

## **PCC Secretariat Guidelines**

The Library of Congress' Policy, Training, and Cooperative Programs Division (PTCP), under the direction of the PCC Secretariat, provides ongoing administrative support for PCC members and for the rotating elected PCC leadership. The chief of the PTCP Division serves as the PCC Secretariat. PTCP staff members manage membership, communications, training and record contribution, event planning, meeting summaries, statistics and reports, and the PCC web pages.

### **Administrative support**

- Update Governance document, Strategic and Tactical plans as directed
- Organize elections: post bios, distribute and tally ballots, post results
- Work with Standing Committee Chairs for posting charges, members, task groups, etc. to the PCC website
- Maintain PCC calendar
- Maintain PCC archives
- Recruit new members
- Administer funding for the program

### **Communication**

- Maintain PCC website to serve the membership, publicize the programs and function as the authoritative source of PCC-related information
- Answer questions from PCC members

### **Training and Record Contribution**

- Facilitate PCC training either through direct involvement, or as a mediator
- Maintain training documentation
- Process bibliographic file maintenance (BFM) requests from members
- Coordinate PCC training events

### **Events Planning**

- Request funding for PCC events including travel
- Arrange ALA logistics—meeting rooms, set-up for PCC Participants' Meeting
- Arrange for PCC-reimbursable travel for eligible PCC members
- Arrange PoCo, OpCo meetings, including corollary functions (dinner, food)

### **Meetings**

- Record summaries from public meetings (PoCo, OpCo, ALA, etc.) for posting to the PCC website within a month
- Serve on PCC task groups in ex-officio capacity

### **Statistics and Reports**

- Collect, compile, and post statistics to web