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| 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.

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| 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 |