

**ALLA Limited: Role Descriptions**

Recipients: ALLA Board

Reviewed: Karen Rowe-Nurse and the 2018 Board

Last reviewed: 05-09-2019

This document outlines the roles, duties and responsibilities of the ALLA Limited Board. The standard term of a member of the Board is 2 years with the option to renew after that time.

**President**

The President has the role of leadership and advocacy both within ALLA and with external bodies.

The responsibilities of the President include:

* Chairing meetings of the Board of ALLA Limited
* Oversees the smooth running of all board activities, oversees the financial management of ALLA Limited
* Chairing Divisional Presidents Meeting
* Engaging with the Divisional Committees through the Divisional Presidents to ensure strong relationships between ALLA Limited and the Divisions
* Membership of the bi-annual ALLA Conference Committee
* Preparing written reports for the board and membership as necessary
* Preparing Presidents column for Australian Law Librarian Journal

The President also actively participates in the life of the Australian Law Librarian's Association, attends events and networks with ALLA membership as often as possible.

**Vice President**

The key roles of the Vice President centre on supporting the President in fulfilling their duties. This duty serves the additional purpose of enabling them to learn from them in preparation for their term. The Vice President has a three year term, serving as Vice President, President and past President.

The key roles and responsibilities of the Vice President are:

* Managing the Awards and Fellowships/Scholarships of the Association.
* Liaising with the Divisional Presidents the Vice President also attends the monthly meetings of the Divisional Presidents, preparing the agenda and minutes for these meetings
* Sharing the activities of the Divisions to the association through the divisional update in the ALLA newsletter column written by the Vice President.
* The Vice President also provides ad hoc support to the Board through duties such as setting up EventBrite invitations for events, liaising with presenters of events and assisting Divisional Presidents.

The ALLA Awards and Fellowships are:

* ALLA Fellowships ,
* Gem of the Year Award, Law Librarian of the Year Award, Life Member and Legal Information Centre of the Year Award
* Certificates of Appreciation.

Duties for the Fellowships & Awards include updating the online form and application templates, convening a Selection Committee to judge the applicants, creating a marking criteria/metric for use by the Selection Committee, liaising with the successful and unsuccessful applicants and contacting the relevant conference committee.

**Past President**

The role of the Past President is to work with all members of the Board to ensure the maintenance of policies and procedures. As an experienced member of the Board, the Past President is also responsible for the induction of new directors.

**Secretary**

The Secretary has the role of supporting the administration of the ALLA Board.

The responsibilities of the Secretary include:

* Creating agendas for ALLA Limited Board meetings and general meetings where called
* Recording of minutes and correspondence for ALLA Limited Board Meetings in a timely manner
* Preparing written reports for the board and membership as necessary
* Preparing documentation for the ALLA Limited Annual General Meeting
* Complying with any statutory requirements for the operation of the ALLA Limited under the Australian Charities and Not-for-Profits Commission (ACNC)
* Liaising with members of the Board where necessary to ensure the smooth running of the Association

The Secretary also actively participates in the life of the Australian Law Librarian's Association, attends events and networks with ALLA membership as often as possible.

**Treasurer**

Responsible for ALLA Ltd financial reporting, and liaison with professionals engaged for financial services.

The role of the Treasurer includes:

* Assisting the Board to ensure the Association’s compliance with all financial and governance requirements.
* Overseeing the disbursement of funds to the divisions and the expenses incurred by the Association.
* Overseeing the management of the Association’s Bookkeeper
* Preparing the financial reports for the Annual General Meeting

The Treasurer also actively participates in the life of the Australian Law Librarian's Association, attends events and networks with ALLA membership as often as possible.

**Website Coordinator & Director**

The Website Coordinator also is responsible for the design and delivery of online content through the ALLA website and a range of social media platforms, including but not limited to Twitter, Mailchimp and the ALLA Newsletter (powered by Wordpress).

Responsible for the ALLA website the role of the Website Coordinator includes:

* Ensuring the consistent use and design of content across all platforms
* Training and providing support to Divisional Web Coordinators/Committee members on how to post, update and maintain Divisional content
* Ensuring all Board and association documents are appropriately stored on the website

The Website Coordinator undertakes these roles with the assistance of the Website Committee, which the Coordinator convenes.

The Website Coordinator also actively participates in the life of the Australian Law Librarian's Association, attends events and networks with ALLA membership as often as possible.

**CPD Coordinator & Director**

The CPD Coordinator manages the national CPD calendar.

Duties include:

* Working with members, non-members and vendors the CPD Coordinator organizes events to be held via teleconference and online.
* Liaising with the Divisional Committees regarding National and Divisional CPD opportunities.

The CPD Coordinator also actively participates in the life of the Australian Law Librarian's Association, attends events and networks with ALLA membership as often as possible.

**Vendor Relations & Director**

The purpose of Vendor Relations is to facilitate and foster positive, constructive and open communication between publishers of legal information and members of ALLA.

The Vendor Relations person will

* Act on behalf of ALLA members who express various concerns with regards to publishing and pricing activities of legal publishers through facilitating dialogue with both the member/s and the legal publisher/s in order to reach a satisfactory resolution to the concerns raised
* Work to ensure equitable and fair access to legal information through enabling a two way communication between ALLA members and providers of legal information thereby forging a closer and more cooperative relationship between both members and publishers.

A code of practice for legal publishers doing business with librarians and other consumers of legal information may be viewed here: <http://alla.asn.au/membership/resources/vendor-relations/statement-preferred-practice/>

The Vendor relation Coordinator also actively participates in the life of the Australian Law Librarian's Association, attends events and networks with ALLA membership as often as possible.

**Journal Editor** (ex officio position)

The Journal Editor coordinates and edits the Australian Law Librarian. Currently in its 26th volume, four issues of the journal are issued per annum. The editor receives an honorarium of $1,250 per issue.

The Editor manages the process from developing the theme of the issue, to seeking contributions, editing contributions, approving the proof of the journal and liaising with the Journal’s business manager and Thomson Reuters for printing and delivery of the journal to subscribers. In coordinating the journal, the Editor liaises with a number of regular contributors to the journal.

The ALL Editor also actively participates in the life of the Australian Law Librarian's Association, attends events and networks with ALLA membership as often as possible.

**Membership Coordinator** (ex officio position)

Generates and oversees the membership process for the ALLA, consistent with the policy set by the ALLA Board to meet the needs and interests of ALLA members. This position is an ex-officio member of the Board.

Term of Appointment: Three years, appointment renewable.

Remuneration: Annual honorarium of $3000

Duties and Responsibilities:

* Overall responsibility for the organisation and management of the annual membership renewal process on behalf of the ALLA
* Keep and update the database of ALLA member
* Reports to the ALLA Board each month in person or by written report
* Provide monthly reports to the Divisions with updated membership details (liaising with the Treasurer as to timing and disbursements).
* Liaise with the Divisional presidents or their nominated representative as to membership queries/actions
* Manage the membership email account
* Send a monthly list of new members to the Board for approval one week prior to the board meeting
* Manages the renewal process, acknowledging and reconciling receipt of monies, liaising with the Treasurer where needed
* Responds to queries from individuals interested in obtaining membership of the ALLA

The membership Coordinator also actively participates in the life of the Australian Law Librarian's Association, attends events and networks with ALLA membership as often as possible.

**ALLA Bookkeeper (**ex-officio position)

Term of Appointment: 3 years

Remuneration: Honorarium of $2000 per year

 Duties include assisting the Treasurer carry out the financial responsibilities of the Association by:

* Payment of invoices and costs incurred by the Board
* Reconciling bank statements
* Other duties as required to

The ALLA Bookkeeper also actively participates in the life of the Australian Law Librarian's Association, attends events and networks with ALLA membership as often as possible.