

SELECTION CHAIRS Forest of Reading® TERMS OF REFERENCE

Mandate:

The Forest of Reading had ten individual selection committees that are tasked with selecting the annual nominated lists for children and adults. The Chair position is chosen by consultation of the current members of the committee. The OLA appoints the Chairs to oversee the selection committees, read, review and recommend Canadian books that meet the selection criteria and are deemed to be the best available titles for a given year, in a given program.

Responsibilities/Objectives:

The Chairs of the committee:

- Review all committee applications and select a committee of 10-15 members;
- Communicate with members who were not selected and those who were selected;
- Communicate regularly with members, deal with any issues that arise and act as a communication liaison between OLA and the committee;
- Are expected to review all books sent in by the publishers and work directly with the official wholesaler to determine what is routed to members;
- Work with the wholesaler on the committee delivery list and schedule for deliveries;
- Manage the OLA private bulletin/forum and ensure that all books being read are listed;
- Post reviews on the OLA private bulletin/forum based on the criteria established for each program;
- Are required to sign a confidentiality contract, as the deliberations of the committee and final selection must remain confidential;
- Are to be very aware of censorship issues versus selection criteria;
- Need to have an understanding of critical literacy and age appropriate literature;
- Are responsible for defending the selections with respect to any queries that are brought forth to OLA. This response will be a written response provided to OLA in a timely fashion;
- Are expected to attend the committee meetings (phones) and send out minutes of the meeting in a timely fashion to the committee;
- Are to communicate with other Selection Chairs to ensure there are no titles that are overlapping between programs;
- Ensure that all members are on track with their reading timeline;
- Are to identify any titles that could be of sensitive nature to certain readers;
- Are expected to attend or call-in for the Chair meeting in October with all the Chairs of the committees for the school-aged programs (OLA office).

Deliverables:

The Chairs will supply the top 10 list of nominated titles to the Forest of Reading® Official Wholesaler, and OLA, based on the schedule put forth by OLA. In addition, all publisher annotations must be provided to OLA. All committee members must support the nominated list and be in agreement that the list is balanced.

Composition:

The Selection Chairs varies from program to program; however, the general guidelines are as follows

- All Chairs must be current OLA members;
- Two chairs, one senior, one junior, to ensure continuity (Chairs are appointed by Forest Director with consultation from outgoing Chairs);
- Those accepted have professional experience with the program they are applying for and/or have book-selecting experience for the age they are selecting;
- A combination of individuals from school and public libraries for the school aged programs;
- A group of Public Library professionals for the Evergreen program; and
- Those selected to Chair are expected to make a firm commitment to be fully participating members of the committee;

Resources and budget:

- Teleconference/Video conference requirements
- One face-to-face meeting
- Return and routing of review copies is covered by the official wholesaler (as per contract with OLA)
- Committee members must submit an expense form to official wholesaler on or before the due date set

Timelines

The timeline for each Award varies due to the reading demands for each program. Below is the schedule of reading:

- Blue Spruce – April to June
- Silver Birch Fiction – January to August
- Yellow Cedar – December to July
- Red Maple – October to August
- White Pine – October to August
- Le prix Peuplier – March to August
- Le prix Mélèze – March to August
- Le prix Tamarac – March to August
- Evergreen – October to September

The Final lists for the school-aged programs are announced on October 15th and Evergreen is announced annually during Super Conference.

Type of Committee:

- Standing Committee** (responsible for a specific program or function)
- Task Forces** (time-limited tasks on a specific topic)
- Action Groups** (development of a limited program or activity)

Term of Appointment:

Each Chair position is a **four-year** appointment. Upon the start of the last year of their term the Chair(s) will identify new Chairs to mentor them through the last year for a smooth transition from year to year.

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