



Health Libraries Australia Executive

Terms of Reference

Health Libraries Australia (HLA) is the ALIA national health libraries group.

Functions

The HLA Executive is a committee which manages the business of the HLA group in order to represent the interests of HLA members and Australian health librarianship in general.

The HLA Executive acts as the Health Libraries Advisory Committee to the ALIA Board.

Responsibilities

The Executive is responsible for:

- Ensuring the committee works within the overarching ALIA Constitution, aligning HLA operations with the ALIA strategic plan, and complying with ALIA group guidelines, including budget and financial management
- Accountability for expenditure of group administered funds
- Acting as the Health Libraries Advisory Committee to the ALIA Board
- Liaising with the ALIA CEO in regard to Executive activities, projects and matters concerning health librarianship in general
- Strategic planning
- All portfolio operations
- Communicating with HLA members
- Administering HLA sub-committees (e.g. the Publications Editorial Advisory Board, the Anne Harrison Award committee, the HLA/Medical Director Digital Innovation Award committee)

Portfolios

The work of HLA is carried out in 5 broad portfolio areas:

- Professional Development, Education and Training
- Partnerships & Collaborations
- Membership
- Demonstrating Value: Advocacy, Research, Marketing & Awards (ARMA)
- Publishing and Communications

Membership

- The Executive seeks to be representative of the health library and information services sector in all states/territories.
- Membership is by nomination in response to an annual 'call for members'.
- The Executive may invite people with specific areas of expertise to join the committee.
- Membership is reviewed at the annual strategic planning meeting.

- The convenor, secretary and treasurer are appointed from within the Executive's membership by the current Executive.
- Membership is voluntary. Contract positions may be appointed for particular roles.

Terms of Appointment

Members are appointed to the Executive and to particular roles within the Executive for three years. This may vary according to:

- individual personal circumstances
- the annual membership review.

Quorum

Half the current membership constitutes a quorum.

Frequency of Meetings

The Executive meets monthly by teleconference.

There is an annual strategic planning meeting (generally in conjunction with the annual PD Day).

Reporting

Monthly meetings' minutes are submitted to the ALIA Board liaison as Advisory Committee reports.

Attendance at meetings is recorded in the monthly minutes.

Minutes are deposited in the HLA group documents archive.

Key achievements and events are recorded in the quarterly *HLA News*.

An annual group report and projected budget are submitted to ALIA House.

Version history:

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