenses are paid
- Take photos for our flickr site

Perks: free entrance to events you help with and your travel expenses paid!

Regional organisers also required – why not organise just one event in your locality with help from your committee? If you are interested in this role or helping to organise an event please contact

[secretary@clsig.org.uk](mailto:secretary@clsig.org.uk)

Nearly all this work above can be done from your home/office, so committee members can come from anywhere in the UK. Committee meetings are held approximately every two months – normally in London, mid-week and in the evening (18.30 – 20.30-ish). Expenses are paid in full for attendance at CLSIG meetings, wherever you live.

Does any of the above sound interesting to you? To hear more, or to express your interest in joining us in any capacity, please contact either Penny Bailey at [chair@clsig.org.uk](mailto:chair@clsig.org.uk) or Joanna Cowell at [secretary@clsig.org.uk](mailto:secretary@clsig.org.uk). We would love to have you on board!