



Australian  
Library and  
Information  
Association

# How being an **active** **ALIA volunteer** can help you **get that dream job**

Feeling stuck in a rut? Hoping to develop some new skills? Want to stretch your wings and connect with new areas of the profession? Being an active ALIA volunteer or office-bearer can help you do all this – and more.

Most of us are aware that active involvement in ALIA is a good way to network and maintain your professional profile. But by getting involved with an ALIA group, you'll have opportunities to develop tangible skills in many areas. Groups need people to plan, coordinate and deliver a variety of programs, meetings and activities. From e-list administration to minute-taking, from seminar registration to organisation of catering, and from strategic planning to program evaluation, ALIA volunteers and office-bearers develop and utilise a wide range of skills. Tasks are frequently undertaken on a state- or nation-wide basis, thus increasing the scale of your opportunities.

As an active ALIA volunteer, it's likely you will have the opportunity to develop skills such as these:

- Team coordination
- Planning and managing a budget
- Program planning and delivery
- Project management
- Marketing
- Research and evaluation
- Communication
- Lobbying and advocacy
- Event management
- Public speaking, and more.

You'll also have opportunities to enhance your knowledge and understanding of

- Other sectors in the library and information industry
- Trends and issues within, as well as impacting upon, the industry
- Effective professional development
- The value of professional associations.

You will be supported by experienced ALIA volunteers as well as paid staff, who will be happy to share their skills and know-how with you. Your connection with other members of the profession will give you with a supportive environment in which to develop new skills and understandings. You'll have the opportunity to establish informal or formal mentoring relationships with experienced members of the profession.

Your active involvement as a volunteer is recognised in ALIA's Professional Development Scheme. You'll accrue one point for each hour's work with an ALIA self-nominating group to a maximum of 5 points each year.



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Higher level involvement with ALIA will offer you greater opportunities for developing knowledge, understanding and skills. You may wish to consider nominating to be a member of a standing or advisory committee, or even standing for election as a member of ALIA's Board of Directors. More information can be found at <http://www.alia.org.au/governance/> Members of ALIA's standing and advisory committees can accrue up to 10 professional development points each year, and members of the Board of Directors accrue up to 20.

The following selection criteria were taken from jobs that appeared in the comprehensive listing of [job vacancies](#) on ALIA's website in August 2009. Volunteering with ALIA will give you experience that will help you meet selection criteria like these:

- Demonstrated ability to lead and work as part of a team, including the establishment of priorities.
- Superior interpersonal, negotiation, consultation, liaison and written communication skills.
- High level project management skills with a record of achievement against organisational objectives
- Knowledge of library policies, practices and procedures.
- Excellent problem solving skills displaying independent judgement, initiative, intellectual curiosity, creativity, flexibility and innovative thinking.
- Ability to work collaboratively in a team environment and independently under general direction to achieve effective outcomes.

*Remember -- by getting involved to actively shape ALIA's future, you'll also be shaping your own!*

