

sherif Enhancement Group Guidelines 2017

1. Title of Group

- The title of the Group should be: sherif-[supplier name] Enhancement Group

2. Membership

- Membership will normally consist of two representatives from the supplier and two to six representatives from sherif member libraries.
- sherif members will be recruited by personal invitation and/or by a call for volunteers to the sherif mailing lists.

3. Officers and members

- The Officers of the Group should be sherif representatives. Other group members must be from current sherif member libraries. If their library leaves sherif then they will be required to stand down.
- The Chair will be responsible for organising and chairing the meetings. The Chair will be a full or co-opted member of the sherif Committee, or a sherif Advisor. It is important that the group be run for the benefit of all sherif users and consideration taken of their needs and views.
- The Secretary will be responsible for taking minutes or notes of the meeting and disseminating these to the Enhancement Group and the sherif Committee.

4. Feedback to sherif

- Feedback to sherif will be via:
 - Chair's report to the sherif Committee
 - Email list: lis-sherif-users
 - Sherif web pages.

5. Frequency of meetings

- Meetings will normally take place two to three times per year.

6. Expenses

- Expenses for attending the meeting will normally be provided by the supplier.

Last revised Sept 2013 LC

Further revised March 2017 AE