



ALIACT

ALIACT Terms of Reference

1. Purpose

ALIACT is an ALIA Regional Group established to facilitate communication, networking, and professional development activities among ALIA members in the Canberra Region and the broader GLAMR sector.

2. Background

ALIA's professional group within the ACT has gone through several transformations over the past decades. Within the ACT, ALIA's member representation was through the ALIA ACT Branch. On 1 July 2001¹, several ACT-based groups were authorised by the ALIA Board, with ACTIVE ALIA replacing ALIA ACT Branch for the ACT and the local region (including Cooma and Far South Coast NSW). ACTIVE ALIA continued operation until 2021. ALIACT is the successor to ACTIVE ALIA.

3. Focus

ALIACT will focus on coordinating events, networking opportunities, and CPD activities. Additional activities may be planned by the ALIACT Core Committee based on feedback from ALIACT group members.

4. Commitment to sustainability and leadership development

ALIACT is committed to leadership development and sustainability of the group. The ALIACT Core Committee members shall work together to ensure the ongoing running of the ALIACT group.

All documentation for the ALIACT group will be stored in a Microsoft 365 group as part of ALIA's tenancy. Significant documents (such as reports and guidelines) will

¹

<https://webarchive.nla.gov.au/awa/20090925075923/http://www.alia.org.au/groups/active/proactive/214/convenor.html>



be made available through the ALIA digital repository and (where required by legal deposit requirements) deposited through the [National edeposit \(NED\)](#) system.

5. Membership of ALIACT

ALIACT Group is open to all. ALIA Members may join at any time, without charge. Non-ALIA Members can join ALIACT without charge but cannot hold an office in the ALIACT Core Committee.

6. Fees for ALIACT events

When the Core Committee determines an ALIACT event has a fee for attending, non-ALIA Members will be charged an additional 30% registration fee to what ALIA Members are charged. If ALIA Members are not charged a fee for an event the Core Committee may determine that non-ALIA Members are charged a fee for attending the same event.

7. ALIACT Core Committee

The ALIACT Core Committee ('Core Committee') shall act as the executive/organising committee of ALIACT.

The Core Committee has the following offices and the corresponding holders:

- Co-convenor: Brad Chugg AALIA (DCP)
- Co-convenor: Gordon Douglas AALIA
- Secretary: Candice Cappe AALIA
- Treasurer: *Vacant*
- Committee Member: Aaron Partridge

If the ALIACT Group operates as a financial group, then a Treasurer shall also be appointed.

Office holders must be an ALIA personal member or the formal nominee of the appointed representative of an Institutional or Corporate Member.

Appointments to the Core Committee will be for 2 years.

8. ALIACT Working Groups

The ALIACT Core Committee may establish, manage and wind-up working groups to support in a particular activity (such as major event planning). Such working groups will be managed through a Terms of Reference as approved by the Core Committee.

A member of the Core Committee will lead the working group.



9. Determining Office Holders

Office holders on the Core Committee will be determined through an Expression of Interest (EOI) from the ALIACT member base. Where more than one EOI is received for a position, then it shall go to a vote.

Where possible, the Co-Convenor positions will go through an EOI process on alternate years.

10. Casual vacancies in the ALIACT Core Committee

In the event of a casual vacancy in the ALIACT Core Committee, then the remaining members of the Core Committee shall appoint another ALIACT member to the casual vacancy.

If the Core Committee cannot fill the casual vacancy, then the ALIA Regional Engagement Manager will be engaged to support filling the vacancy.

11. Relationships

The Group will work collaboratively with ALIA National Office and other ALIA Committees and Groups as required. The following Groups or Committees are of relevance:

- ALIA Regional Convenor Network
- National Library of Australia
- Libraries ACT
- Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS)
- ALIA Students and New Graduates Special Interest Group
- ALIA Schools Special Interest Group
- Australian Coalition for School Libraries
- Australian Society of Archivists – ACT Branch
- Australian Museum and Galleries Association – ACT Branch

12. Responsibilities

The Core Committee is responsible for:

- following the guidance in the [Groups Handbook](#) and the requirements in the [ALIA By-laws](#).
- ensuring the [ALIACT group page](#) on the ALIA website is up to date.
- ensuring that any additional web presence for ALIACT (such as social media and websites) are current and, when no longer used, archived and closed.
- having Group convenors attending the quarterly Regional Convenor Network meetings.
- submitting an activity forecast at the beginning of the calendar year and advise the Regional Engagement Manager of event dates and details as soon as it is known.
- submitting event recaps and an activity report each year.
- undertaking an annual review of the Terms of Reference.



13. Frequency of Meetings

The ALIACT Group will meet at least twice a year, normally coinciding with networking events planned by the Core Committee.

The Core Committee shall meet at least monthly, either face-to-face or virtually. The Core Committee may also meet as required (such as to support event planning).

14. Winding up ALIACT

If agreed to by at least 75% of ALIACT group members, the Co-Convenors may apply to the ALIA CEO to dissolve the ALIACT group in line with [ALIA's By-Laws](#).

15. Changes to the Terms of Reference

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



16. Version history

Date	Action
February 2024	ALIACT Terms of Reference drafted
12 April 2024	<p>ALIACT Terms of Reference accepted by ALIACT group members with amendments to Section 11 for including the following listed groups/institutions:</p> <ul style="list-style-type: none">• Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS)• ALIA Students and New Graduates Special Interest Group• ALIA Schools Special Interest Group• Australian Coalition for School Libraries <p>Note: RIMPA was also approved conditionally if they had an ACT-based group. Reviewing their Member Groups page, they do not have an ACT-based Community of Practice² and, as such, have not been added to the list.</p>
14 May 2024	ALIACT Terms of Reference approved by ALIA CEO

²

<https://web.archive.org/web/20240412231953/https://www.rimpa.com.au/membership/member-groups.html>