

Councillor Terms of Reference

The [Members Council](#) (MC) provides a formal body for representing the members of the [Europeana Network Association](#). The Councillors come forward in MC elections and conduct the role of a Councillor once elected. Being part of the MC requires amount of work that accounts for about 10 working days per year, during the period of 3 years. The Councillors collectively carry out the following tasks:

Collective task/responsibility of the Members Council	How to carry out the role	Estimated amount of time required
Elect the Management Board (MB), and stimulate and endorse their work	Participate in MB elections	1 time/year
	Review and contribute to MB meetings' agenda	1 time/month
Review, decide on and be involved in the work of Network Association communities , Task Forces and Working Groups	Vote on approval of Task Force and Working Group proposals, including nomination of yearly Elections/Voting Committee	1 time/year
	Participate in evaluation of Task Force and Working Group proposals, reports and recommendations	3 times/year
Facilitate regular lines of communication and liaise between the Network Association members and Europeana Foundation	Keep informed and participate in activities of the Europeana Foundation on Europeana Pro website and via Basecamp	30 minutes/week
	Exchange information with Network members via Europeana LinkedIn group and social media platforms	30 minutes/week

In order to ensure that the MC fulfills its role effectively, every Councillor should keep in mind a list of his/her responsibilities and tasks that need to be carried out regularly. Please find below an overview of all these tasks that the Councillors are expected to engage in individually. The Councillors should dedicate their time to all the mentioned responsibilities proportionally, depending on individual strengths, interests and expertise.



Individual task/responsibility of each Councillor	How to carry out the role	Estimated amount of time required
Participation level		
Participate in person in MC meetings , taking place 2-3 times a year, and keep abreast of the Network Association activities	Attend MC meetings and actively participate in discussions	Up to 6 days/year
	Actively follow the issues discussed in the 'virtual' meeting room on Basecamp, react and contribute as appropriate.	1 hour/week
	Stay aware of the activities of communities , their Task Forces , Working Groups , fellow Councillors , and the rest of the Europeana family by reading monthly Network Updates , blogs and meeting minutes , and following Europeana LinkedIn group and other social media platforms	1 hour/week
	Put forward and exchange ideas on Basecamp, during MC meetings, or by contacting the Network Association Coordinator	1 hour/week
Share individual skills and expertise with the Network Association communities , their Task Forces and Working Groups	Be an active member of at least one community, Task Force and Working Group per year, based on expertise and interest	2 hours/week
	Participate in evaluation of Task Force proposals, reports and recommendations	3 times/year
	Disseminate the recommendations of Task Forces and Working Groups and work towards their implementation in practice	When applicable
Representation level		
Proactively represent interests of Europeana and Network Association as a general ambassador, and champion particular matters towards your own community	Capture what is regularly brought up, discussed and decided on in the MC forum, in communities, Task Forces and Working Groups, and relay the message to your own community and networks	Regularly
Proactively represent the interests of your own community, and bring their input back into the	Bring forward interests and activities of your institution/community into the MC meeting agenda and Basecamp discussions	At least 2-3 times/year



MC forum	Bring back your institution/community's feedback on specific issues into Basecamp discussions and MC meetings	At least 2-3 times/year
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Communication level		
1) Towards ENA members Keep the Network Association members regularly informed about activities of the Council, Management Board and Europeana Foundation , and be available to offer guidance	Through blogs , by acting as Editor in Chief of Network Updates, and via posts on LinkedIn and social media platforms Respond to information or advice requests of the Network Association members via various communication channels	1 hour/month Whenever needed
2) Towards your own community Keep members of your own community informed about Europeana and the Network Association activities	Disseminate Europeana promotional material in your own community and networks via various communication channels of use	1 hour/month
3) Towards general public Promote and disseminate information about Europeana and the Network Association activities and come up with new ideas for improvement	Support communications outreach of Europeana and the Network Association Promote activities and core documents of Europeana when speaking at public events Share Europeana campaigns , publications , Network Updates , and blogs on LinkedIn, social media platforms, and other communication channels of relevance	Regularly When applicable 1 hour/week