

Guidelines for Elected Representatives to the PCC Policy Committee

Responsibilities of the PCC Policy Committee

The responsibilities of the Policy Committee (PoCo) are to guide the governance of the Program for Cooperative Cataloging (PCC) as a whole; to develop, review, and approve long term strategies, plans, goals, and objectives; to initiate, review, and approve policy in regard to non-technical matters; to devise criteria for membership; to review resource implications of technical policy initiatives and other operational recommendations; to establish task groups, advisory committees, and other bodies; and to evaluate the charges of the standing committees (and any advisory committees) on a rotating cycle so that each is reviewed every three years.

PCC Chair Positions Chosen from PoCo Membership

A subgroup of PoCo, the Steering Committee, serves as the executive committee. The [PCC Governance Document](#) describes the composition of the Policy and Steering Committees. Candidates for PoCo may wish to consider their willingness to serve as PCC chair when agreeing to stand for election to PoCo.

Candidates for PCC PoCo Elections

- Provide biographical information for use on ballots
- Receive notification of the results of the election from the PCC Chair prior to public announcement

Elected Representatives on the PCC Policy Committee

- Hold policy-setting positions or participate in policy-setting committees at a PCC-member institution
- Come from institutions that are active participants in at least one of the four PCC programs
- Represent the interests of all other members of the programs of the PCC
- Serve three years, starting October 1 of the year that they are elected, unless their service is extended by entering the 3-year rotation for PCC chair positions
- May be elected for a second consecutive term
- Participate in the PoCo listserv, receiving news and documents for review, and actively responding to requests for comments (Optionally, participate in the PCClist and other appropriate discussion groups)
- Volunteer for participation in task groups to carry out PoCo activities
- Work may be completed remotely, and most meetings, including the monthly meetings are virtual
- It is recommended to attend the PoCo Meetings at the Library of Congress, usually the first Thursday and Friday of November. If one attends in person, representatives should arrange their own funding and travel, preferably supported by the home institution
- Optionally, attend PCC meetings at ALA
- Promote the benefits of membership in PCC programs