

ArchTech Charter

Charge:

ArchTech is the technical services advisory committee established by the Archway Cluster. ArchTech is charged with discussing and making recommendations to the Archway Steering Committee about issues that affect technical services for the member libraries of the Archway Cluster.

Members:

Members are selected by the managers or directors of the Archway libraries.

Meetings:

The committee will meet at least once a year and other times as needed.

Co-Chairs:

The committee will be headed by two co-chairs. They will be selected by the committee every two years, in even numbered years, for terms beginning after the start of the academic year.

Duties of the co-chairs include but are not limited to:

- Set and distribute meeting agendas
- Schedule and conduct meetings
- Facilitate discussion and communication among members
- Communicate with Archway Steering Committee
- Ensure that a member of ArchTech attends Steering Committee meetings (Usually the ArchTech member from the library hosting the Steering Committee will attend)
- Keep the MCO Website updated in regard to current committee membership and scheduled meetings
- Finalize and post committee minutes to the MCO website

Minutes:

A co-chair will send a draft of the meeting minutes to the committee members via email for corrections and additions. Once corrections have been made, one of the co-chairs will declare the minutes approved as written and post them to the MCO website.

Date: 10/26/07