

Additional Library Service

Current awareness

- Generating and/or circulate newsletters of legal developments
- Providing other current awareness information, including circulating emails relevant to practice from other sources such as judiciary, MAG, FOLA or the Association
- Creation of custom or practice related legal/newsfeeds

Website development and maintenance

- Develop, maintain and update Association / Library website (it is understood that in many cases the website contains both association and library content).

Social media management

- Develop, maintain and update Association / Library social media (it is understood that in many cases the social media accounts include both association and library content).

Library Training

- Creating library training sessions either for network library staff or association members covering topics such as library research, knowledge management, or information management where library research is the central theme of the training being offered, including conceptualizing the program, content, and speakers on their own or with assistance from a committee
- Speaking at and developing materials for the program, or securing speakers and materials on their own or with assistance from a committee, as appropriate
- Marketing the program
- Registering participants and invoicing if required
- Providing summary of content and credits of program for participants where CPD credits are available for the program
- Making logistical arrangements for the program, which may include booking a room, arranging for refreshments, technical equipment set up, and registration
- Welcoming participants and ensuring the program runs smoothly

Association Services and Duties

CPD Replays

- Reviewing CPD offerings from the LSO and other providers
- Selecting appropriate programs to present for group viewing
- Marketing selected programs to membership
- Registering and invoicing participants
- Providing summary of content and credits of program for participants
- Making logistical arrangements for replaying the program, which may include booking a room, arranging for refreshments, technical equipment set up, and registration
- Welcoming participants and ensuring the replay runs smoothly

CPD Creation

- Creating CPD offerings including conceptualizing the program, content, and speakers on their own or with assistance from a committee
- Securing speakers and materials on their own or with assistance from a committee
- Marketing the program
- Registering and invoicing participants
- Providing summary of content and credits of program for participants
- Making logistical arrangements for the program, which may include booking a room, arranging for refreshments, technical equipment set up, and registration
- Welcoming participants and ensuring the program runs smoothly

Association Board Management / Board Secretary

- Planning Board meetings, including setting the date, time, location, and arranging invitations
- Tracking and following up on attendance
- Preparing and distributing meeting agendas and materials
- Responding to questions regarding points of order
- Preparing meeting minutes
- Managing Board records such as meeting minutes and by-laws
- Tracking of board member terms
- Tracking important filing deadlines for incorporation / charitable status
- Generating reports to the Board (with the exception of reports on library functions)

Routine Association Tasks

- Organizing and facilitating Association events and meetings
- Coordinating Bench and Bar meetings
- Building and maintaining relationships with local organizations related to family and criminal courts for purposes other than promotion of library services
- Developing and implementing policies and procedures for Association other than library policies and procedures
- Scheduling meetings
- Controlling the booking of space for meetings
- Managing association membership