



# ALIA Board of Directors

Revised November 2018

## Role

The role of an ALIA Director is to help shape the Association's future direction, provide guidance to the executive team, make policy decisions and be responsible for the financial sustainability of the Association. Being a Director provides a unique opportunity to work directly with and for ALIA and ensure our members are supported into the future.

## Membership

The ALIA Board comprises seven voting Directors, elected by the members. Directors serve for a two-year period, with the option to stand for a second term. After a year as Vice-President, the President serves for 12 months.

The Association endeavours to assemble a Board with diverse experience and perspectives by encouraging nominations for election from the Association's broad membership base.

## Skills and attributes

The Association seeks Directors with skills, attributes and experience to support the CEO and lead the Association. These skills include experience in or an understanding of:

- Contemporary corporate governance
- Finance and risk management
- Strategic planning, implementation, and review processes
- Communication and marketing
- Networking and the ability to leverage networks
- LIS industry and issues affecting the LIS sector /Association.

Ideally, the Board would comprise individuals with a mix of skills and experience.

Board Directors need:

- A collaborative mindset
- The ability to take in complex information and deliver opinions and arguments
- A willingness and ability to devote time and energy to the role
- A commitment to the Association's values and principles.



## Duties and Responsibilities

ALIA is governed by its Board of Directors according to the Corporations Law, and the Constitution and By-laws of the Association. Directors are required to comply with the Code of conduct for members of the ALIA Board of Directors.

## Directors

Directors are responsible for the control, management and conduct of the Association. In doing so they must act honestly and in the best interests of the Association. They must ensure that ALIA keeps proper financial records.

The Board of Directors:

- Determine, progress, promote and evaluate the strategic directions, programs and services of the Association.
- Support the Chief Executive Officer by ensuring effective organisational planning.
- Monitor the management of resources.
- Contribute to the annual performance appraisal of the Chief Executive Officer.
- Represent the Association at a variety of forums.

## President

The role of the President is to lead the Association as the chief elected officer. In addition to the responsibility assumed by all Directors, the President:

- Provides leadership to the Board, ALIA members and the profession.
- Chairs the Board and general meetings of the Association.
- Oversees adherence to the constitution and by-laws and ensuring the integrity of the Board process.
- Liaises with the Chief Executive Officer, providing broad policy guidance in order to achieve the objectives of the Association. As part of this process, holds regular meetings with the Chief Executive Officer and Vice-President.
- Communicates with ALIA members including attendance at events and via ALIA publications.
- Initiates the annual performance review for the Chief Executive Officer, in consultation with the Vice-President
- Reviews the financial reports of the Association and advises the Board of any necessary actions.
- Serves on any nominating Committee that might be established to identify candidates for Board positions.



## Vice-President (President elect)

The Vice-President is elected by ALIA members for a term of one year after which they assume the role of the President for a further year. In addition to the responsibilities assumed by all Directors, the Vice-President:

- Chairs Board meetings in the absence of the President.
- Liaises with the Chief Executive Officer, providing broad policy guidance in order to achieve the objectives of the Association. As part of this process, holds regular meetings with the President and Chief Executive Officer.
- Assists the President with the annual performance review for the Chief Executive Officer.
- Establishes any nominating committee that might be necessary to identify candidates for Board positions.

## Meetings

The Board meets approximately four times a year either in Canberra at ALIA House, or at other locations to coincide with significant ALIA events and occasional meetings via telephone or internet. Board members are also invited to attend special events in their own state or territory and to chair meetings, liaise with ALIA groups and committees, and actively seek opportunities to talk with and learn from colleagues across all sectors. All reasonable travel and accommodation expenses are paid by the Association.