

# TERMS OF REFERENCE

## Mandate

The Writer in Residence (WIR) Selection Committee meets annually to select the successful candidate to fill the WIR term at Saskatoon Public Library (SPL). This term is subject to a funding partner, traditionally The Canada Council for the Arts.

## Membership

Selection committees will be composed of one SPL representative (chair) and four to six community members. Community members will be experts in the field, be able to provide a critical voice to the selection process, have strong connections to the Saskatoon community, be aware of trends in the field, and be supportive of SPL's Writer in Residence program. Because we want the community to be accurately reflected in this selection committee, appointments will be made with diversity in mind.

Community members' terms are two-year, staggered terms, to a maximum of three consecutive terms (six years).

SPL does a public call-out for people who want to be on the committee.

Appointments are made by the chair in consultation with the committee.

## Meetings

The WIR Selection Committee typically meets annually on the first Wednesday evening in December. This meeting typically lasts about two to three hours. Refreshments are provided.

## Selection Process & Reporting

- Library advertises project, contract, or call for proposals.
- Chair collects and shares applications with committee.
- Library provides rating guide to evaluate the applicants.
- Committee meets and agrees on successful applicant, as well as alternates.
- Chair compiles report and shares committee's recommendations with SPL's CEO for final approval.
- Chair reports final decision to committee and successful applicant.

## Conflict of Interest

In cases where committee members feel they are not be able to offer an objective opinion on a candidate, they may excuse themselves from deliberations involving the candidate.

## Confidentiality

Deliberations of the committee and applicants' personal information will remain confidential. The identity of successful candidate will also remain confidential until the library makes an announcement.