

IFLA Code of Conduct for Volunteers Working Group

Terms of Reference

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Document control

Version	Approved by	Approval date	Revisions
0.1	Chairs PC, RC and MLAS	4 Dec 2023	Initial draft
0.2	GB	6 Dec 2023	Edit 5. Scope. Change 'Advise the GB of progress' to 'Provide a draft Code of Conduct for GB approval'.

1. Background

On August 2012 the GB endorsed the Code of Ethics for Librarians and Other Information Workers as a means to provide a series of ethical propositions for the guidance of individual librarians as well as other information workers, and for the consideration of Library and Information Associations when creating or revising their own codes.

On February 2023 the GB approved the Code of Ethics and Conduct for the Members of the Governing Board within the context of approved Statutes, Rules of Procedure, and Core Values, to provide guidance of standards of behaviour for members of the Governing Board as directors of IFLA.

Following on from these improvements and in response to feedback from members and volunteers, the GB agreed to develop a Code of Conduct for IFLA Volunteers. The Code will provide guidance on standards of behaviour appropriate for volunteers within the context of approved Statutes, Rules of Procedure, and Core Values.

2. Purpose

The IFLA Code of Conduct for Volunteers Working Group (CCVWG) has been established to provide advice to the IFLA Governing Board (GB) in relation to the development of the IFLA Code of Conduct for Volunteers. The Governing Board has the authority to approve the IFLA Code of Conduct for Volunteers.

The Code of Conduct for Volunteers has value as both an internal guideline and an external statement of IFLA values and commitments that sets out the minimum standards of behaviour required by volunteers for or with IFLA.

3. Outcome

The outcome of Working Group should be to develop a Code of Conduct for Volunteers to be implemented in 2025.

4. Timeframe

The Working Group aims to provide the Governing Board with a proposed Code of Conduct for Volunteers by December 2024.

5. Scope

Within the context of the approved Statutes and Rules of Procedure, the Working Group's is tasked with:

- Considering existing Code of conduct or similar Codes implemented by Library Associations in different countries where these are available in addition to Codes that have been completed and approved by the GB.
- Considering a broad range of perspectives and input to ensure the Code of Conduct process is inclusive, transparent and fit for purpose.
- Finalise a draft for consultation and review.
- Provide a draft Code of Conduct for Volunteers for GB approval.

In considering the Code of Conduct text, it is important to note that the Code of Conduct for Volunteers seeks to complement the information available in the Standards and Rules of Procedure.

The Code of Conduct for Volunteers is a working tool and will be reviewed every two years to ensure currency and relevance.

6. Membership

Position	Role
	Chair Representing the GB
	Member Representing the Professional Council
	Member Representing the Regional Council
	Member Representing Management of Library Associations Section (MLAS)
	Member Representing the ENSULIB (recipient of DUIA 2022)
	Member Representing Sections

	Member Representing Special Interest Groups
	Member Representing Regional Divisions
	Member Representing Advisory Committees
Secretariat	

7. Roles and responsibilities

7.1 Role of Chair

- Effectively chair meetings and ensure adherence to the Terms of Reference
- Enable robust discussion to ensure objectives are satisfactorily addressed
- Monitor the work of any subgroups as determined by the Working Group and ensure coordination of the development of the Code
- Provide regular updates to the IFLA President and Governing Board on the progress of the CCVWG activities

7.2 Role of Members (including Chair)

- Attend meetings and actively participate in the CCVWG
- Notify of any absence to a meeting, prior to the meeting and provide comments or information to ensure the collective work of the Working Group is not disadvantaged
- Act with respect, trust, confidentiality and integrity within the CCVWG, between and among members, recognising the need to protect personal and privileged information
- Lead any subgroups as required and ensure completion of any assigned work

7.3 Secretariat

- Preparation of agenda
- Scheduling meetings
- Preparation and maintenance of decision and action registers

8. Operations

8.1 Principles

To ensure a successful meeting, the following principles should be followed:

- Members should be committed to the successful delivery of the work by attending each meeting
- Members will be familiar with and use Basecamp for the work of the Working Group
- All discussion boards and meeting materials will be uploaded to and shared using Basecamp
- Papers should be read and understood by members in advance of the meeting to enable the CCVWG to focus on informed discussion

- The Chair should manage the effective operation of the CCVWG and its participants in line with the above, keeps the meeting to schedule and ensuring the meeting outcomes are achieved

8.2 Meeting procedures

- All meetings will be undertaken via Teams or Zoom, and not exceed two hours
- Meetings will be scheduled to ensure that no member is required to participate between midnight and 7am where practicable
- Meetings are held every fortnight, or as required

8.3 Agenda and papers

To ensure meetings are run consistently and efficiently, the following guidelines apply:

- An agenda will be issued at least 2 days in advance of a meeting
- Required documentation will be issued with the agenda
- Decision and action registers will be distributed within 5 days of a meeting

8.4 Quorum

A quorum will be the Chair and a majority of CCVWG members

9. Communications

This will be done via a communication strategy that outlines the process and provides regular updates to progress.

- A simple webpage on the IFLA website will be the location for news and updates so that stakeholders can follow the progress of the development of the Code of Conduct.
- Regular updates may also be included in the IFLA Newsletter.
- Updates may also go out via social media.
- Feedback loops will be considered by the Working Group through the use of “pulse” surveys – quick, short surveys that seek feedback on particular questions identified by the Working Group or subgroup of the Working Group as required.
- Current surveys will be listed on the website.