



ALIA South Australia Terms of Reference

Group statement

ALIA South Australia is an ALIA Regional Group established to cater for all library and information professionals and people working in the GLAM sector in South Australia. It is a forum for members to discuss events, take part in professional development activities and network with colleagues.

Purpose

ALIA South Australia is formed to provide a forum for ALIA members, and other people working in the GLAM sector to attend events, take part in professional development activities, and network.

Background

ALIA South Australia was re-formed in 2015 after a period of inactivity. It has been a vibrant and dynamic Group ever since.

Focus

ALIA South Australia organises a range of networking, social and professional development activities and events throughout the year. This includes:

- site visits to institutions in the GLAM sector in South Australia that are likely to be of significant interest to its members.
- an annual fundraising Quiz Night for the library sector, industry partners and 'library lovers' to attend.
- the [South Australian Library & Information Awards](#) (SALIAs), an annual merit prize launched in 2023, which celebrates and recognises the work of individuals working in any sector of the library and information profession in South Australia. The award aims to promote innovation and excellence within the library and information profession.
- meetings that enable members to share their professional knowledge and experiences with their peers.

Commitment to sustainability and leadership development

ALIA South Australia is committed to leadership development and sustainability of the Group. This is carried out by encouraging ALIA members in South Australia — including new graduates in the library and information services sector — to join the Committee, so that they can bring their knowledge and experience to help shape the focus of the Group with fresh perspectives and new ideas. Committee members are encouraged to step up to the roles of office holders, so as to give them opportunities to develop new skills, including leadership and event management. Regular communication via the Group [eList](#), [Twitter](#) and [Facebook](#)

platforms provide those outside of the Committee with information on happenings, and opportunity to become involved.

Membership

ALIA South Australia 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 South Australia or visiting from another state or territory, are welcome to participate in ALIA South Australia events. Non-members of ALIA may also attend, but may be charged a small fee.

Determining Office Holders

ALIA South Australia encourages ALIA members living in South Australia to join the Committee. Committee members elect Executive Committee office holders from among themselves, through a formal process. When more than one member expresses an interest in an office, a decision will be taken through a ballot among current members of the Committee. If a role cannot be filled, the Committee will advertise through its eList, social media platforms and in ALIA News to ensure it is filled. The Committee aims to keep all office holding roles filled, and will train someone to step into a role, prior to the incumbent departing.

Relationships

ALIA South Australia will work collaboratively with ALIA National Office, other ALIA Committees and Groups and other GLAM sector organisations operating in South Australia as required. The following are of particular relevance:

- The Regional Convenor Network
- ALIA Students and New Graduates Group (and other ALIA Regional Groups/ Special Interest Groups/ Working Groups, as relevant)
- Australian Museums and Galleries Association (AMaGA), South Australia
- Australian Society of Archivists (ASA)
- School Library Association of South Australia (SLASA)
- University of South Australia: Program Director, MIM (LIM) course
- TAFE (SA): Course Co-ordinator, Library & Information Services course
- South Australian Library & Information Network (SALIN; now dormant)

Responsibilities

- 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 South Australia 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.

Frequency of Meetings

The Committee meets monthly, virtually or in person. The dates of the meetings are flexible, depending upon event planning and public holidays. A schedule of monthly meetings is available. 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 Executive Committee in consultation with the broader Committee and submitted to the ALIA CEO for approval.

Version history

Drafted: August 2023

Approved by ALIA CEO: October 2023

The current Executive Committee office holders are:

Co-Convenor: Hayley Hillson (Co-convenor since September 2023)

Co-Convenor: Anand Kochunny (Co-convenor since May 2023)

Secretary: Julia Liebich (Secretary since June 2023)

Treasurer: Robert Sturgul (Treasurer since February 2018)