

| Purpose of the Group |
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| The NoWAL Research Group aims to communicate, share ideas, questions and best practice relating to research support in North West academic Libraries. |

Membership

The NoWAL Research Group is open to any member of NoWAL working in or with an interest in research support and research activities.

Discussion List

All members of the Group are automatically enrolled on the NoWAL Research JISC discussion list.

Meetings

The Group meets at least once a year, allowing for face-to-face discussions on specific hot topics / themes, or matters beyond the scope of online discussions, and networking. The meetings take place in one of the member institutions. This is supplemented by NoWAL exchanges of experience events which also allow for networking, sharing of ideas and expert input.

Organisation & Governance

The Group is governed by a Chair and Vice Chair, both drawn from the member institutions. The role of Chair / Vice Chair changes every two years to allow for other staff to gain experience of chairing a regional group. There is an expectation that the Vice-Chair will normally be elected Chair, at the end of their term of office.

The Chair and Vice Chair are responsible for:

- nominating a minute-taker/follow-up blogger for each meeting
- developing the agenda for the meeting based on suggestions from the group
- identifying a suitable date via a doodle poll
- liaising with the host library re appropriate rooms, directions etc
- circulating details of the meeting to the group
- distributing summary notes of the meeting to the mailing list

Finance

Travel and expenses of the Research Group members will be borne by their institution. Expenses of invited speakers will be covered by NoWAL, subject to prior discussion with the NoWAL Operations Officer.

Accountability & Review

The Group will provide a report to the Board, on an annual basis, usually at the June meeting and AGM, which will review the relevance and value of its work and the terms of reference. The work of any Task & Finish Groups and Communities of Practice set up during the year will also be included in the annual report.