

## **2.00 Operation of LIANZA Council**

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## 1.0 Purpose

To ensure that the policies and processes underpinning the operation of the LIANZA Council allow for effective, and transparent Governance of the organisation.

## 2.0 Scope

This policy applies to all LIANZA staff, the LIANZA Special Interest and Regional Groups and LIANZA Council

## 3.0 Definitions

ED	Executive Director of LIANZA
Conflict of Interest	A conflict of interest occurs where a personal interest is connected with public or professional duties and there is the possibility that the personal interest may influence the exercise of professional or public responsibilities
Executive Committee	Formed by the President, Immediate Past President, President Elect, and Treasurer. Acts as an advisory body to the Executive Director and delegated with responsibility for Personnel decisions for LIANZA.
Institution	Synonymous with Organisation as used in the Rues of the Association which deal with membership
LIANZA	Library and Information Association of New Zealand Aotearoa
SIG	Special Interest Group
SIG's and Regions	LIANZA Special Interest and Regional Groups
Standing Committee	A Working Group created as an ongoing entity, to manage an issue or matter likely to be of continuing importance to LIANZA. For example Copyright or Rules
Working Group	A group of LIANZA members (with external members if appropriate) set up to complete a specific task or project for LIANZA
Urgent decision	Decision that must be made on the same business day

## 4.0 Related policies and procedures

- Operation of LIANZA office
- Financial guidelines for SIG and Regions
- Financial guidelines for LIANZA office

## 5.0 References

- LIANZA Code of Practice Part Four – updated in May 2013

## 6.0 Exceptions

There are no exceptions to this policy.

## 7.0 Responsibilities

It is the responsibility of each Council member to ensure that they are familiar with, and personally adhere to this policy.

It is the responsibility of the Council President and the Executive Director to ensure that the Council operates in the manner proscribed by this policy. In addition, the Executive Director is responsible for ensuring that each new member of Council receives a thorough induction into the organisation and the way that Council operates.

The Council as a whole is responsible for ensuring that LIANZA meets its commitments to members, and in doing so manages its resources wisely.

## 8.0 Policy

8.1 Key tasks for LIANZA council are to:

- 8.1.1 Set the strategic direction and high level organisational priorities
- 8.1.2 Ensure the organisation complies with all legal and constitutional requirements
- 8.1.3 Provide fiduciary oversight of the office
- 8.1.4 Manage organisational risk
- 8.1.5 Monitor and evaluate organisational performance

8.2 Council members do not receive remuneration for their work on the LIANZA Council, however, they may be reimbursed for reasonable and proper expenses as per the LIANZA Travel and Expenses policy

8.3 The National Council may pay reasonable and proper fees or honoraria, and reasonable expenses, to people performing special services in furthering the objects of the Association

8.4 Council members will be appointed through an election process

- 8.4.1 Institutional and individual members will all receive a single vote
- 8.4.2 In each vacancy, the candidate who receives the highest number of votes will be elected

8.5 A Returning Officer (appointed by National Council) will conduct the elections for LIANZA Councillors.

- 8.5.1 The returning officer must not be running for Council, nor may they vote or take any other part in the election, than outlined in the procedures below.

8.6 Council may form Committees or Working Groups made of general members in order to accomplish key tasks.

- 8.6.1 These Committees will report to council via the Executive Director, and will be required to work to a terms of reference set by Council

## 9.0 Procedures

### 9.1 Council decision making

9.1.1. Council decisions shall be made by majority vote, after appropriate discussion has ensued.

9.1.1.1. Councillors may request additional information before a matter is put to the vote. The Chair may veto this request if the matter at hand is time sensitive.

9.1.2. Councillors may abstain from a vote where there is a conflict of interest.

9.1.3. The names of those Councillors who abstain or vote against a motion will be recorded in the minutes.

9.1.4. If voting on any question is equally divided the Chair shall also have a casting vote.

9.1.5. Urgent decisions may be made (**under Rule 25 of the Association**) by the Executive Committee with ratification at the next council meeting.

9.1.6. Decisions related to personnel matters, including remuneration, will also be made by the Executive Committee with ratification at the next council meeting.

9.1.7. The Executive Director may request for decisions to be made by council via email where waiting to the next meeting could lead to administrative or operational delays.

9.1.8. As per rule 21 quorum of the Council is seven, and must include the President or President Elect, and at least one representative of Te Rōpū Whakahaui.

### 9.2 Giving notice to members or others

9.2.1. Where the Rules of the Association, or the Code of Practice, requires notice to be given to a person – whether of an AGM, an election, or other matter, this can be given directly to the person, sent via postal mail, or sent via email.

### 9.3 Ordinary Meetings

9.3.1. LIANZA Council will meet monthly, either face to face, or by videoconference.

9.3.1.1. The number of face to face meetings available to council each year will be decided during budgeting

9.3.1.2. The schedule of meetings will be agreed by council at the start of each financial year

9.3.2. It is expected that Council members will make every attempt to attend ALL council meetings.

9.3.2.1. Where a Regional Councillor is unable to attend a regional representative should be nominated to attend in their stead

9.3.2.2. Any Council member who is unable to attend three or more consecutive meetings should discuss their circumstances with the President as it may be appropriate for them to step down

9.3.2.3. Failure to attend multiple meetings may result in that council member being asked to step down

9.3.3. All meetings of Council will be chaired by the President. In their absence either the President Elect or Immediate Past President will act as Chair.

9.3.4. Council meetings are open to all members, however, from time to time due to the nature of material being discussed portions of a council meeting may be closed. Closed sessions will be open to Council only (and may exclude the Executive Director).

9.3.5. The Executive Director in their role as Council Secretary will maintain a written record of all council meetings, including those held by videoconference. The written record of each meeting shall be submitted to council for confirmation.

#### 9.4 Special meetings

9.4.1. Any five members of Council may request a special meeting

9.4.1.1. The request must be submitted to the Executive Director in writing and should include the reasons why a special meeting is requested

9.4.2. The Executive Director should immediately alert the President to the request, and arrange a suitable date for the meeting

9.4.2.1. The special meeting should take place not less than seven and not more than 14 days after the request has been received.

9.4.2.2. Council should receive one week's notice of a special meeting

#### 9.5 Use of Standing Committees and Working Groups

9.5.1 Committees set up to deliver a particular task or function may be standing or permanent committees, or they may be a temporary working group to deliver a piece of project work

9.5.2 Council will approve Terms of Reference for each Committee, and Committees must operate within these. Each TOR must consider:

9.5.2.1 What is the goal or purpose of the Working Group?

9.5.2.2 Is it to be a Standing Committee or Working Group?

9.5.2.3 What should the membership or make up of the group be?

9.5.2.4 What are the outputs expected of the group?

9.5.3 Committees must keep the Council informed of their activities via the Executive Director

9.5.4 Committees and Working Groups may not issue public statements or communications on behalf of LIANZA without approval from the LIANZA office

9.5.4.1 The Executive Director will seek council approval as appropriate

#### 9.6 Past Presidents Advisory Group

9.6.1 As they finish their term of office Past Presidents are invited to sit on the Past Presidents Advisory Group.

9.6.2 This groups acts as an Advisory Board to LIANZA Council

9.6.2.1 The group is asked to comment on proposals and strategic actions prior to these being submitted to LIANZA Council

9.6.2.2 The advice / commentary from the group informs council decisions

9.6.3 This is an honorary role and participation is voluntary. Past Presidents may opt out of this group at any time.

## 9.7 Executive Committee

- 9.7.1 The Executive Committee is made up of the Immediate Past President, President, and President Elect.
- 9.7.2 This group (as per the Code of Practice) has the ability to make urgent decisions if a matter cannot wait for a full council meeting.

## 9.8 Nominations to LIANZA Council

- 9.8.1 The call for nominations shall be opened at least six weeks prior to the final election date
- 9.8.2 Any member of LIANZA (whether personal or institutional) may nominate any other personal member of LIANZA for election as a LIANZA Councillor
  - 9.8.2.1 If nominating an individual for a Regional Councillor role both the nominee and nominator must be a member of the region in question 
- 9.8.3 Nominations must be on a LIANZA nomination form and submitted in writing (via email or post) and must include the consent of the person being nominated
- 9.8.4 The LIANZA office will ensure all those nominated are members in good standing before proceeding with the election

## 9.9 Council Elections

- 9.9.1 The returning Officer will usually be the Executive Director, with the support of the LIANZA office in managing the election
  - 9.9.1.1 Note that Council may determine that someone else act as Returning Officer but this must be declared prior to the start of the election
- 9.9.2 An election programme must be submitted by the office to council for approval by February of each year
  - 9.9.2.1 The election process must be completed by the last working day of May each year
  - 9.9.2.2 Voting may occur either by email or postal ballot, or using an online voting system.
  - 9.9.2.3 Members will be provided with the following information, regardless of voting method used:
    - \* Date of the election
    - \* The time at which the poll will be closed
    - \* A list of nominated candidates and the position for which they are standing
    - \* Supporting information
    - \* Clear instructions on how to cast a valid vote
  - 9.9.2.4 The election process must clearly articulate how votes will be counted.
  - 9.9.2.5 If two candidates receive an identical number of votes, then the winner will be decided by lot. The draw must occur in the presence of two Council members who have not stood for election.
- 9.9.3 Members may only vote in a regional election if they reside in that region

9.9.4 The result of any election shall be communicated to all members via email, and include the number of votes received by each candidate

9.9.5 If a vacancy receives no nominations an individual may be appointed to the position by LIANZA Council, providing the individual would have qualified for election as stated in the Rules

#### 9.10 Role of Councillors

9.10.1 The role of a Councillor is equivalent to that of a Board Director.

9.10.2 A Councillor must firstly ensure that they as individuals:

9.10.2.1 Act in good faith and exercise their duty of care, diligence, and skill

9.10.2.2 Ensure the best interests of LIANZA at all times

9.10.2.3 Manage any conflicts of interest

9.10.3 They must then ensure that LIANZA:

9.10.3.1 Does not do anything that breaks either company law or contravenes the LIANZA rules

9.10.3.2 Is financially sound and is not knowingly trading while insolvent

9.10.3.3 Is delivering programmes and services that meet member needs

9.10.4 Job descriptions are available for each Council role, and will be updated when this policy is reviewed.

9.10.5 A Code of Conduct is provided for Councillors.

#### 9.12. Induction of new councillors

9.11.1 A welcome letter will be sent by the Executive Director and include induction documentation, a copy of relevant policies and procedures, and information about the council strategic planning day.

9.11.2 The induction pack should include at minimum:

9.11.2.1 Information about the role of council

9.11.2.2 Training in the responsibilities of a council member including fiduciary oversight

9.11.2.3 Briefing on the internal controls and reporting tools in place

9.11.2.4 Current financial position of LIANZA

9.11.2.5 Council Code of Conduct and Job Description

9.11.2.6 Relevant policies and procedures

9.11.2.7 Administrative procedures such as booking travel and claiming expenses

9.11.2.8 Contact details for office staff and other Council members

#### 9.13. Council Performance

9.12.1 The LIANZA Council will review their performance on an annual basis using the Council Performance Review form

9.12.2 This form will be circulated to all council members by the Council secretary prior to the final Council meeting each financial year.

9.12.3 The results will be collated by the Council secretary and reported back to the final Council meeting during a closed session.

9.12.4 Feedback from the Council performance review will be used as a basis to help set the Council agenda for the coming year.

9.14. Executive Director Communication to Council

9.13.1 The ED will communicate regularly to Council through the ED report and Council papers.

9.13.2 At minimum the ED reporting will contain

9.13.2.1 A financial update

9.13.2.2 An update on key programmes including Professional Registration, CPD, and communications

9.13.2.3 Update on membership numbers

9.13.2.4 Any changes to supplier arrangements

9.13.2.5 Any staffing or other office changes

9.13.2.6 Conference updates

9.13.2.7 Sponsorship updates

9.13.2.8 Key communications or industry trends

9.13.3 From time to time where a matter of urgency arises this may be communicated to Council via email for consideration

9.13.4 The ED will also meet regularly with the LIANZA president to ensure that an appropriate level of information is being escalated to Council

## 10.0 Review

This policy will be reviewed every two years

## 11.0 Attachments

- Council member Code of Conduct
- Council performance self-assessment form
- Nomination form template
- President Job Description
- Regional Councillor Job Description
- Treasurer Job Description

## COUNCIL MEMBER CODE OF CONDUCT

1. Council members shall respect the confidentiality of sensitive issues.
2. Council members will only interact with the media regarding LIANZA executive business when requested to do so, and with the approval of the President.
3. Council members will attend Council meetings regularly, and are expected to make every effort to attend all face to face meetings.
4. Council members will undertake adequate preparation for meetings, including asking for any additional information they might require on an issue or topic being raised.
5. Council members will familiarise themselves with good governance principles.
6. Council members will promote and participate in an environment of mutual trust, respect, and teamwork.
7. Council members will be loyal to the best interests of the members, and will openly speak up on behalf of the membership and dissent as deem appropriate.
8. Once voting is completed on any Council item then all Council members will support the final Council decision.
9. Council members will actively promote LIANZA amongst the Library and Information sector of New Zealand.
10. Council members will comply with all organisational policies and procedures.

In general it is expected that the use of common sense and good judgement will guide the conduct of Council members. Should a Council member find themselves in a situation where they find it difficult to determine the proper course of action this matter should be taken in the first instance to the Executive Director and / or President who will present it to the full Council for their determination.

## GOVERNANCE PERFORMANCE REVIEW

Area of Council Performance	0	1	2	3	4	5	N/A	Comment
The LIANZA mission and vision clearly communicate what we want to achieve.	<input type="radio"/>							
Our values and beliefs are clearly stated and reflected in all our programmes and activities.	<input type="radio"/>							
We have a strategic plan in place that guides Council, our employees, and our volunteers.	<input type="radio"/>							
We have high attendance at our Council and Committee meetings.	<input type="radio"/>							
The majority of Council members attend our special events.	<input type="radio"/>							
Council members received an appropriate induction and ongoing training.	<input type="radio"/>							
Council members have the appropriate skillsets and qualifications to act in a governance role.	<input type="radio"/>							
Council regularly reviews the significant risks that could impact the organisation.	<input type="radio"/>							
We have confidence that our financial monitoring systems and our internal controls allow us to effectively monitor financial performance.	<input type="radio"/>							
Our financial monitoring systems also allow us to identify errors and help prevent criminal activity.	<input type="radio"/>							
Council meetings have been conducted effectively, with appropriate time spent on items of concern to the organisation.	<input type="radio"/>							
Council respects the line between oversight and management.	<input type="radio"/>							
Council members are well prepared when attending Council meetings.	<input type="radio"/>							



Our CEO's performance is evaluated annually.	<input type="radio"/>							
<b>Area of Council Performance</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>	<b>Comment</b>
Adequate minutes are being taken of each meeting.	<input type="radio"/>							
Council papers are relevant and concise.	<input type="radio"/>							
The role of Council and the role of our employees complement each other and do not create conflict.	<input type="radio"/>							
The quality and quantity of our services to members is consistent with our resources.	<input type="radio"/>							
Our members, donors, and funders are kept aware of our major decisions and financial condition.	<input type="radio"/>							
There are adequate measures in place to prevent conflicts of interest.	<input type="radio"/>							
There are adequate measures in place to ensure LIANZA meets its legal and regulatory requirements.	<input type="radio"/>							
We have reason to be optimistic about our ability to deal with future challenges, no matter what they are, over the next five years.	<input type="radio"/>							
I am proud to be a Council Member of LIANZA.	<input type="radio"/>							

**GENERAL COMMENTS:**

## 12.0 LIANZA COUNCIL NOMINATION AND CONSENT FORM 2017/18

As per the Code of Practice Part 1, Section 6 we are calling for nominations for the following positions which will become vacant on 1 July 2017.

**President – Elect**  
**Hikawai Councillor**  
**Te Upoko o te Ika a Maui Councillor**  
**Aoraki Councillor**

Nominations for the above positions close at **5pm on Wednesday May 3<sup>rd</sup>, 2017**. If more than one nomination is made for a position, the election process will take place with ballots closing on Friday 19<sup>th</sup> May, 2017.

### Nominations can be:

Posted to: Returning Officer, LIANZA, PO Box 12-212, Wellington, 6144

Emailed to: ana@lianza.org.nz

**Please complete a separate form for each nomination. Ensure spelling of Nominee's name, and all other details are entered correctly.**

- I, being a Personal Member of LIANZA, or the Authorised representative of an Institutional Member of LIANZA, nominate the following PERSONAL Member of LIANZA:

Full Name: \_\_\_\_\_

Institution: \_\_\_\_\_

LIANZA Membership No: \_\_\_\_\_

For election to the position of, choose only one:

- |  |                                     |
|--|-------------------------------------|
| <b>President - Elect</b>                   | <input type="checkbox"/>            |
| <b>Hikawai Councillor</b>                  | <input checked="" type="checkbox"/> |
| <b>Te Upoko o te Ika a Maui Councillor</b> | <input type="checkbox"/>            |
| <b>Aoraki Councillor</b>                   | <input type="checkbox"/>            |

Nominator's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

- I, being the person nominated above and being a Personal Member of LIANZA, consent to the nomination.



Nominee's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- I, having been nominated, agree to update my profile on the LIANZA website with autobiographical notes, a statement (of not more than 150 words) and a current photograph. In the event of an election voters will be directed to your profile.

Nominee's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>JOB TITLE</b>	<b>Treasurer</b>
<b>REPORTING TO</b>	<b>LIANZA President</b>
<b>LOCATION</b>	<b>Wellington</b>

**Organisation Purpose** The Library and Information Association of New Zealand Aotearoa is the professional organisation for the New Zealand library and information management profession.

LIANZA works:

- for library and information professionals in New Zealand Aotearoa by building communities to represent their professional interests and provide professional development services to them;
- with library and information organisations to support the delivery of library and information services that are vital to the economic, social, and cultural wellbeing of New Zealand Aotearoa.

**Role Purpose**

- To oversee the finance function of LIANZA, ensuring appropriate controls are in place, and that council and the membership receive regular financial reporting.

**Key tasks**

**Year End**

- Assist with the preparation and review of the annual financial statements
- Meet with auditors as necessary

**Reporting**

- Provide a **monthly report**  the LIANZA council and to SIG / Region members (this is prepared by the office and reviewed by the treasurer)
- Provide an annual report to the AGM

**Oversight of office**

- Advise office on appropriate internal controls
- Sign off on all payments
- Authorise payroll, tax returns, and assist in preparation as appropriate

**Code of Practice**

- Assist the LIANZA office in ensuring that the Code of Practice in relation to all financial practices is current and robust

**Other**

- 
- Support council in defining LIANZA strategic direction
-

Key Relationships

Key Relationships and Nature of Interaction	Advise	Collaborate with	Influence	Inform	Manage/ lead	Deliver to
<b>Internal</b>						
LIANZA Council	✓	✓	✓	✓		✓
LIANZA Executive Director	✓	✓	✓	✓		
LIANZA Staff	✓	✓	✓	✓		
LIANZA Appointed Committees and Special Interest Groups	✓	✓		✓		✓
LIANZA Membership	✓		✓	✓		✓
<b>External</b>						
Te Rōpū Whakahau				✓		
Wider library and information community				✓		
Sponsors and suppliers				✓		

Staff Management

Number of direct reports: None

Person Specification

**EXPERIENCE**

- Previous experience as a treasurer desirable

**KNOWLEDGE**

- Member of NZICA or equivalent

**SKILLS**

- Able to prepare financial statements
- Understanding of term deposit and investment options
- Confident in NZ tax environment
- Ability to independently initiate projects and activities
- Able to work independently and as part of a team
- Excellent written and verbal communication skills
- Understanding of Xero

<b>JOB TITLE</b>	<b>Regional Councillor</b>
<b>REPORTING TO</b>	<b>LIANZA President</b>
<b>LOCATION</b>	<b>Wellington</b>

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- for library and information professionals in New Zealand Aotearoa by building communities to represent their professional interests and provide professional development services to them;
- with library and information organisations to support the delivery of library and information services that are vital to the economic, social, and cultural wellbeing of New Zealand Aotearoa.

**Role Purpose**

- To further the strategic objectives of the Association. Councillors do this by representing the interests of their regional members, proactively raising issues and concerns in the sector, supporting the LIANZA office to deliver on key priorities, and engaging in meaningful dialogue with stakeholders.

**Key tasks**

- Drive the implementation of the National Council's strategic objectives..
- Advocate on behalf of the regional members of LIANZA and represent their views at National council level
- Ensure LIANZA's goal of promoting libraries, fostering the profession, and providing professional leadership is actively carried out in regional communities
- To help formulate and set the direction of the Association
- To initiate and carry out proactive projects at a National and Local level
- Develop and support the regional committee, working closely with the Regional Chair, and attending regional committee meetings to provide updates from National council
- Represent your region and council as required at programmes and events
- Attend (if possible) LIANZA Conference, including participation in pre-conference meetings.
- Attend and contribute to National and Regional planning days.
- Act as the representative of National Council on the LIANZA Conference Committee, when it takes place in the Councillor's region.
- Manage the relationship between National Council and the Regional Committee, including conveying news, information and concerns.
- Proactively mentor incoming National Council members.
- Manage and/or participate in taskforces and working groups where required.
- Act as a proponent and advocate of LIANZA in all dealings with the profession, and promote LIANZA membership.
- Carry out such duties as may be required in support of the LIANZA strategic plan.
- Ensure that National office is up to date with regional developments including CPD events

Key Relationships

Key Relationships and Nature of Interaction	Advise	Collaborate with	Influence	Inform	Manage/ lead	Deliver to
<b>Internal</b>						
LIANZA Council	✓	✓	✓	✓		✓
LIANZA Executive Director	✓	✓	✓	✓		
LIANZA Staff	✓	✓	✓	✓		
LIANZA Appointed Committees and Special Interest Groups	✓	✓		✓		✓
LIANZA Membership	✓		✓	✓		✓
<b>External</b>						
Te Rōpū Whakahau		✓		✓		
Wider library and information community		✓		✓		
Sponsors and suppliers		✓		✓		

Staff Management

Number of direct reports: None

Person Specification

**EXPERIENCE**

- Previous leadership experience within LIANZA desirable
- Must be a personal member of LIANZA or Te Rōpū Whakahau and hold professional registration

**KNOWLEDGE**

- Qualified librarian

**SKILLS**

- A commitment to the partnership between LIANZA and Te Rōpū Whakahau
- A wide-ranging understanding of the Library and Information Sector in New Zealand and internationally
- Ability to effectively engage, communicate, and work cooperatively within LIANZA and the LIS sector
- Willingness to actively engage with, and be visible to, the membership

<b>JOB TITLE</b>	<b>President</b>
<b>REPORTING TO</b>	<b>LIANZA Council</b>
<b>LOCATION</b>	<b>Wellington</b>

**Organisation Purpose** The Library and Information Association of New Zealand Aotearoa is the professional organisation for the New Zealand library and information management profession.

LIANZA works:

- for library and information professionals in New Zealand Aotearoa by building communities to represent their professional interests and provide professional development services to them;
- with library and information organisations to support the delivery of library and information services that are vital to the economic, social, and cultural wellbeing of New Zealand Aotearoa.

**Role Purpose** To drive the development and implementation of the National Council's strategic objectives.

**Key tasks**

- Lead the implementation of the National Council's strategic objectives..
- Ensure LIANZA's goal of promoting libraries, fostering the profession, and providing professional leadership is actively carried out at a national level
- To lead the formulation of, and set the direction of the Association
- To initiate and carry out proactive projects at a National and Local level Exercise the governing authority of Council when advised to do so by the Council and enforce adherence to LIANZA's Rules and Code of Practice to ensure the integrity of the Association's processes.
- Chair and contribute to National Council meetings either in person or virtually e.g. phone, VoIP.
- Represent LIANZA at programmes and events including conference
- Represent the Association' views on advocacy and be a primary spokesperson on media issues.
- Attend and contribute to National and Regional planning days.
- Act as the representative of National Council on the LIANZA Conference Committee, when it takes place in the Councillor's region.
- Manage the relationship between National Council and the Regional Committee, including conveying news, information and concerns.
- Proactively mentor incoming National Council members.
- Manage and/or participate in taskforces and working groups where required.
- Act as a proponent and advocate of LIANZA in all dealings with the profession, and promote LIANZA membership.
- Carry out such duties as may be required in support of the LIANZA strategic plan.
- Ensure that National office is up to date with regional developments including CPD events

As President Elect you are responsible for deputising for the President as required, as you learn about the role. As Immediate Past Pre

Key Relationships

Key Relationships and Nature of Interaction	Advise	Collaborate with	Influence	Inform	Manage/ lead	Deliver to
<b>Internal</b>						
LIANZA Council	✓	✓	✓	✓	✓	✓
LIANZA Executive Director	✓	✓	✓	✓	✓	
LIANZA Staff	✓	✓	✓	✓		
LIANZA Appointed Committees and Special Interest Groups	✓	✓		✓	✓	✓
LIANZA Membership	✓		✓	✓	✓	✓
<b>External</b>						
Te Rōpū Whakahau		✓		✓		✓
Wider library and information community	✓	✓	✓	✓		✓
Sponsors and suppliers	✓	✓	✓	✓		✓

Staff Management

Number of direct reports: Executive Director

Person Specification

**EXPERIENCE**

- Previous leadership experience within LIANZA desirable
- Must be a personal member of LIANZA or Te Rōpū Whakahau and hold professional registration

**KNOWLEDGE**

- Qualified librarian

**SKILLS**

- A commitment to the partnership between LIANZA and Te Rōpū Whakahau
- A wide-ranging understanding of the Library and Information Sector in New Zealand and internationally
- Ability to effectively engage, communicate, and work cooperatively within LIANZA and the LIS sector
- Willingness to actively engage with, and be visible to, the membership



*Library and Information Association  
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Te Rau Herenga O Aotearoa*