

STEERING (SCHOOL-AGED) COMMITTEE TERMS OF REFERENCE

Mandate

The Forest of Reading has ten school-aged steering committees responsible for supporting each program once the nominated lists are confirmed. Committee members act as ambassadors for the Forest, working closely with nominated authors, illustrators, and publishers. Many members are also practitioners running the programs in their own communities.

Responsibilities & Objectives

Committee members are responsible for:

- Contacting nominated authors, illustrators, and publishers to notify them of their nomination and outline their responsibilities.
- Serving as a primary contact for nominees throughout the program year.
- Collecting required information from nominees for the official website and virtual launch.
- Developing and gathering exciting, age-appropriate program ideas (minimum **four per book**).
- Assisting with planning the individual program's Festival ceremony (school-aged programs only).
- Supporting onsite operations during the Festival (school-aged programs only).
- Remaining available to the committee and participating in **1–2 videoconferences per cycle**.
- Ensuring no Artificial Intelligence tools are used to upload any part of the nominated titles.
- Ensuring AI tools are used only for wording support—not for fully creating activities or resources.

Deliverables

Steering Committees are responsible for:

- Designing and determining all program content.
- Populating the online presence with materials provided by publishers and nominees, as well as original committee-created content.

- Acting as liaisons between the Forest of Reading, nominees, and festival operations.
- Ensuring nominees stay informed about all program and Festival updates.

Composition

Committee structure varies by program, but generally includes:

- Current OLA members only.
- Two Chairs when possible -one senior and one junior - to support continuity (appointed by the Forest Director in consultation with outgoing Chairs).
- A core group of 5–10 actively participating members.

Expectations of core members:

- Maintain ongoing communication with program Chairs, nominees, and OLA staff.
- Commit to fully participating in committee activities.
- Deliver required website content from publishers and nominees, and create original content when needed.

Resources & Budget

- Work is conducted entirely digitally.
- Only videoconferencing tools are required.

Timeline

School-aged program committees operate from:

- **September to May** (Adult program timelines differ.)

Type of Committee

- Standing Committee** – responsible for an ongoing program or function
- Task Force – time-limited task on a specific topic
- Action Group – development of a limited program or activity

Term of Appointment

Committee members must **reapply annually** to confirm:

- Active OLA membership
- Agreement to committee conditions and responsibilities