



## **ALIA Queensland Group Terms of Reference**

### **Group statement**

ALIA Queensland is a cross-sectoral, state-based group seeking to provide opportunities for ALIA members to participate in networking and professional development activities. The group aims to be representative of ALIA members in Queensland. ALIA Queensland hosts a range of events and activities. Members and non-members all welcome.

### **Purpose**

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

### **Background**

ALIA Queensland was formed in 2010? It has been an active and engaged Group ever since.

### **Focus**

ALIA Queensland organises a range of networking, social and professional development activities and events throughout the year. These include:

- online presentations on topics that are likely to be of interest to library professionals, in Queensland and more broadly
- an annual fundraising Trivia Night for the library sector, industry partners and 'library lovers' to attend.
- the [Queensland Library Achiever of the Year Award](#), an annual merit prize launched in 1995, which celebrates and recognises the work of an exceptional individual working in the library and information profession in Queensland.
- the annual Mini-Conference. A full day conference program, designed to be a low-barrier opportunity for GLAM professionals to present.

### **Commitment to sustainability and leadership development**

ALIA Queensland is committed to leadership development and sustainability of the Group. This is carried out by encouraging ALIA members in Queensland — 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 social media platforms will provide those outside of the Committee with information on happenings, and opportunities to become involved. Channels include, the Group, X ([Twitter](#)) [Facebook](#)

## **Membership**

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

## **Determining Office Holders**

ALIA Queensland encourages ALIA members living in Queensland 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. The Committee aims to keep all office holding roles filled, and aspires to train members to step into a role, prior to the incumbent departing.

## **Relationships**

ALIA Queensland will work collaboratively with ALIA National Office, other ALIA Committees and Groups and other GLAM sector organisations operating in Queensland 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)
- The ALIA Gold Coast Library Network
- TropicALIA
- Queensland School Library Association (QSLA)
- The Queensland Public Libraries Association (QPLA)
  
- TAFE (Qld): Course Co-ordinator, Library & Information Services course
- Australian Society of Archivists: Queensland Branch

## **Responsibilities**

- The Group will fulfill 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 in Queensland have opportunities for engagement by conducting a range of networking, social and professional development activities, and events throughout the year.
- The Group Convenor will attend quarterly Regional Convenor Network meetings.
- 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.
- The Group will follow the budgeting, reporting and financial process as outlined in the Groups Handbook.

### **Frequency of Meetings**

The Committee meets virtually, on a monthly basis. 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**

These Terms of Reference will be reviewed periodically to ensure they align with the Group's objectives and the evolving needs of its members. Amendments to this document can be proposed and approved by Group members through consensus and submitted to the ALIA CEO for approval.

### **Version history**

Drafted: November 2023

Approved by ALIA CEO:

The current Executive Committee office holders are:

**Convenor:** Tony Courtenay (Convenor since December 2020)

**Secretary:** Ashleigh Lowery (Secretary since November 2023)

**Treasurer:** Phyllis Goodridge (Treasurer since February 2022)

**Social Media Coordinator:** Phoebe Radford (since January 2020)