



This document is designed to give a broad outline of the Public Libraries SA Executive Committee (PLSA Exec), its role, and to provide information to some of the most frequently asked questions.

Mission of the Association

To provide leadership and direction for the South Australian Public Library Network.

Value Statement

As an organisation we will show leadership for the public library network of South Australia; we value engaging with our partners in the planning, implementation and communication of projects; we seek innovative approaches to our work and we strive to support the network to provide excellence and best practice in all that we do.

Our Business

As the Public Libraries South Australia (PLSA) management committee, the Executive has an important role to play in representing the strategic interests of the South Australian public library network and ensuring the long-term vitality both of public libraries in South Australia and of the network itself.

The Executive is elected from metropolitan and regional public, joint use and community libraries across the network.

Public Libraries SA Exec works actively with a range of supporting partners and service providers to achieve its strategic objectives that further the productive well-being and ongoing development of the public library Network in South Australia.

Public Libraries SA promotes the informed participation of network members through regular quarterly meetings, regular communications and opportunities to become more directly involved either as member of the elected Executive team or through participation in working parties or committees.

When does PLSA Exec meet?

- The Executive usually meets on the first Tuesday of the month from 12pm until 2.30pm. Lunch is provided. Where possible we schedule meetings to occur after the Quarterly to minimise time required away from our normal roles. The dates for meetings to be held in the next calendar year are determined at the 1st Exec meeting after the AGM.
- Occasionally meetings are called in between these times when it is necessary for larger projects to be discussed in detail or to progress projects or meet with partners/other groups or persons.
- It would be anticipated that following the AGM there will be further development of the Future Planning for the Public Library Network and project work

What is the time commitment upon joining the committee?

- Monthly meetings.
- As a representative of the Public Libraries SA Exec, you are also expected to join other committees or working parties to progress projects within the Public Libraries SA Executive Committee Action Plan for the benefit of the network as a whole.
- The PLSA Executive Committee Action Plan has a number of significant Network drivers and outcomes and responsibility (ownership) will be divested on members of the Executive to progress the actions and report monthly to the executive on the progress.
- Additional time to read documents prior to meetings, and to report back to the Executive, and communicate with your communication groups.

In addition to meetings there is also the potential of one two-day country trip to visit other public libraries across the state. These are important to attend to ensure that you have an understanding of the issues faced by a variety of public libraries. There may also be meetings with strategic partners and associations outside of regular meeting times.

Powers and Duties

The affairs of the Association are managed and controlled by the Executive. In addition to any powers and authorities conferred by these rules, the Executive may exercise all such powers and do all such things necessary or incidental to achieving the objectives of the Association.

- The Executive will meet to receive information, discuss specific issues,
- Initiate and advance projects, secure funding, to make decisions and/or
- Monitor the progress of the Association;
- The Executive has the management and control of the funds and other property of the Association;

Appointment of Executive Members:

The Executive must consist of not less than eight (8) Representatives:

President

Fulfills the role of President as per the convention of an Association, meeting procedures and according to the PLSA Constitution, as précised: to assist the Executive to develop a common view of its purpose and shared responsibilities for leadership and to represent the Association and ensure that the Association is managed effectively.

- The President chairs Executive, Special and General Meetings
- The President acts as a spokesperson and makes statements in accordance with previously agreed policy
- The President encourages full balanced participation in meetings by all members and shall decide on matters of order.
- The President and the Secretary prepare the agenda for Executive and General Meetings.

In addition to these objectives as per the constitution

- The President also has a position on the Public Library Services Standing Committee which meets monthly. This standing committee is effectively the conduit between PLSA and the Libraries Board.
- There would be an expectation that the President would provide leadership on key projects and be aware of the project drivers and outcomes.

Vice President

The role of the Vice President (VP) is to work alongside the President and that person will also be expected to lead or chair particular committees/working parties. The VP also works to ensure the development of a common view of its purpose and shared responsibilities for leadership. This will involve periodically accompanying the President to meetings and presentations as invited.

- To date the VP has led a number of significant projects; Review of the levies Collection Development, Customer Survey, One Workforce etc. and there would be an expectation that this level of responsibility would continue.
- It is expected that the VP would continue to lead at least one key project.

Secretary

It has been agreed that there will be a secretariat that will assist with the position of secretary. The Administration Officer (a paid position) Under the supervision of the President, the Administration Officer must:

- keep minutes of the proceedings at ordinary meetings of the Executive which must be confirmed at the next meeting;
- issue notices for all meetings;

- maintain such details and statistics as may be required by the Executive and take charge of all correspondence and papers belonging to the Executive;
- cause records to be kept of the business of the Executive, including the Constitution and policies, a register of minutes of meetings and of submissions or reports made by or on behalf of the Executive;
- act as Returning Officer for Annual General Meetings. In this respect, the Returning Officer is responsible for the following:
 - accepting nominations for positions on the Executive;
 - keeping a record of the nominations to provide to the current Executive prior to an Annual General Meeting and determining whether or not a vote is required;
 - keeping a record of the terms of office of Executive Members; and
 - preparing all the papers associated with the voting process, nomination paper, and online voting survey if required.

Treasurer

The treasurer is assisted by a Finance Officer (a paid position) who is responsible for keeping the books of the Association, GST, documentation and lodgment. All accounts are submitted to the Finance Officer who then makes the relevant e-payment.

- The Treasurer presents the financial report at the Annual General Meeting, which includes information relating to the income and expenditure of the Association for the last financial year. The Finance Officer prepares this report.
- The Treasurer receives all money belonging to the Association and disburses the same under the direction of the Executive (however in this instance the Finance Officer prepares all accounts and receipts monies).
- The Treasurer must present at the Annual General Meeting the budget for the forthcoming financial year with this being prepared taking on board advice from the Executive.
- The Treasurer must prepare, report and present to the Executive and the Network as appropriate.
- Reports monthly to the Executive via statements prepared by the Finance Officer.

Committee member

Roles include:

- Participating in meetings, and reading associated papers prior to meetings;
- Representing Public Libraries SA Exec on committees/interest groups, and conveying information to the Public Libraries SA Exec;
- Communicating with communications group via e-mail, telephone (whatever works!)
- Participating and contributing to the running of Public Libraries SA Quarterly meetings.

What is the amount of e-mail traffic I can expect?

Again, this depends upon your role and your involvement level. Part of your responsibility is to communicate with your communication tree group via e-mail on a regular basis, and answering any questions they have of you about the Public libraries SA Exec.

Website

Further information can be found on our website www.plsa.org.au

Where does the committee meet?

These frequently occur at Public Library Services, but can also be held at metropolitan libraries.

Is there any formal type of induction into the roles and responsibility of the group?

- The first meeting of the new Executive will be an opportunity to be briefed on the roles and responsibilities for Committee members

- There is an overview provided by the President about the role of the committee at the first meeting you attend.
- You can always approach other members of the committee if you have any questions and those members who have been on the Executive previously are keen to assist.

Are there any other expectations?

There is the expectation that you will represent the Executive by being involved and participating on any committee and groups you become involved with and that you report back to the Executive.

While you work for a specific Council, being on the committee means that you need to represent all public libraries – not just your own. It is also good to be aware of nationwide and international trends and initiatives that affect public libraries.

You may feel that you have to know everything – you don't, so don't panic. Other people are always there for you to ask questions. Research and discussion are the best answers.

Is there anything I should read before I nominate?

Public Libraries of South Australia Executive Committee Action Plan: this is the document that is providing the direction of projects for the Executive. If you are on the committee – these are the goals that you will be working towards achieving.

- *Memorandum of Understanding*
- *PLSA Communication Strategy*
- *Tomorrow's Libraries: Future Directions of the South Australian Public Library Network*
- *Public Libraries SA Information Booklet – distributed at the September quarterly meeting*
- *Current Literature on the One Card One Library including any associated issues.*
- *Review documentation of the Future: Planning of the Public Library Network*
- *Strategic Plans of Interstate Public Library Associations: providing a good overview of Public Libraries across Australia and NZ.*

Should I check with my manager/director before I nominate?

Yes! It is important that your manager/director is aware and supportive of your involvement in the committee given the time commitment both within working hours and in your own time.

Involvement enables you to have a wider understanding of what is being investigated and developed for the Public Library network within SA. While your involvement enables you to communicate about the different projects occurring on a state-wide level, it also enables you to broaden your connections with people from other public libraries and the staff at Public Library Services.

Involvement is important, not only for your own professional development, but more importantly it also enables you to become involved and contribute to the South Australian Public Library community.

We look forward to you nominating to be part of the Public Libraries SA Executive and contributing to the future direction of Public Libraries in South Australia.