



ALIA Victoria Terms of Reference

Purpose

ALIA Victoria is an ALIA Regional Group established to facilitate communication and networking among ALIA members in Victoria and Victorian library and information professionals more broadly through formal and informal functions. ALIA Victoria encourages links and interaction with other professional bodies across the GLAMR sector.

Focus

ALIA Victoria aims to develop and present a range of networking, social, and professional development activities throughout the year.

Commitment to sustainability and leadership development

Responsibility for leadership is shared among Committee members, so that any member will be able to step up in the event that another member cannot perform their duties, or decides to leave the committee.

All documentation is stored on a shared drive which can be accessed by all committee members.

Membership

ALIA Victoria is open to all library and information professionals and other people connected to the GLAM sector. It consists of an Executive Committee with office holders and a broader Committee. The office holders must be personal members of ALIA or the formal nominee of the appointed representative, of an Institutional or Corporate Member of ALIA. The broader Committee is open to everyone. All members of ALIA, whether based in Victoria or visiting from another state or territory, are welcome to participate in ALIA Victoria events. Non-members of ALIA may also attend, but may be charged a small fee.

Office Holders of the Executive Committee are nominated from among the members of the broader organising Committee. ALIA Victoria has following Committee members:

- Co-convenor: James Baker
- Co-convenor: Ellen Coates
- Secretary: Michael Barry
- Treasurer: Tim Gillis Jones
- Social Media Manager: Jade Koekoe

Relationships

The Group will work collaboratively with ALIA National Office and other ALIA Committees and Groups as required. The following Groups or Committees are of particular relevance:

- the Victorian Branch of any special interest ALIA groups that operate within Victoria.
- ALIA SNGG

Responsibilities

The Committee is responsible for following the guidance in the Groups Handbook.

- The Group will fulfil the requirements as set out in the Groups Handbook and ALIA By-laws
- The Group page on the [ALIA website](#) will be kept up-to-date
- Social media and web presence with Group branding will be kept current, and unused accounts will be closed
- The Group will ensure members across Victoria have opportunities for engagement by conducting a range of networking, social and professional development activities and events throughout the year
- Group Convenors will attend quarterly Regional Convenor Network meetings (online)
- The Group will submit an activity forecast at the beginning of each year, and inform the Regional Engagement Manager of event dates and details as soon as known
- The Group will submit event recaps and an activity report each year
- If Financial, the Group will follow the budgeting, reporting and financial process as outlined in the Groups Handbook
- The Group will undertake an annual review of the Terms of Reference to ensure it remains current.

Frequency of Meetings

The organising Committee meets once a month. Meetings usually occur on the second Wednesday of the month, but times and dates may be subject to change according to committee members' availability.

The committee also communicates via other means (for example, Discord and/or email) as necessary between meetings.

Changes to the terms of reference

The terms of reference may be revised by the Executive Committee in consultation with the broader Committee and submitted to the ALIA CEO for approval.

Version history

Drafted July 2023

Expanded draft September 2023

Approved by ALIA CEO: October 2023