

### **Selection procedure for Chair of CPD25**

Since the inception of CPD25 it has had only one Chair, Jean Yeoh, who has done a stunningly successful job of establishing and maintaining the service. CPD25 has become one of the Consortium's flagship services, well-known and respected throughout the LIS sector. With Jean coming to the end of her tenure as Chair in June 2007 it is necessary to establish a process for selecting a successor.

At its meeting on 28 September 2006, the Steering Group considered proposals for a selection procedure for the Chair of CPD25. The original constitution of CPD25 leaves considerable leeway to the Steering Group in establishing a procedure. In discussion, Steering Group members noted that the role of Chair of CPD25 involves hands-on involvement in planning and organising the CPD25 programme, via the CPD25 Steering Committee and the Task Groups. It therefore requires someone with specific experience and commitment to a specialised area, rather than the generic experience necessary for the three M25 officer posts (Chair, Secretary and Treasurer). The Steering Group felt that a process of selection would be more appropriate than the nomination and election procedure used for other M25 officer posts and Steering Group members. Members also noted the importance of the individual selected being allowed by their employer to spend the necessary time on the role of CPD25 chair. It was therefore felt that some incentive should be offered.

The Steering Group decided there should be a process for selecting, rather than electing the CPD25 Chair, along the following lines:

1. A job description is drawn up, specifying the work involved and the experience and personal qualities required.
2. Expressions of interest are sought from the M25 membership, from senior members of staff with relevant experience.
3. Applicants will not be restricted to M25 representatives, but can come from a wider pool of senior staff in member institutions, provided they have the necessary experience and a commitment to this area of work.
4. A small panel of the Steering Group will be established, including at least two of the officers, to discuss the role with those expressing an interest and to make a decision.
5. The proposed appointment will then be brought to the Steering Group for approval and reported to the membership at the next full Consortium meeting.
6. The agreement of the selected individual's employer should be sought to ensure they are allowed sufficient time to carry out this important role. In recognition of the time commitment, the subscription to CPD25 should be waived for the CPD25 Chair's institution for the period of their tenure.

Members are asked to consider and, if appropriate, to approve this procedure for selection of the Chair of CPD25. The procedure will be used for the first time in summer 2007, when Jean Yeoh steps down.

Maureen Wade  
Secretary  
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