

|  |  |  |
| --- | --- | --- |
| Role  | Responsibilities  | Benefits |
| President  | * Chair the Committee and monthly meetings
* Co-ordinate and drive new initiatives for the Association
* Liaise with representatives from other ALLA divisions and relevant library associations
* Represent the Association
* Liaise with the National Board
 | * Leadership experience
* Gain skills in facilitating meetings
* Attend bi-monthly divisional presidents meetings
* Strategic planning in conjunction with the ALLA (NSW) committee
* Make new contacts in the law library profession
 |
| Vice President  | * Support the President in carrying out his/her duties
* Represent the Association on behalf of the President, as required
* Vice President will be successive to the President's role
* Support decision making of committee
* Carries out special projects at the behest of the committee such as recording and broadcasting ALLA events.
 | * Leadership experience
* Gain skills in facilitating meetings
* Strategic planning in conjunction with the ALLA (NSW) committee
* Make new contacts in the law library profession
 |
| Secretary  | * Liaise with the President to distribute the agenda
* Ensure the Rules of Association are complied with
* Take minutes at members meetings (where applicable) and at the NSW Executive Committee meetings
* Take minutes at the AGM
* Keep in his/her custody or control, all records, books and other documents relating to the association (This is the duty of the Public Officer. See Rule 39 of the ALLA Rules)
 | * Gain skills and experience in preparing agendas and writing minutes
* Gain and improve record keeping skills
* Gain organisational and secretarial skills
* Make new contacts in the law library profession
 |
| Treasurer  | * Maintain financial records of ALLA (NSW) activities
* Report to the NSW Executive Committee at monthly meetings
* Report to ALLA (NSW) members at the AGM
* Create and pay invoices as required by the ALLA (NSW)
 | * Gain experience with managing financial information and budgets
* Gain experience dealing with auditors (ALLA uses professional auditors)
* Gain experience creating invoices
* Make new contacts in the law library profession
* Gain experience maintaining electronic financial records
 |

**Ordinary members**

When nominating for an ordinary member, there is no need to identify which sub-role is of interest. At the first committee meeting after the AGM these roles will be discussed.

|  |  |  |
| --- | --- | --- |
| Social Media and Website Coordinator  | * Update the NSW section of the ALLA website with new Committee details and new CPD or social events and the member newsletter
* Update the NSW Executive Committee website with archived meeting minutes and other relevant historical documents including newsletters
* Responsible for assigning new members to listserv
* Manage non-member elist requests
* Unsubscribe members from the elist
* Monitor content on ALLA (NSW)'s social media platforms
 | * Gain experience updating websites using content management software (currently Joomla)
* Contribute to the Associations traditional communication and social media platforms
* Gain experience managing listservs
* Make new contacts in the law library profession
* Gain experience in managing social media platforms in a professional context
 |
| Events Coordinator  | * Liaise with the CPD Coordinator for any CPD events
* Organise locations and lunch for monthly members meetings
* Organise the annual Christmas Party
* Organise social events planned by the Committee from time to time (general February and July for the welcome to the New Year and End of Financial Year celebrations)
 | * Gain experience with event management
* Organise social events such as our Christmas Party
* Make new contacts in the law library profession
 |
| Continuing Professional Development Coordinator  | * Proactively assess and address the continuing education needs of ALLA members
* Alert members to relevant CPD opportunities (from both ALLA and relevant external organisations)
* Coordinate new CPD events, including guest speakers and/or consultants
* Coordinate the annual ALLA Legal Research Workshops (organised at the discretion of the Committee)
 | * Contribute to the professional development of Australian law librarians
* Gain experience coordinating professional developments
* Liaises with potential sponsors
* Make new contacts in the law library profession
 |