



ALIA Island Terms of Reference

ALIA Island connects Library and Information Services (LIS) practitioners and supporters across Lutruwita/Tasmania.

Our primary focus is to build connections between library practitioners to create a strong and connected community of school, public, university, TAFE and specialist libraries in Lutruwita/Tasmania.

Both members and non-members of ALIA are welcome to join and participate in social and professional development opportunities and may join the ALIA Island Group (Group) by subscribing to the ALIA Island elist.

Purpose

ALIA Island is an ALIA Regional Group established to serve as a platform for LIS practitioners and supporters in Lutruwita/Tasmania to collaborate, share knowledge, and advocate for the advancement of library and information services.

Objectives

1. Networking and collaboration: facilitate networking opportunities and collaboration among LIS practitioners and supporters, including a minimum of two in-person events per year.
2. Knowledge sharing: promote the exchange of knowledge, best practices, and innovative ideas from the LIS sector.
3. Professional development: support professional development and learning opportunities for emerging, current and retired LIS practitioners.
4. Promotion: promote the importance of libraries and information services in the local community and beyond.

Membership

- Subscribers to the elist are members of ALIA Island and encouraged to attend two virtual meetings a year, and ad hoc meetings to support Executive Committee with special events and projects.
- The Executive Committee must include a Convenor and a Secretary (or a Co-Convenor who can perform the role). A Treasurer will only be appointed if the Group becomes 'Financial' (as per the ALIA Group Handbook). Other office holder roles may be appointed to support the efforts of the Executive Committee.
- An office holder on the Executive Committee must be an ALIA personal member or the formal nominee or the appointed representative, of an Institutional or Corporate Member.

The Executive Committee has the following office holders:

1. Convenor: Libby Levett (until December 2023)
2. Secretary: Shannon McKinley

The Executive Committee will advertise through its elist, social media platforms and in ALIA News to ensure positions on the Executive Committee are filled prior to an incumbent departing. If there is more than one nominee for a role, the Group will decide through a ballot.

Relationships

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

Responsibilities

The Executive Committee is responsible for ensuring the Group follows the guidance in the Groups Handbook.

All Executive Committee documentation is stored on a shared drive which can be accessed by its members. Documents can be shared with the Group as required or on request.

Frequency of Meetings

- The Group meets online a minimum of two times a year. The meetings are opened to everyone. The dates of the meetings are flexible, and may include networking and collaboration, knowledge sharing, professional development, event planning and reporting. Additional meetings may be called by the Executive Committee to address specific issues or event planning.
- The Executive Committee meets monthly, virtually or in person. The dates of the meetings are flexible and additional meetings may be called to address specific issues or event planning.

Changes to the terms of reference

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

Version history

Drafted October, 2023