

Sent to the Directors and Collections lists.

ACTION REQUIRED: Nominations to be submitted by August 19, 2025

Please see the attached Terms of Reference and Nomination Form for further details.

CRKN is sharing a call for nominations for the 2026 Conference Planning Committee (CPC). The CRKN Virtual Conference will be in spring 2026 and the Conference Planning Committee will be key to planning this exciting virtual event.

Reporting to the CRKN Board of Directors, the CPC will provide recommendations in developing, planning, and implementing the CRKN Virtual Conference. The CPC will ensure that the programming of the CRKN conference represents the interests and needs of CRKN members and stakeholders and champions diverse participation and representation. The CPC is also responsible for reviewing the CRKN conference Code of Conduct to ensure it meets current standards, and, along with representatives from CRKN staff, acts as the CRKN conference Code of Conduct committee. The time commitment for this committee is approximately 12 hours spread across six months.

The CPC is established by and reports to the CRKN Board of Directors pursuant to section 12 of the Corporation's By-laws. The appointments will be for a two-year term. Additionally, the CPC will provide updates to the Content Strategy Committee and Preservation and Access Committee as needed. **The deadline to submit a nomination for the CPC is Tuesday, August 19, 2025, at 5:00 pm ET.**

The CPC is responsible for:

- Developing and refining a conference theme which is in line with the CRKN mission and mandate
- Soliciting a call for proposals for the program
- Reviewing and recommending the criteria for evaluation of the proposals to the Board
- Selecting proposals based on the Board approved criteria
- Developing a conference program which is in line with the theme and represents the full scope of CRKN's programs
- Working with CRKN staff to determine invited speakers and keynotes
- Reviewing and updating the CRKN conference Code of Conduct
- Implementing the CRKN conference Code of Conduct reporting process

The Board of Directors invites nominations from the CRKN community to fill **up to seven (7) positions** on the Conference Planning Committee:

- One (1) Librarian or equivalent appointed representing the Content Strategy Committee
- One (1) Librarian or equivalent appointed representing the Preservation and Access Committee
- Up to four (4) members who collectively represent the library community across CRKN's programs with experience in conference planning and programming
- Up to one (1) member from the Canadian library student community, currently enrolled in a Master of Library and Information Sciences degree or equivalent

Nominees will be drawn from across Canada, including (but not limited to) CRKN's member institutions. Candidates will be chosen based on relevant experience and enthusiasm for conference planning and supporting CRKN's activities and initiatives.

The CPC is supported by CRKN's Senior Manager, Strategy and Engagement and Manager, Administrative and Corporate Services. In consultation with the Chair, other CRKN staff may be called upon to participate in meetings as resource personnel.

Meetings of the CPC will be held using web-meeting facilities as the Chair requires. Additional deliberations may be conducted via email between meetings as required. The CPC will function for a fixed duration annually, beginning in December and ending in May, following the CRKN Virtual Conference.

Individuals may choose to self-nominate or to nominate another individual provided all pertinent details are provided as described below. Completed nomination forms should be sent to CRKN c/o Mélanie Plante (mplante@crkn.ca) no later than **Tuesday, August 19, 2025 at 5:00 pm ET** and including all of the following information:

- Contact information for the nominee;
- An indication of their willingness to serve;
- Brief biographical details and relevant work experience to illustrate expertise in and enthusiasm for the work of the committee;
- Assurance that this workload and time commitment meets with approval from their immediate supervisor.