# MOBIUS Policy on Standing Committees, Task Forces, Working Groups, or Interest Groups

**Created by:** MOBIUS Board of Directors

**Adopted:** April 17, 2015

**Revised:** August 8,2025

**Replaces:** Policy on advisory groups

## Purpose of the policy:

This policy is intended to outline the structure for standing committees, task forces, working groups, or interest groups serving the Board.

## Content of the policy:

## Standing Committees

The MOBIUS Board of Directors establishes standing committees, and has established the following committees:

1. **Circulation and Courier Committee (est. 2015)**
   1. Charge: Working in conjunction with the MOBIUS staff, this committee will provide input into the circulation and interlibrary loan functions of the MOBIUS Union Catalog. This can include policies, functionality, and other areas related to the courier system and its ability to move physical materials effectively among MOBIUS Member and partner institutions.
2. **Digitization Committee (est. 2019)**
   1. Charge: Working in conjunction with MOBIUS staff, this committee will be responsible for monitoring and researching current digitization and institutional repository (IR) software trends and related product offerings. This committee will identify and apply for any appropriate grants. This committee will engage the membership and make recommendations benefiting the MOBIUS membership regarding product enhancements & service improvements. This committee will be responsible for making formal recommendations to the MOBIUS Board for final consideration.
3. **E-Resources Committee (est. 2015)**
   1. Charge: Working in conjunction with the MOBIUS staff, this committee will provide input on products, subscriptions, and services that may be of interest to the membership.
4. **Professional Development/Training Committee (est. 2021)**
   1. Charge: Working in conjunction with MOBIUS staff, the Professional Development and Training Committee will provide professional development, training, and networking opportunities to meet the needs of constituents; collaborate with other communities to identify specific needs for constituents; and engage members as experts and increase opportunities for all constituents.
5. **Cataloging Committee (est 2024)**
   1. Charge: Working in conjunction with MOBIUS staff, the Cataloging Committee will identify common issues and concerns related to cataloging and metadata management across the MOBIUS consortium. The Committee may product policies, standards, guidelines, best practices, conventions, and/or procedures related to cataloging in the consortium, especially in the shared FOLIO tenant.
6. **FOLIO and OpenRS Enhancement Committee (est 2025)**
   1. Charge: The FOLIO and OpenRS Enhancement Committee is charged with soliciting and reviewing enhancement requests to the FOLIO, Locate, and OpenRS products from the MOBIUS membership. The committee will identify which enhancements have the most utility and will serve the broadest spectrum of users. The Committee will also identify the priority level for individual enhancements. The Committee is also charged with formulating procedures for the enhancement request process, including, but no limited to:
      1. How enhancement requests are solicited from and submitted by the membership
      2. How enhancement requests are vetted and prioritized by the committee
      3. How enhancement requests are submitted and processed; subsequent to committee records (e.g. sent to EBSCO and/or K-Int; moved through the community special interest groups SIGS)
      4. How enhancement requests are managed on the MOBIUS end
      5. How the status of enhancement requests are communicated to the membership

The MOBIUS committees will seek out concerns and feedback from member libraries regarding services and products specifically related to the areas addressed in their charges. Committees will present concerns that cannot be addressed through existing MOBIUS processes or committee engagement to the MOBIUS Board through their board representative. MOBIUS Board will receive regular input from those committees and report actions taken on recommendations to the recommending committee and to the membership.

Committees will develop and implement their own outreach and assessment plans that enhance communication and inclusion opportunities for member libraries in planning, development, and issue reporting and resolution. These plans will be presented to the MOBIUS Board by committee board representatives.

Committees will develop processes for collaborating with the other MOBIUS committees. These plans will be presented to the MOBIUS Board by committee board representatives.

Committees and the MOBIUS Board will work to develop methods of seeking MOBIUS member input in planning stages.

Committees will provide end-user assessment of MOBIUS services specific to their charge. Committees will be an additional place to report continuing issues with such services by member libraries outside of and in addition to the help desk and the Board. Committees will evaluate, document, and report to the Board successes, failures, and ideas for mitigation of deficiencies identified in the service assessment.

Committees will file short summary reports two times per year with their MOBIUS Board representative expressing assessment findings and proposed mitigations. Board representatives will report back to their committees regarding Board actions in response to assessment reports.

Each committee should include:

* One Board member
* One MOBIUS Staff member (serving as the committee organizer)
* A minimum of 4 additional members from the broader membership, designated by the Board
* The MOBIUS Executive Director (Ex Officio)

Committee organizational details:

* Under non-profit law in Missouri, a Committee serves “at the pleasure of the Board,” and must include Board representation. Therefore, each MOBIUS committee must have at least one Board member on its roster, serving as a liaison, providing a direct link to the work going on at the executive level. The Board representative will attend all committee meetings and provide committee reports at Board and membership meetings.
* Committees should be made up of at least 4 additional members, each serving for 2 years, with no more than 3 consecutive terms. The Board will draw on expertise, interest, and availability to build the committee membership.
* The MOBIUS staff committee organizer is responsible for organizing the committee’s work, producing agendas, and taking meeting minutes and sharing or maintaining other documentation as required.
* Each committee will have a Chair who will serve for one year. The Chair will be responsible for scheduling meetings, leading meetings, and working with the MOBIUS staff committee organizer to develop agendas.
* Each committee will have a Vice-Chair/Chair-Elect, selected by the Board, who will serve as Vice-Chair the first year of appointment and Chair the following year. The Vice-Chair will serve in place of the Chair if needed.
* Upon formation of new committees, the Board will select a Chair and Vice-Chair/Chair-Elect from the pool of newly appointed members, and set their terms to ensure that the Vice-Chair/Chair-Elect can assume the Chair role in the year after formation.
* Committee membership begins July 1.
* Committees should meet, either in person or virtually, at least three times per year.
* A discussion list will be established for each committee, open to the full MOBIUS membership; a committee email list will be maintained for business pertaining only to the current committee members.
* Each committee is required to submit a brief written annual report before the June membership meeting and offer a session at the annual conference designed to inform the membership about trends and developments relating to their charge. The Board member serving on the committee, or a designated proxy, will deliver the annual report at the June membership meeting, as well as updates on recent activities at each membership and board meeting. The Chair and the Board representative will ensure that the annual report is written and submitted, and if needed will designate proxies to deliver reports at membership and board meetings.
* If an appointed member of a committee resigns from that committee before the end of the two-year term, the Board may appoint a new member to finish out the term.
* Upon formation, committee members will serve staggered terms to ensure continuity of membership: half the members will be selected for a 1-year term, and half the members for a 2-year term. These staggered terms will continue throughout the duration of the committee as approximately half of the members will rotate off the committee each year. Should a committee’s members’ term expirations become very weighted to one year due to unplanned departures, the Board may adjust terms to ensure staggering.
* The Board will review the standing committees annually.

## Board Committees

Board Committees consist of Board members, with the Executive Director serving as Ex Officio. They do not require members from the MOBIUS staff or the wider membership.

1. **Bylaws Committee (est. 2021):** The Committee consists of the Board Secretary serving as Chair and two other Board members. It will meet a minimum of twice a year, reporting any needed changes to the By-Laws or any needed changes in procedures to the Board.
   1. Charge: The MOBIUS Bylaws Committee is responsible for reviewing and recommending changes to the bylaws to the Board of Directors for approval by the Membership. The committee reviews and monitors any policies, procedures, or organizational rules to ensure consistency with the bylaws and to propose changes if necessary. The committee is responsible for monitoring compliance with the bylaws.
2. **Finance Committee (est. 2015):** The Committee consists of the Board Treasurer serving as Chair and at least two additional Board members.
   1. Charge: This committee is responsible for developing and reviewing fiscal procedures, creating an annual budget, ensuring that an external audit is conducted, and recommending appropriate action on services and fees or any other financial matter that the Board of Directors so directs it to address.

## Task Forces, Interest Groups, and Working Groups

Task forces and working groups will be formed by the Board or by the Executive Director in consultation with the Executive Committee to solve a particular problem or work on a short-term project. Proposed task forces or working groups might include: Physical Storage WG, Digital Storage WG, Conference Door Prizes WG, etc. A designated representative reports on the activities of the task force or working group at each Board meeting. The MOBIUS Board of Directors may form or dissolve a task force or working group at any time.

Interest groups may reflect the current interests or needs of the library community and may exist for any length of time, and will provide a shared location to share or find expertise in an area, to work on common goals, etc. Proposed interest groups might include: Instruction IG, Marketing IG, Programming IG, etc. Interest groups will be provided with a loosely moderated email listserv for communication, maintained by the MOBIUS office. The MOBIUS Board of Directors may form or dissolve an interest group at any time.