



Australian Library and  
Information Association



## **ALIES Terms of Reference**

Australasian Libraries in Emergency Services (ALIES) is the ALIA Special Interest Group for emergency services libraries in Australasia including: Fire service, Justice, Police, Corrections, Environmental Sciences.

### **Functions**

The ALIES Executive is a committee that manages the business of the ALIES group, representing the interests of ALIES members and Australasian emergency services librarianship in general.

### **Responsibilities**

The Executive is responsible for:

- Ensuring the committee works within the overarching ALIA Constitution, aligning ALIES operations with the ALIA strategic plan, and complying with ALIA Groups Handbook, including budget and financial management
- Accountability for expenditure of group administered funds
- Liaising with the ALIA Regional Engagement Manager regarding ALIES activities, projects and matters concerning emergency services librarianship in general
- Strategic planning
- All portfolio operations
- Communicating with ALIES members
- Administering any ALIES sub-committees (if and when they are established for specific purposes)

### **Membership**

- The Executive seeks to be representative of the emergency services library and information services sector across Australasia.
- 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. They must be an ALIA personal member or the formal nominee of the appointed representative of an Institutional or Corporate member.

### **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 bi-monthly by video conference.

There is an annual strategic planning meeting

### **Reporting**

Meeting minutes are submitted to the Regional Engagement Manager

Attendance at meetings is recorded in the minutes.

Minutes are deposited in the ALIES group documents archive.

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

### **Version history:**

Drafted April 2024

Endorsed by ALIES Executive May 2024

Reviewed and Approved by ALIA CEO July 2024