



Australian  
Library and  
Information  
Association



## ALIA/ASLA Policy Advisory Group

### Terms of reference

*September 2009*

#### **Purpose**

The ALIA/ASLA Policy Advisory Group is to advise the ALIA Board of Directors and the ASLA National Council on:

- Submissions to governments and other bodies on matters relating to library and information practice within the school community. Submissions may be in response to a call for submissions or at the instigation of the ALIA/ASLA for lobbying or advocacy purposes;
- The development and review of policy statements or documents relating to library and information practice within the school community;
- Policy and practice matters of interest and concern for members. Such as matters that may be referred from or to the ALIA/ASLA governing bodies;
- Representation on appropriate bodies;
- Other matters as determined by the ALIA Board of Directors and the ASLA National Council;
- Mechanisms for collecting statistical data and research information on the sector;
- Articulating and promoting the role of library and information services and staff within the school community;
- Adhere to the relevant ALIA and ASLA guidelines.

#### **Membership**

Membership shall comprise members from ALIA and ASLA who have teacher librarianship qualifications and with expertise in library and information services within the school community. There shall be no more than three members from each organisation. In the appointment of members, the two governing bodies shall seek to ensure a range of experience and knowledge in accordance with the nomination procedures of ALIA and ASLA. The policy advisory group may co-opt expertise for specific projects as required. The advisory group shall appoint a convenor from within its membership. The ALIA and ASLA presidents shall appoint an observer in an advisory capacity with no voting rights.

#### **Terms of office**

Members will be appointed for terms of two years except where the governing bodies seek to establish an overlap of terms in which it may appoint members for less than two years. Members may serve no more than two consecutive terms. However, if no volunteers to replace existing members are forthcoming, the governing bodies may opt to extend the term of office of an existing member. Where possible, a changeover period for incoming members, with observer status, is to cover at least two meetings.

**Communication**

The Policy Advisory Group shall meet electronically, or face-to-face where an opportunity presents to meet without travel cost for either organisation. The policy advisory group shall report regularly on matters to their respective governing bodies. The group may refer matters of interest or concern to the governing bodies for consideration. The convenor is to provide an annual report to the governing bodies.

**Review**


The Policy Advisory Group shall be subject to the review requirements of the governing bodies and no more than every four years.

**Administration**

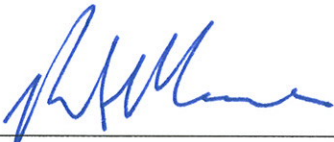
ALIA National Office will provide administrative support as required. Financial or administrative support may be sought from ASLA and as agreed between the ALIA executive director and ASLA president.

**Meeting structure**

A quorum of four members (two from ALIA and two from ASLA) is required for each meeting. If there is no quorum the meeting is rescheduled, if possible.

  
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Jan Richards  
President  
Australian Library and Information Association

  
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Date

  
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Rob Moore  
President  
Australian School Library Association

  
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Date