

## **Periodic Reviews of PCC Standing Committees and Advisory Committees**

Standing committees and advisory committees are reviewed on a three-year rotation. For a list of which committees have been reviewed since 2016 and when committees are due to be reviewed, see this link on our PCC wiki: <https://wiki.lyrasis.org/x/RzCDQ>

The PCC chair notifies the chair(s) of the standing committee or advisory committee up for review in the spring (before ALA Annual). The standing/advisory committee chair(s) should share the following questions with committee members and prepare a written response by the end of September. Beginning in 2017, a member of the PCC Policy Committee (PoCo) has been asked to assist with the review, to help provide an outsider's perspective and to engage PoCo members more with the work of the standing committees.

The review is shared with PoCo at the November meeting. If changes to the charge or name are needed, drafts should be prepared for discussion at the November PoCo meeting so that these can be approved and incorporated into the Governance document.

### **Questions:**

1. Does the committee charge adequately describe the focus of the committee? How would you revise the current charge to update and invigorate the work of the committee going forward?
2. Would you want to consider a name change for the committee?
3. What is needed for the committee to become proactive rather than reactive?
4. What does the committee see as major focuses for this group in the immediate future?
5. How are the efforts of this committee coordinated with other units within the PCC, especially with the Standing Committees?
6. What liaison responsibilities does the committee have? What liaison responsibilities should the committee have?
7. Is the committee size appropriate for the tasks you wish to undertake?
8. Have there been difficulties in accomplishing the committee's work?
9. What changes would be needed to facilitate the committee's work?
10. Please list activities or accomplishments of the committee during the last three years.
11. What other information would you like to convey to the Steering Committee?