



## **TropicALIA Terms of Reference**

### **Group statement**

TropicALIA is a group for library staff and students in Townsville and North Queensland (TNQ). Our group represent a wide range of libraries - public, university, school, special and corporate. We aim to promote professional development and social networking for library staff and students in TNQ.

### **Purpose**

The purpose of this Terms of Reference statement is to outline the objectives, structure, membership, and responsibilities of TropicALIA.

### **Objectives**

TropicALIA aims to achieve the following objectives:

1. **Networking and Collaboration:** Facilitate networking opportunities and collaboration among library and information professionals, and the broader records, galleries, archives and museums sectors, in TNQ.
2. **Knowledge Sharing:** Promote the exchange of knowledge, best practices, and innovative ideas within the library and information sector.
3. **Professional Development:** Support ongoing professional development and learning opportunities for library staff and students in TNQ.

### **Structure and Membership**

TropicALIA will consist of the following structure:

1. **Executive Committee:** This consists of a Convenor and a Secretary who must be ALIA personal members or the formal nominee or appointed representative of an Institutional or Corporate Member of ALIA. The Convenor role may also be shared between two people as

Co-Convenors and the same person can serve as Secretary and Co-Convenor. The current Executive Committee members are:

Co-Convenor and Secretary: Warren Cheetham

Co-Convenor: Wren Moore

**2. General Membership:** The Group is open to all individuals interested in libraries and information services in TNQ.

### **Relationships**

The Group will work collaboratively with ALIA National Office and other ALIA Committees and Groups as required, in particular with ALIA Queensland.

### **Responsibilities**

The responsibilities of the TropicALIA Executive Committee is as follows:

1. following the guidance in the Groups Handbook
2. Event Planning: Organise and host events, such as seminars, workshops, and networking sessions, to facilitate knowledge sharing and networking among members.
3. Communication: Maintain regular communication channels (email list and Facebook) to keep members informed about group activities, events, and relevant updates.
4. Professional Development: Offer opportunities for members to enhance their professional skills and knowledge through training and educational initiatives.
5. Collaboration: Collaborate with other ALIA groups, library, records, gallery, archive and museum associations, and relevant organisations to strengthen the library and information sector in the region.

Some of these roles can be delegated to members of the Group but are ultimately the responsibility of the Executive Committee .

### **Frequency of Meetings**

The Group will hold quarterly meetings, with out of session meeting to be held as required when organising events.

### **Review and Amendments**

These Terms of Reference will be reviewed periodically to ensure they align with TropicALIA's objectives and the evolving needs of its members. Amendments to this document can be

proposed and approved by the Executive Committee and submitted to the ALIA  
CEO for approval.

### **Conclusion**

TropicALIA is committed to fostering collaboration, knowledge sharing, and promotion within the library and information sector in the region. This Terms of Reference statement serves as a guiding document to support the group's activities and mission.

### **Version history**

Drafted: November 2023

Co-Convener: Warren Cheetham

Approved: December 2023

ALIA CEO: Cathie Warburton