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STEERING (EVERGREEN) COMMITTEE
Forest of Reading®
TERMS OF REFERENCE

Mandate:

The Forest of Reading has ten individual steering committees that are tasked with responsibilities once the nominated lists have been confirmed. They are the ambassadors of the Forest and they work closely with the nominated authors, illustrators, and publishers. In many cases, they are also practitioners running the programs.

Responsibilities/Objectives:

- Contacting the nominated Authors/Illustrators/Publishers to ensure they are aware of their nomination and their responsibilities as nominated Authors/Illustrators;
- Remaining as a contact for the nominees until the end of the Program;
- Collecting all required nominee information needed for the official website and the virtual launch;
- Creating and collecting exciting program ideas that are appropriate for the category (each book must have a minimum of 4);
- Being available via email to your committee and attend 1-2 teleconferences/virtual meetings

Deliverables:

This committee is responsible for designing and determining all content. They populate the online presence with content provided by the publishers and authors, or by creating original content. These members are the liaisons for the program and ensure all nominees are abreast of all things relating to the Forest of Reading and the Festival.

Composition:

The Steering Committee varies from program to program; however, the general guidelines are as follows:

- All members must be current OLA members.
- Two chairs, one senior, one junior, to ensure continuity (Chairs are appointed by the Forest Director with consultation from outgoing Chairs)

- A core group of 5 to 10 members - can vary for the Evergreen Program. Those in the core group are expected to make a firm commitment to be fully participating members of the committee
- Full participation involves regular communication with the Chairs of the program, the nominees and OLA
- All members agree to delivering content for the website from the Publishers, Authors/Illustrators and also creating original content if needed

Resources and budget:

Teleconference/Video Conference requirements only. Everything for this committee is managed entirely by email.

Timelines

Below is the schedule:

- Evergreen Award Program – October–September

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 committee member needs to reapply every year to ensure that they are active OLA members and are agreeing to the conditions of the committee.

Updated June 2023