



ALIA West Terms of Reference

Purpose

Founded in 2003, ALIA West facilitates activities for all library and information staff across Western Australia. ALIA West encourages interaction between people from all walks of life, libraries, information sectors and across the GLAMR sector.

Focus

ALIAWest co-ordinates and communicates sector issues and organises continuing professional development activities statewide. It promotes the profession and its objectives both to the members and the public through the F A Sharr Award, and through collaborative projects and events with other groups.

ALIAWest co-ordinates a social and networking program across groups in Western Australia, encouraging the flow of ideas and to ensure grassroots recruiting of new members. Activities also include promoting Library and Information Week and publishing BIBLIA blog posts as a communication tool for the profession in Western Australia.

Commitment to sustainability and leadership development

ALIA West 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.

Objectives:

1. Sustainability Advocacy:
 - Raise awareness and understanding of sustainable practices within the LIS sector.
2. Professional Development:
 - Design and implement professional development events tailored to the Western Australian environment. This can be facilitated by holding online events for regional members to attend.
 - Organize workshops, webinars, and events to promote GLAMR engagement and address current challenges and trends both in person and online.
3. Collaboration and Networking:
 - Partnering with relevant organisations across the GLAMR sector and beyond to leverage resources and expertise for mutual benefit.
 - Create networking events to share experiences, insights, and best practices in both social and more formal environments.
4. Communication and Outreach:
 - Implement a comprehensive communications strategy to keep all ALIA West members informed about upcoming events and promotions.

- Utilise various communication channels, including social media, newsletters, and the ALIA West website to engage with members and the broader community.

Membership

The ALIA West Group is open to all. ALIA Members may join at any time, without charge.

Non-ALIA-Members from the Perth and Peel metropolitan area can join ALIAWest for a once off joining fee of \$5.

Non-ALIA-Members from regional areas are welcome to join for no charge.

Please note: The charge for metropolitan people is leveraged as they can attend events in person and online, whereas our non-metropolitan people are restricted to online events.

Committee Structure:

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 Annual Reports to ALIA.
- Ensuring the Annual Calendar is up to date.
- Working on budgets with the Secretary and Treasurer.
- Helping plan events and activities.
- Serving as one of the two signatories necessary for Group expenditure

This role may also be shared with a Co-Convenor 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 Zoom meetings through the ALIA website.
- 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

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

Treasurer (if required)

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

Other members of the committee can hold any of the following positions:

- Social Media Manager.
- Website Co-ordinator
- F A Sharr Co-ordinator (usually held by the previous year's winner)

Determining Office Holders

ALIA West has decided to elect Executive Positions by calling for an Expression of Interest (EOI). If no EOIs are received, then present incumbents are invited to retain the position for the following year. If they are not willing, there will be another round of calls for EOIs.

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.

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 Students and New Graduates WA.
- ALIA WA Library Technicians.
- All ALIA Regional Groups.
- WA external Library groups, e.g., Public Libraries WA (PLWA).
- 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 monthly at 5.45pm on the first Wednesday of each month, virtually or in person. Additional meetings may be called to address specific issues/events if required.

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

Drafted October 2023

Approved December 2023