



ALLA Structure

This document outlines the proposed structure for governance of the Australian Law Librarians' Association Ltd (ALLA Ltd). This document should be viewed in conjunction with the organisational structure.

The Australian Law Librarians' Association (ALLA) has divisions in the Australian Capital Territory, New South Wales, Northern Territory, South Australia, Victoria, Western Australia and members in Queensland and Tasmania.

Through a company structure of eight directors and six sub-committees, plus ad-hoc sub-committees and focus groups as required, the ALLA aims to:

1. promote and provide a national focus for law librarianship;
2. support the interests of law libraries, collections and legal information services to legal and public communities; and
3. provide a wide range of services and opportunities to our members.

The ALLA relies on the support and participation of its members and the ALLA board wishes to provide members with as many opportunities as possible to be involved and engaged with their professional organisation.

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1. The Board

The board consists of eight directors with the following responsibilities, which are in addition to the duties and responsibilities set out in the ALLA Ltd Constitution and other ALLA documents:

President

- Responsible for facilitating communications with all divisional presidents
- Responsible for communications with association management company /external administrative support
- Responsible for advocacy, including liaison and joint projects with various Associations nationally and internationally
- Direct report for Australian Law Librarian journal editor

Vice President

- Organisation of scholarship panels; chair when no conflict exists

Immediate Past President

- Governance issues and maintenance of policies and procedures
- Induction of new directors

Treasurer

- Responsible for ALLA Ltd financial reporting, and liaison with professionals engaged for financial services
- Report to the board the activities of the Conference Planning Committee at each board meeting
- Treasurer of the Conference Planning Committee

Secretary

- Communications with members ; creation and updating of communications strategy

Director

- Chair of the Web Communications and Strategy Committee
- Communications with members; creation and updating of communications strategy

Director

- Chair of the Vendor Relations Committee

Director

- Chair of the Continuing Professional Development (CPD) Committee
- Liaison with the Australian Law Librarian (journal) editorial Committee

At times, responsibilities may be shared or distributed differently, to enable the board flexibility to approach projects and committee commitments in the way most beneficial to the ALLA.

2. Committees

The intention of the board is that the sub-committees will operate with a high degree of autonomy, with basic guidelines provided. Each year the committee's directors will call for expressions of interest for members who would like to be involved in any of the committees, and at other times as required. Other opportunities to become involved in projects and short-term committees will be offered to members and advertised through the various communications channels. At all times, members are encouraged to be actively involved and engaged with the committees and their projects and initiatives.

Conference Planning Committee

This committee is responsible for the annual ALLA Conference.

The ideal structure for this committee is six to eight ALLA members comprising:

- Current year's conference convenor (local to conference location)
- Following years conference convenor (local to conference location)
- One member of the previous year's conference committee
- ALLA Ltd Treasurer
- Two members local to the current conference location
- One to two members nationally

As planning for two conferences will overlap there is a need for representatives from the previous, current and future conferences to sit on this committee simultaneously.

This committee will meet once per month by teleconference. The frequency may increase in the month prior to the conference in September each year. All committee members are expected to attend these teleconferences and actively participate in the committee.

The committee will have a high degree of autonomy to make decisions in the best interest of the ALLA in regards to the annual conference event. The ALLA Treasurer will report at the monthly board meeting on the conference. Approval for expenditure must also be sought from the board via the ALLA Treasurer.

Web Communications and Strategy Committee

This committee is responsible for the design and delivery of online content through the ALLA website and social media platforms, including but not limited to Twitter, FaceBook and LinkedIn. The committee is also responsible, in conjunction with a professional web designer, for the ALLA website.

The ideal structure for this committee is six to eight ALLA members comprising:

- ALLA director (committee chair)
- Five to seven members nationally

This committee will meet by teleconference. All committee members are expected to attend these teleconferences and actively participate in the committee. The committee is to ensure that it has the mix of skills and knowledge required to create, maintain and develop an excellent online presence and community for ALLA members.

The committee will have a high degree of autonomy to make decisions in the best interest of the ALLA. The ALLA director will report back to the board each month at the board meeting. Approval for expenditure must also be sought from the board via the ALLA director.

Vendor Relations Committee

This committee is responsible for building and maintaining close partnerships with the various publishers and vendors. The committee will proactively address issues and concerns regarding publishers and products on behalf of members, whilst ensuring members play an active role in product design and development.

The ideal structure for this committee is six to eight ALLA members comprising:

- ALLA director (committee chair)
- Five to seven members nationally – at least one representative from each state and territory is encouraged

This committee will meet by teleconference at the time and interval that the committee members feel is convenient. The committee should look at national and state based product and vendor concerns.

The committee will have a high degree of autonomy to make decisions in the best interest of the ALLA. The ALLA director will report back to the board each month at the board meeting. Approval for expenditure must also be sought from the board via the ALLA director. Publisher trials should be organised in conjunction with the Vendor Relations Committee and the Web Communications Committee.

CPD Committee

This committee is responsible for providing and facilitating learning and professional development opportunities to members. The committee will proactively engage with members to provide learning and development opportunities that meet the current and future needs of members across a variety of roles in a variety of sectors.

The ideal structure for this committee is six to eight ALLA members comprising:

- ALLA director (committee chair)
- Four to six members nationally

This committee will meet by teleconference at the time and interval that the committee members feel is convenient.

The committee will have a high degree of autonomy to make decisions in the best interest of the ALLA. The ALLA director will report back to the board each month at the board meeting. Approval for expenditure must also be sought from the board via the ALLA director.

Scholarship's Selection Panels

Throughout the year, ALLA offers a number of scholarships, awards and bursaries. The ALLA Vice President will be responsible for coordinating a panel each time an award is to be offered. Each selection panel is required to have a pre-determined number of ordinary members and directors sit. As these are different for each award, a conflict check for each set of applicants must occur prior to a

panel being appointed, members interested in sitting on a selection panel should contact the ALLA Vice President to express their interest in involvement. A list of interested ordinary members will be maintained by the Vice President and these panel members will be called upon on an ad hoc basis.

A report must be submitted to the board for each ALLA award. Final responsibility for its submission rests with the Vice President, however panel members should be involved in and approve the award report.

Australian Law Librarian (journal) Editorial Committee

The best structure and needs of this committee are still in the planning stage with the journal editor. A call will be sent out for members who wish to form part of the editorial committee once these details are finalised.

ALLA Committee Member - Expressions of Interest

Name:

Email Address:

Telephone Number:

Committee Interested in Joining (please tick):

- Web Communications Committee**
- Vendor Relations Committee**
- CPD Committee**
- Scholarship's Selection Panels** – to enter a pool of potential panellists to form a committee, subject to conflict checking of applicants

Expression of Interest Statement (Limit 300 words)

Please include here your reasons for wanting to join the Committee and what you would like to see the Committee achieve. You may also wish to include details of relevant past experience, however please note that past experience is not a requirement – enthusiasm and commitment are the best assets for any Committee member.