



# Catholic Research Resources Alliance

<http://www.catholicresearch.net>

*DRAFT*

## **Responsibilities of CRRA Official Representatives and Member Liaisons**

### **Official representatives**

- From the Bylaws, Article II:
  - Section 2. Full membership shall include participation in the governance of the organization and the right to vote on membership decisions.
  - Section 3. Each voting member shall appoint one (1) official representative who shall have one (1) vote.
- Primary responsibilities:
  - Be knowledgeable about CRRA mission, strategic directions and activities
  - Vote on issues submitted to the membership by the Board
  - Affirm membership in response to annual membership renewal letter
  - Appoint CRRA member liaison and ensure support for participation

### **Member liaisons**

The CRRA Member Liaison will act as the point of contact for individuals at the member institution and for the CRRA. The primary role of the Liaison is to serve as the communication link between the member institution and the CRRA. The Liaison acts as the local clearinghouse for CRRA information, vetting questions and disseminating information from the member institution to the CRRA and from the CRRA to the institution. The CRRA is here to support the work of the Liaison. We don't expect that you will know all the particulars about the CRRA and we are here to help you find the answers you need.

CRRA will call on the Liaison for assistance in coordinating and implementing local participation. Points of contact will include:

1. Identifying local "team members" to assist with exposing local content in the CRRA's Catholic portal. Team members may include collection specialists, metadata or cataloging gurus, and information technology support.
2. Coordinating discussion between team members and CRRA to discuss how to expose your content in the portal.
3. Communicating to local team members where to find CRRA information.

4. Assisting team members to identify points of contact at CRRA (including who to contact for membership issues, technology questions, issues in identifying content, etc.)
5. Suggesting team members for committee work and task forces.

Through their work with the CRRA, the liaisons gain a better understanding of the activities of the CRRA, and determine how their institution can most effectively support the work of the CRRA. As such, the Liaison will find it helpful to consult documents and information sources as well as refer other local team members to them.

### **Contact us**

For questions about the website, the Catholic portal or general questions regarding the CRRA, please contact Pat Lawton, *Digital Projects Librarian* at 574.631.1324 or e-mail [plawton@nd.edu](mailto:plawton@nd.edu).

For questions about joining the CRRA, or activities of the Board, please contact Jennifer Younger, *Executive Director* at 608.231.3153 or e-mail [jyounger.1@nd.edu](mailto:jyounger.1@nd.edu).

---

August 17, 2011

Pat Lawton, *Digital Projects Librarian*

Jennifer Younger, *Executive Director*

Revised December, 2013