



ALIA West Australian Library Technicians (ALIA WALT) Terms of Reference

Background

Founded in 1979, ALIA WALT facilitates activities for qualified library technicians and students across Western Australia, with particular focus on supporting and promoting the role of library technicians within the sector. ALIA WALT encourages accessibility for library technicians, promoting freedom of information and facilitating interaction between people from all walks of life, libraries, information sectors and across the GLAMR sector.

Focus

ALIA WALT aims to facilitate opportunities for life-long learning, knowledge sharing, professional development, networking and library promotion. This is achieved through events, activities, and general member engagement. ALIA WALT collaborates closely with the ALIA Library Technician Group (National Group), sharing WA trends, concerns and other sector issues and concerns. It also works closely with the ALIA West Regional Group to collaborate on activities and events. Supporting Western Australian Library Technicians since its inception, ALIA WALT holds to the tenets of networking, support and advice, professional development, mentoring, and promoting ALIA membership for all Western Australian Library Technicians.

ALIA WALT coordinates events and programs to encourage the flow of ideas and ensure organic recruiting of new members. Activities include professional development events, an annual Library Technicians dinner to celebrate *WALT Library Technicians Day* in Library and Information Week; and maintaining social media presences as a communication tool for library professionals in Western Australia.

Commitment to sustainability and leadership development

ALIA WALT aims to create a platform that empowers professionals to navigate challenges in an ever-evolving landscape and contribute to the long-term viability and success of the industry. Through networking and student support, we aim to identify purposeful roles in the industry for library technicians and promote the importance of the qualifications within leadership roles across the library sector. ALIA WALT is committed to leadership

development and sustainability of the Group. This is carried out by welcoming new members and providing training and mentorship as required.

Objectives:

1. Sustainability Advocacy:

- Raise awareness and understanding of sustainable practices within the LIS sector.

2. Professional Development:

- Create professional development events and opportunities tailored to library technicians in Western Australia, facilitated by online events for regional technicians and in-person opportunities for metropolitan technicians.
- Organise workshops, webinars, and events to promote GLAMR engagement and address current challenges and trends both in person and online.
- Key Dates for PD and Networking
 - Library Lovers Day: 14 February
 - Tech Talks (March, but dependent on TAFE schedule)
 - Library and Information Week (LIW): Last week of July
 - WALT Library Technicians' Day (Tuesday LIW)
 - Library Technician Christmas Party: November-December
 - Industry conferences as scheduled
 - March Student Intake Talks: Speaking with students at North Metro TAFE

3. Collaboration and Networking:

- Supported by the ALIA National Library Technicians group as the leading industry body to align principles, professional development, and to liaise on issues concerning the GLAMR sector and library technician roles within the industry.
- Partnering with other relevant state and national organisations across the GLAMR sector and beyond to actively engage with community needs across the sector.
- Create networking events to share experiences, resources, insights, and best practices in both social and more formal environments.

4. Communication and Outreach:

- Maintain an accessible, simple and effective communications strategy to keep all ALIA WALT members informed about upcoming events and promotions.
- Utilise various communication channels, including social media, newsletters, and the ALIA WALT website to engage with members and the broader community.

5. Grants and Funding:

- Bequeathments and donations accepted under terms of the donor by way of legal documentation, be it Statutory Declaration or Last Will and Testaments, to be upheld under the terms specified up to and including the exclusion of governing bodies control of accepted funds. Relevant legal documentation to be filed for future reference.

Membership

The ALIA WALT Group is open to all library professionals. Both ALIA Members and Non-ALIA-Members are welcome. ALIA Membership is required for an executive committee position on WALT, however.

There is no charge for membership to ALIA WALT, but you may be requested to attend required meetings or events for support and voting purposes.

Executive Committee

Convenor

The primary role involves acting as the main liaison between Group members and ALIA. This includes (but not restricted to):

- Keeping membership lists up to date.
- Sending event re-caps and Quarterly and Annual Reports to ALIA.
- Ensuring the Annual Calendar is up to date.
- Working on budgets with the Deputy Convenor, Secretary and Treasurer.
- Helping plan events and activities.
- Serving as one of the two signatories necessary for Group expenditure

NOTE: This role may also be shared with a Co-Convenor if one is elected.

Deputy Convenor

The primary role provides support to the Convenor in addition to acting in the absence of the Convenor and performing duties of the Convenor as listed herein and/or delegated. This includes (but not restricted to):

- Supports and assists the Convenor
- In the event of the Convenor being unable to fulfil their duties, the Deputy shall assume the role of Convenor.
- Act as an alternate signatory for the Group for legal and financial purposes.

NOTE: This role may also be shared with a Co-Deputy if one is elected.

Secretary

The primary role is to perform administration duties. This includes (but is not restricted to):

- Maintaining the administration for the group:
 - Including agendas and minutes,
 - Correspondence, incoming and outgoing,
 - Helping plan events and activities.
 - Working on budgets with the Convenor/s and Treasurer.
- Booking SLWA venues when required.
- Booking virtual meetings.
- Administering your Group's communication channels
- Working on budgets and annual reports with your Group's Treasurer (if Financial Group)
- Helping to plan events or activities.
- May be required to serve as one of the two signatories necessary for Group expenditure

NOTE: All tasks above may also be assigned to other members of the Executive Committee.

Treasurer

The primary role is to perform administration duties relating to finances. This includes (but is not restricted to):

- Providing individual event budgets.
- The annual budget.
- Banking cash received.
- Forwarding cheques or credit card payments to be processed.
- Approving your Group's expenditure, and,
- Serving as one of the two signatories necessary for Group expenditure

Committee Members

Media Manager

The primary role is to maintain social media, digital media and communication for marketing purposes. This includes (but is not restricted to):

- Maintaining the ALIA appointed website for ALIA WALT.
- Liaising with ALIA representatives on management of website.
- Producing marketing materials both digital and physical.
- Maintaining social media accounts and advertising across platforms.

NOTE: This role may also be shared if one is appointed or by mutual agreement of committee members. This role is optional and may be left vacant if Convenor(s) and Secretary agree to share the duties of the role.

Other members of the committee may be called upon to assist with the tasks of the executive committee, with responsibilities to be agreed upon by all committee members.

Determining Office Holders

ALIA WALT office holders are elected on a basis of nomination. Members may self-nominate for seats, and a vote taken if required at the Annual General Meeting. If there is no challenge to the roles, nor any requirement for the current office holder to step down, office positions roll over as per agreement and this will be stipulated in the minutes.

There will be a yearly call for office bearers, and new committee members, to be held in the first quarter of the year. It is preferred that members remain on the committee for at least 2 years, if possible.

ALIA requires all members of the committee holding an official executive office role as listed above to retain a current personal membership to ALIA.

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:

- ALIA Library Technicians Group
- ALIAWEST
- ALIA Students and New Graduates Group (SNGG)
- State Library of Western Australia (SLWA)
- North Metropolitan TAFE (NMT)
- Western Australian School Library Association (WASLA)
- WA external Library groups
- Other GLAMR groups as required

Responsibilities

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

Frequency of Meetings

The Group will meet at least quarterly in a calendar year, on an agreed upon day from 6pm at the State Library of Western Australia or online through streamed meeting platforms.

The time, date and location of said meetings is subject to change depending on availability of Executive Committee. For an official meeting to take place, at least one of the Executive Committee must be in attendance.

All committee members are welcome to attend, either virtually or in person. Additional meetings may be called to address specific issues/events if required.

Annual General meeting to occur in the month of June as specified.

Changes to the terms of reference

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

Version history

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