ALIA South Coast
Terms of Reference

Purpose

The ALIA (NSW) South Coast Library Group is a regional group established to serve as a platform for professionals and stakeholders in the NSW South Coast region's GLAM (Galleries, Libraries, Archives, Museums) sector to collaborate, share knowledge, and advocate for the advancement of libraries and information services and related industries.

Objectives

1. Networking and Collaboration: Facilitate networking opportunities and collaboration among library and information professionals in the NSW South Coast region.

2. Knowledge Sharing: Promote the exchange of knowledge, best practices, and innovative ideas within the GLAM professionals of the NSW South Coast.

3. Professional Development: Support ongoing professional development and learning opportunities for Group members.

4. Promotion: Promote the importance of libraries and information services in NSW South Coast Communities.

5. Community Engagement: Engage with the local community to enhance the visibility and value of libraries and information services.

Structure

The ALIA South Coast Group will consist of the following structure:

1. An Executive Committee consisting of a Convenor, Secretary and Treasurer (if applicable) and a broader Committee.
2. Convener: The network will have a Convener responsible for coordinating activities, meetings, and communications. The role can be shared between 2 'Co-Convenors'
3. Secretary: All Groups must have a Secretary. This role can be performed by a Convenor if required
4. Treasurer: A Treasurer will only be appointed if the Group become 'Financial' (as per the ALIA Group Handbook)
5. Committee Members: Members of the broader Committee may assist in the organsiation of events and initiatives.
5. General Membership: The Group is open to all individuals interested in libraries and information services in the NSW South Coast region, only members of the Executive Committee (Convenor, Secretary and Treasurer) must be ALIA personal members or the formal nominee of the appointed representative of an Institutional or Corporate Member of ALIA.

Responsibilities

The responsibilities of ALIA South Coast are as follows:

1. Event Planning: Organise and host regular events, such as seminars, workshops, and networking sessions, to facilitate knowledge sharing and networking among members. Submit an activity forecast for each calendar year and inform the regional Engagement Manager of events and dates as soon as possible.
2. Communication: Maintain regular communication channels to keep members informed about network activities, events, and relevant updates. The Convenor will attend the quarterly Regional Convenor Network (online)
3. Promotion and Outreach: Promote library and information services at the local level and engage with the community to promote the value of libraries.
4. Professional Development: Offer opportunities for members to enhance their professional skills and knowledge through training and educational initiatives.
5. Collaboration: Collaborate with ALIA National Office, other ALIA Groups and Committees as required. Of particular relevance is ALIA NSW.
6. Finances: If financial, the group will follow the budgeting, reporting and financial processes as outlined in the Groups Handbook.

Review and Amendments:

These Terms of Reference will be annually reviewed by the Executive Committee in consultation with the broader Committee. Amendments can be proposed by the Executive Committee and submitted to the ALIA CEO for approval.

Version history

Drafted: November 2023
Drafted by Convenors: Elaine Glover, Co Convenors: Rob Thomson. Committee Member: Leanne Campbell.