



# ALIA Board of Directors

Revised October 2020

## Role

The role of an ALIA Director is to help shape the Association's future direction and to ensure the long-term sustainability of ALIA through enhanced Member value and engagement; support for a resilient and diverse workforce; future proofing LIS education and the LIS profession; effective advocacy; development of alliances and collaborative ventures; and strong governance and fiscal responsibility.

Being a Director provides a unique opportunity to make a significant contribution to the library and information sector and ensure that your professional association is one that you will continue to be proud of.

## Membership

The seven-member Board comprises:

- President
- Institutional Director – elected by Institutional Members
- General Directors – five positions

Directors serve for a two-year period, with the option to stand for a second term.

One Director other than the President is appointed each year by the Board from the current Board membership to serve as the Vice-President.

The Association endeavours to assemble a Board with diverse experience and perspectives by encouraging nominations for election from the Association's broad membership base.

## Skills and attributes

The Association seeks Directors with skills, attributes and experience to support the CEO and lead the Association. These skills include experience in or an understanding of:

- Contemporary corporate governance
- Finance and risk management
- Strategic planning, implementation, and review processes
- Communication and marketing
- Networking and the ability to leverage networks
- LIS industry and issues affecting the LIS sector /Association.

Ideally, the Board would comprise individuals with a mix of skills and experience.



Board Directors need:

- A collaborative mindset
- The ability to take in complex information and deliver opinions and arguments
- A willingness and ability to devote time and energy to the role
- An analytical and inquiring approach
- A commitment to the Association's values and principles.

## Duties and Responsibilities

ALIA is governed by its Board of Directors according to the Corporations Law, and the Constitution and By-laws of the Association. Directors are required to comply with the Code of Conduct for members of the ALIA Board of Directors.

### Directors

Directors are responsible for the governance, strategic direction and conduct of the Association. In doing so they must act honestly and in the best interests of the Association. They must ensure that ALIA keeps proper financial records.


The Board of Directors:

- Determines, progresses, promotes and evaluates the strategic directions, programs and services of the Association.
- Supports the Chief Executive Officer by ensuring effective organisational planning and reporting.
- Monitors the management and attribution of resources.
- Contributes to the annual performance appraisal of the Chief Executive Officer.
- Votes at meetings and by evote on matters that are brought to the attention of the Board, for example the awarding of honours or recommendations to accredit LIS educational courses.
- Represents the Association at a variety of forums.

### President

The role of the President is to lead the Association as the chief elected officer. In addition to the responsibility assumed by all Directors, the President:

- Provides leadership to the Board, ALIA Members and the profession.
- Chairs the Board and general meetings of the Association.
- Oversees adherence to the constitution and by-laws and ensures the integrity of the Board process.
- Liaises with the Chief Executive Officer, providing broad policy guidance to achieve the objectives of the Association.
- Communicates with ALIA Members including attendance at events and via ALIA publications.
- Initiates the annual performance review for the Chief Executive Officer, in consultation with the Vice-President.

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- Reviews the financial reports of the Association and advises the Board of any necessary actions.
  - Serves on any nominating Committee that might be established to identify candidates for Board positions.

### Vice-President

At the commencement of each new Board one Director other than the President is appointed by the Board from the current Board membership to serve as the Vice-President for one year.

In addition to the responsibilities assumed by all Directors, the Vice-President:

- Chairs Board meetings in the absence of the President.
- Liaises with the Chief Executive Officer, providing broad policy guidance to achieve the objectives of the Association.
- Assists the President with the annual performance review for the Chief Executive Officer.
- Establishes any nominating committee that might be necessary to identify candidates for Board positions.

### Meetings

The Board meets approximately four times a year either in Canberra at ALIA House, or at other locations to coincide with significant ALIA events, with occasional meetings held via telephone or teleconference. In 2021 we anticipate that two of the standard Board meetings will be held in Canberra and two via teleconference. This will be influenced by the most recent COVID-19 guidelines.

Board members are also invited to attend special events in their own state or territory, or as special guest in other locations, and to chair meetings, liaise with ALIA groups and committees, and actively seek opportunities to talk with and learn from colleagues across all sectors. All reasonable travel and accommodation expenses are paid by the Association.

### Support for Directors

New Directors are provided with a governance induction by an independent expert. They are also given a detailed induction into the business of the Association.

Background reading, including issues papers and past Board papers, are provided through a locked section of the ALIA website and new Board papers are made available five days in advance of Board meetings.

ALIA's Board Liaison is employed to support the Directors with advice and practical guidance, present meeting agendas, create and assemble Board papers, carry out evotes, take minutes and produce take home messages to inform the membership about Board decisions.