



Australian Library and  
Information Association

# ALIA Groups Handbook

Updated December 2021



For more information about ALIA Groups contact  
[groups@alia.org.au](mailto:groups@alia.org.au)

## Contents

ALIA Groups Quick Start Up Guide .....	3
Contacts.....	4
ALIA Groups are created by our Members, for our Members .....	5
Setting up an ALIA Group .....	5
Being involved in an ALIA Group .....	6
Who do I contact? .....	7
Budgeted and unbudgeted ALIA Groups .....	7
Budgeted Groups.....	8
Unbudgeted Groups .....	8
How to start a Group.....	8
Management of your Group.....	9
Recognition .....	10
What resources are available to assist your group? .....	10
Activities for your Group .....	11
Communicating with members of your ALIA Group .....	11
Communication Guides .....	12
Advertising products services and events .....	12
Event procedures .....	12
Acknowledgement of Country .....	14
Professional Development opportunities .....	14
Event budgeting basics .....	15
Requirements for delegate fees .....	15
Seeking sponsorship .....	15
Event resources.....	16
Event income .....	16
Am I covered by insurance while working voluntarily for ALIA? .....	17
Will my Group's event be covered by insurance? .....	17
Financial processes .....	17
Income .....	17
Expenditure .....	17
Ordering and Purchasing .....	18
Financial Statements .....	18
What if my Group is no longer active?.....	19
Conclusion.....	19
Appendix 1: Application form.....	20
Appendix 2: Annual report .....	22
Appendix 3: Silver pin nomination .....	24

# ALIA Groups Quick Start Up Guide

## Creating your Group

Office bearers (required)

- Agree who will be your Convenor and Secretary.
- If you are planning to be financially active you will also need a Treasurer.

Committee members (optional)

- You may also like to create a committee and appoint people to different roles eg events, communications, social media.

Request an application form <mailto:groups@alia.org.au>. Fill it in and return it to ALIA Groups for the official sign off – it usually takes less than 48 hours.

We will create a simple ALIA Group logo specifically for you and set up a basic web page, which you can fill with content as you grow.

## Communications

Tell us if you would like us to set up an e-list for you in the application form (recommended).

Give the ALIA team the words you would like us to use, or ask us to suggest text for:

- A shout out for members in ALIA Weekly and through social media.
- Your first (and future) events, to go on the ALIA events web page and through other media.

Send a relevant picture with the text if you have one <mailto:media@alia.org.au>.

Let us know about news you would like to share through the ALIA website, magazine, newsletters, social media <mailto:media@alia.org.au>.

You can set up your own social media pages and use your ALIA Group logo to brand them.

## Keeping things current

If you have a change of Convenor, Secretary or Treasurer, drop a line to [groups@alia.org.au](mailto:groups@alia.org.au), making an e-introduction to the new person.

## Contacts

All general groups communications and queries (including planning events)	ALIA Groups Team	<a href="mailto:groups@alia.org.au">groups@alia.org.au</a>
Finance matters and queries	ALIA Finance Officer	<a href="mailto:finance@alia.org.au">finance@alia.org.au</a>
Questions about current ALIA events	Events Team	<a href="mailto:events@alia.org.au">events@alia.org.au</a>
Personal Membership and website enquiries	ALIA Membership Team	<a href="mailto:membership@alia.org.au">membership@alia.org.au</a>
Questions about ALIA courses	ALIA Training Team	<a href="mailto:training@alia.org.au">training@alia.org.au</a>
News for ALIA Weekly or questions about Group newsletters	ALIA Marketing and Communications Team	<a href="mailto:media@alia.org.au">media@alia.org.au</a>
ALIA CPD Scheme and Mentoring Scheme	ALIA Education Team	<a href="mailto:pd@alia.org.au">pd@alia.org.au</a>
Careers, education and Professional Pathways	ALIA Education Team	<a href="mailto:education@alia.org.au">education@alia.org.au</a>



## ALIA Groups are created by our Members, for our Members

ALIA Groups are formed by ALIA Members and are either geographically or interest based. While some Groups are localised, a number of them operate nationwide.

ALIA Members create Groups for many reasons and Groups do all kinds of things. Some have fewer than 30 members, others have hundreds. Some are very active running a range of events and programs, and others are very low key and just focused on sharing ideas and information.

Groups may be set up for a short period, or they may be ongoing. They may focus on a particular issue, deliver particular activities or events, or be based around a particular geographic location.

- Communication is at the heart of what Groups do. Every Group has its own page on the ALIA website and most have an ALIA elist. In addition, many choose to use social media, email, blogs, wikis, newsletters and online meetings and webinars — the online environment makes it much easier for Groups to be national as well as local.
- Where Groups are located in specific states and territories, they often run face-to-face professional development and networking events and activities.
- There may also be occasions when Groups run campaigns to advocate for their particular area of interest.

ALIA Groups are run by energetic and committed ALIA Members, who generously volunteer their time to create an active and vibrant network of activities that extends right across Australia. They are supported to do this by ALIA staff from the national office in Canberra and where possible by locally based State Managers.

You can find details of our current Groups on the ALIA website [here](#).

## Setting up an ALIA Group

Using the ALIA brand gives your Group an easily recognisable status. It says to other ALIA Members and to the wider world that your Group provides authentic ways of connecting with Australian library and information professionals.

You can use the ALIA brand to help build your case for support from external sources. The support might be in the form of in-kind from sponsors, time from speakers or involvement from other partners.

Being able to say you're an ALIA Group acts as an endorsement — something that's especially useful when you are starting out.

The ALIA House team in Canberra and the State Managers based around Australia can provide practical assistance such as:

- Advice and guidance about how to start up and run your Group.
- Hosting your Group's web page on the ALIA website.



- Creating your Group's own ALIA elist.
- Administering an e-newsletter for your Group.
- Helping with other forms of communication.
- Supporting your events — project plan frameworks, template marketing and promotional collateral, promotion on the ALIA events web page and through other channels such as *INCITE*, social media and e-newsletters.
- Sharing knowledge, expertise and contacts to help you locate venues, speakers, partners and so on.

The ALIA House team also provides financial support for ALIA Groups, including volunteer insurance.

On a personal note, apart from the satisfaction of knowing that you are making a valued contribution to your association and fellow library and information professionals, ALIA Members who run ALIA Groups gain professional development (PD) points.

All you need to do to set up an ALIA Group is contact the ALIA office <mailto:groups@alia.org.au> and express your interest. You will then receive an application form. Once you have filled it out with as much detail as you can, the ALIA CEO will provide formal approval as required by the Association's By-Laws – this usually takes less than 48 hours.

Requirements of ALIA Groups (from the Association's By-Laws):

- Groups must have at least two office bearers, a Convenor and Secretary. There must also be a Treasurer for Groups that are financially active (annual turnover in excess of \$1,000), and it is good to appoint a committee for very active Groups, with committee members responsible for communications, events and so on.
- Group office bearers must be personal financial ALIA Members or the appointed representative, or the formal nominee of the appointed representative, of a financial Institutional or Corporate Member.
- Groups need to fill in a brief annual report each January describing activities and achievements of the previous calendar year.

## Being involved in an ALIA Group

ALIA Members are involved with Groups for a variety of reasons. Some feel it is a great way to give back to the profession. Some find it is an excellent networking venture. Others do it to develop skills that enhance their competitiveness in the job market. Most do it for a combination of all three reasons.

Group volunteers are able to work on skills such as team coordination, budgeting, program planning and delivery, project management, marketing, research and evaluation, communication, lobbying and advocacy, event management and public speaking.



As an ALIA Group office bearer or member of the committee, you will be recognised as a representative of ALIA, receive professional development points and become eligible for a silver pin if you serve for five years.

The ALIA Board and the team at ALIA House deeply appreciate the important role that ALIA Groups and volunteers perform.

## Who do I contact?

### Planning an event?

The ALIA Team exists to make your role easier and can assist you in setting up an event. [groups@alia.org.au](mailto:groups@alia.org.au) is your contact for any and all Group-related queries. If it isn't Groups related, but you are unsure of who to contact, the ALIA Team can point you in the right direction from this email address. Make sure to cc in your ALIA staff liaison so that they are aware of your activities.

### Questions about finance?

Many ALIA Groups are non-financial, operating entirely online or covering minimal costs by gold coin donations at the door of any events they run. Others generate in excess of \$1,000 each year and spend this on Group activities. If you are unsure of your financial responsibilities or have a question regarding invoicing or payments, our Finance Team can help you at [finance@alia.org.au](mailto:finance@alia.org.au) or by phoning 02 6215 8222.

### Need local support?

ALIA State Managers are a great source of information and support. They can assist you in connecting with other local ALIA Members and Groups. They can also be a huge help when it comes to promoting your event through various channels. To find contact information for your State Manager, look on the ALIA [Contact Us](#) page.

### Anything else?

For any other questions, email [groups@alia.org.au](mailto:groups@alia.org.au) as your go-to contact. Each ALIA Group has an appointed member of the ALIA staff acting as a liaison who can always be contacted with any questions or requests.

## Budgeted and unbudgeted ALIA Groups

From an administrative perspective, ALIA has two types of Groups: budgeted Groups and unbudgeted Groups. Any Group can switch between labels from year to year, but each has different requirements for financial reasons.



## Budgeted Groups

Nearly half of all ALIA Groups generate income to spend on activities. Some Groups deal in a few hundred dollars a year; most operate at around the \$2,000 turnover level, and a few extend to larger sums.

It would be impractical to operate separate bank accounts for all these Groups, and as they are part of our ALIA family, their financial plans are considered as part of the overall Association operating budget.

The main requirement is that Groups remain in the black. Any surplus at the end of each year can be carried forward to Group activities planned for the following year.

Requirements for budgeted ALIA Groups:

- Submit an annual budget so the ALIA finance team can plan the Association's cashflow.
- Submit individual event budgets for any Group-run event with an expenditure (the amount of money you will need to spend to hold this event) of over \$1,000.
- Submit a simple annual report each year, to assist with highlights for the ALIA Annual Report.
- Three office bearers, Convenor, Treasurer and Secretary. These roles must be filled by ALIA Members for liability purposes.

## Unbudgeted Groups

Most ALIA Groups don't submit a yearly budget. These Groups are often based on special interests and focus more on online interaction between members. Some Groups still have face-to-face meetings but meet in pubs or public places, asking attendees to pay for their own meals or beverages. This approach requires no financial reporting.

Requirements for unbudgeted Groups:

- Submit a simple annual report each year, to assist with highlights for the ALIA Annual Report.
- Two office bearers (Convenor and Secretary) to liaise with the ALIA House team and State Manager. These office bearers must be ALIA Members for liability purposes.

## How to start a Group

The first step to starting a Group is to contact <mailto:groups@alia.org.au> for an ALIA Group application form.

Before you fill it out, you will need:

- A name for the Group.
- Its purpose and objective.
- A Convenor, Secretary and Treasurer (budgeted Group) or Convenor and Secretary (unbudgeted Group).



- If you will be a budgeted Group, you will also need the budget for your first year.

Once you have completed the form, send it back to [groups@alia.org.au](mailto:groups@alia.org.au) and the ALIA House team will take it from there.

The Groups team will work with you to set up your page on ALIA's website and help with any other communication channels you would like to initiate.

## Management of your Group

ALIA has many different Groups of many different sizes. This means many different committee structures, depending on the needs of the Group.

### Convenor role (essential)

As the Convenor for the Group your responsibility is to serve as the main point of contact. The other roles can be divided between members of the Group, for example creating your annual report, keeping your website up-to-date, and organising networking events.

### Treasurer role (required for Groups turning over more than \$1,000 a year)

The Treasurer is responsible for your Group's financial administration and serves as the point of contact for financial matters.

- The Treasurer is responsible for providing individual event budgets as well as the annual budget.
- Banking cash received.
- Forwarding cheques or credit card payments to be processed.
- Approving your Group's expenditure and serving as one of the two signatories necessary for Group expenditure.

This is not as daunting as it sounds and help is available from the ALIA House finance team.

### Secretary role (essential)

As the Secretary of a budgeted ALIA Group, your responsibilities may include:

- Administering your Group's communication channels
- Working on budgets and annual reports with your Group's Treasurer
- Helping to plan events or activities.

Other than the basic requirements, it is up to your Group to decide the easiest structure for a committee, if you decide to appoint one. For example, some Groups have included the following roles in their committee:

- Website Coordinator
- Events Organiser
- Elist Manager
- Social Media Manager.



It is completely up to your Group how your Group committee is elected. You're welcome to call for nominations for volunteers to be on the committee or simply decide amongst yourselves. Some Groups have found that creating structured roles with position descriptions works best for them. For other Groups, a more relaxed approach works well.

## Recognition

The ALIA Silver Pin is available to a personal ALIA Member who has served five years or more as a Group office bearer or on ALIA Group committees (including special interest Groups, ALIA Board Advisory Groups, ALIA conference steering Groups, or as the ALIA representative on external committees).

The ALIA Silver Pin comprises the pin itself and a letter of thanks from the ALIA Board, and is often presented at an ALIA function, such as a conference or meeting. It can be hard to track periods of office, especially when they are not consecutive. If you think you know someone eligible for a silver pin contact the Groups team for a nomination form.

## What resources are available to assist your group?

Every Group has different needs. Below is a list of resources that are available. If you think of something that would be useful for you, contact the ALIA House team and we will try to help.

### Event resources

- Checklists and advice on running events and professional development activities.
- Use of ALIA's online registration system account for your paid or unpaid event — please ask the Groups team for more information.
- Help on the finance side of running an event.
- Templates to help you budget for your event.

### Marketing resources

- Use of ALIA's online events webpage to promote events.
- Event and information promotion in *ALIA Weekly* and *INCITE*.

Contact the Groups team for anything to do with the website and advertising your Group event in *ALIA Weekly*, *INCITE* and through ALIA National social media channels.

### Communication resources

- A webpage on the ALIA website.
- An elist hosted by ALIA.
- A Mailchimp newsletter for your Group (and a wider audience if relevant).
- Templates for badges, posters and Powerpoint presentations.
- Digital and print document storage.
- Help setting up and getting started.



### Finance resources

- Budget templates.

## Activities for your Group

### Put on events

Many ALIA Groups put on events such as low cost professional development, library visits, information exchanges, networking events and social functions. Let the Groups team know of any events so they can help promote it and assist with organisation.

### Administer a Group award

Some Groups decide that a great way to reward their members or members of their community is through an award. This may take the form of a travel bursary or funding to go to professional development events. Other Groups reward excellent programs at local libraries, and some use awards to help fund education for students.

### Advocate for the sector

Many ALIA Groups spend a significant amount of time advocating for the sector or interest they share. Advocacy can be successful at a local or national level and the ALIA House team is pleased to assist.

## Communicating with members of your ALIA Group

### Elists

We have many elists that members use to discuss their shared interests. ALIA's elists are open to anyone to join, whether or not they are an ALIA Member. They are designed for casual chats and reminders. Broadcast news, event promotion and advertising are carried in *ALIA Weekly*.

### Social media

Social media is an easy and free way to stay in touch with Group members and engage in conversations online. Most Group social media pages use their ALIA Group logo to demonstrate they are an ALIA Group. Please contact the Groups team if you would like to use it for your social media page.

### Enewsletters

Some Groups produce enough content for quarterly and even monthly email newsletters. We use Mailchimp to distribute newsletters and the ALIA Groups team can help you set one up. If you are interested, please contact us at [groups@alia.org.au](mailto:groups@alia.org.au).



## ALIA website

The ALIA website is an important communication tool and the Groups team is there to update your page. You can include things like photos, biographies and events. If you need any ideas, just have a look on our [ALIA Groups page](#) on our website to see what other Groups have done.

## Document storage

Groups are welcome to use an online space to store things like your meeting minutes, agendas, and any other documents that aren't suitable for our website. You can use Google docs, Sharepoint or some other platform for your own digital records. For anything which needs to be stored as a record of the Association's business longer term in addition to the Group's annual report, send it through to <mailto:groups@alia.org.au> and we can arrange for it to be deposited in the [ALIA Library](#). Physical records can be mailed to ALIA House, with the postage recharged to ALIA and we will either hold them in the office or transfer them to the ALIA archive at the National Library of Australia.

## Communication Guides

ALIA's elists and social media pages are intended to promote discussion between people who share similar interests. They are designed to enable people to debate topics of interest, pass on links to interesting information and seek advice and feedback from peers. They can also be used to promote ALIA Group events. They are not designed to be used as a free advertising medium by third parties and non-members nor to advertise non-ALIA events or jobs (in competition with our [ALIA Jobs Board](#)).

## Advertising products services and events

If third parties and non-members would like to promote an event or advertise a job, we ask that you encourage them to use *ALIA Weekly* which is an affordable vehicle for promoting these kinds of opportunities rather than your elist. They can find more information about booking space in *ALIA Weekly* by contacting [media@alia.org.au](mailto:media@alia.org.au) and they can book a job advertisement [here](#).

Having said that, if an event is free for ALIA members or costs a gold coin/up to \$10, we will promote it free of charge through *ALIA Weekly*.

A good rule of thumb is that if an item would work as an advertisement, it is not appropriate for our newsletters or social media. For any questions or concerns, please contact [media@alia.org.au](mailto:media@alia.org.au).

## Event procedures

If you are holding an event where the room hire is free and the catering minimal, then you can request a gold coin contribution for ALIA members and charge just \$5 or \$10 for non members



and still cover your costs. Another way of holding a low cost or free event is to meet at a restaurant or café and ask attendees to pay their own way.

In either of these circumstances, you don't have to have a separate budget, but if you tell the ALIA House team about your event they can promote it for you.

If you are holding a larger event, you will need to make sure it is included in your annual budget. If you didn't factor in this event at the start of the financial year, get in touch with the Groups team to organise a special arrangement.

If your event will deal with more than \$1,000, or will be using an online registration system, you will need to prepare a budget for it, even if you included the event in your annual budget. The ALIA Board needs to be sure that costs have been fully accounted for, as part of its responsibility to the wider ALIA membership. Again, the ALIA House team will be happy to help.

### Catering

You need to consider the catering of your event well in advance. You should consider special dietary requirements and plan to cater for these.

You also need to ensure you comply with responsible service of alcohol laws if you are serving alcohol at your event.

### First Aid

It is important to have a plan for what you will do in the event of injury or illness of an event attendee. Your venue may have a first aid kit and trained first aid officer on site. If not you will need to consider preparing a kit and an emergency plan (list of emergency and medical contacts).

### Accessibility, communication accessibility and special requirements

As the event organiser you are responsible for making sure the event is accessible. Under the law you have a legal responsibility to prevent discrimination against people with disabilities and this also applies to your event.

Some important things to consider are:

- Physical accessibility – are there ramps, lifts or barriers to accessibility?
- Communication accessibility – do you need hearing loops, quiet rooms, interpreters?
- Special requirements – do you need quiet rooms, prayer rooms?

Make sure you have a plan for preparing for special requirements and for onsite.



## Risk Management

All event organisers need to be aware that they hold a duty of care to provide a safe environment and minimise any risk to participants. If you have any concerns the ALIA Events team is happy to assist you in reviewing your event plan and set up <mailto:events@alia.org.au>.

In the event of an incident onsite you should advise ALIA immediately as we are required to advise our insurance provider within 24 hours of an event that may result in a claim.

## Acknowledgement of Country

An Acknowledgement of Country is a way of showing awareness and respect for the traditional Aboriginal or Torres Strait Islander owners of the land on which an event is being held. It's a way of recognising the continuing connection of Aboriginal and Torres Strait Islander peoples to their Country. Different from a Welcome to Country, an Acknowledgement to Country can be performed by a non-Indigenous person. There are no set requirements for an Acknowledgement of Country. A typical statement may look like this: 'I would like to acknowledge that this meeting is being held on the traditional lands of the (appropriate group) people, and pay my respect to elders both past and present.'

ALIA's Acknowledgement of Country: 'We begin by acknowledging the traditional owners of the lands on which we meet and pay our respects to their elders past and present. And we extend that respect to all Aboriginal and Torres Strait Islander people present. We would also like to acknowledge the work of Indigenous library staff who help create collections which better represent our First Nations and make our libraries culturally safe places.'

## Professional Development opportunities

PD events are designed to allow attendees to receive training and development in a specific topic and they tend to be more involved and require more planning.

When planning PD activities you may want to consider:

- What is the purpose of your activity?
- Who is your audience?
- What are the learning outcomes for your participants?
- Where is the best location for your event?
- When is the best time and date for the type of event you're organising?
- Can you record the event and make it available to regional members?
- How will participants reflect on their learning and gain PD points? Contact ALIA PD [pd@alia.org.au](mailto:pd@alia.org.au) for more detail about reflective learning.



## Event budgeting basics

A budget is essential in planning any event. Using the basic, who, what, when, where, why strategy, write down the purpose of your event. For instance:

*Your group (who) is holding a seminar (what) during ALIA's Library and Information Week (when) at the local university (where) as a professional development activity (why).*

Once you have figured out all of the costs, work out the income. Add in your delegate fees (Member and non-member) using estimated attendance figures and any other income lines such as sponsorship. Basing your delegate fees on your predicted expenses will help you ensure your event won't operate at a loss and will determine if your event has the potential to make a surplus.

Next, write up the expense portion of your budget. Using a simple format (the ALIA House team has a template you can use — just contact the Events team <mailto:events@alia.org.au>) including basic information about your event such as food, beverages, rental of facilities, speakers' gifts, travel, etc. Determine the approximate cost of your event. Since you won't have the exact dollar amounts until after the event is finalised, it is best to produce a conservative budget, slightly overstating the anticipated expenditure and slightly understating the likely income.

## Requirements for delegate fees

The ALIA Board asks ALIA Groups to charge non-ALIA members at least 33% more than ALIA Members. You may like to make your event free or gold coin donation to ALIA Members and charge a modest fee to others to cover your costs.

As your event planning develops, the importance of a realistic budget will become obvious. It will give your Group clear guidelines about how much money you can spend on your event and how much money you should have at the end.

After your event, be sure to assess how your actual income and expenses measured up to your budget. This is especially important if you plan on repeating your event each year.

## Seeking sponsorship

Sponsorship works to the mutual benefit of the sponsor and the Group. It means lower cost events for ALIA Members and provides organisations with an opportunity to market to new audiences.

Many organisations' marketing dollar is tight though, and they will only give you money for your Group event if there will be a good return on their investment. Some organisations offer sponsorship 'in-kind', preferring to provide catering for the evening, or the speakers' gifts. This can also be a valuable saving for your event.



Before approaching other organisations for sponsorship, think about your event and why organisations might want to partner with you. It could be that they will meet today's senior library leaders, or the leaders of the future. It might be a very good fit with the organisation's own strategic goals.

Create a professional looking sponsorship proposal outlining sponsor benefits and deliverables. Deliverables must be attractive to sponsors and must reflect the amount of their commitment, especially if there are several sponsors paying different sums.

Offer to include the sponsor's logo as well as links to their website on your event advertising. Give them a five minute speaking opportunity at your event. Welcome the sponsor putting up their company banner and handing out flyers.

Before you approach potential sponsors, contact the ALIA House team. Companies are always being asked for money for events, and the ALIA House team can tell you if X company has already been approached recently by another Group or by another ALIA event (such as a conference). This will help make your sponsorship approach more successful.

There are many ways of selling your event to a potential sponsor. Speak to the Groups or Events teams for more ideas.

## Event resources

Once the budget is worked out and approved, it is time to promote the event. The first step should be the ALIA events web page. Send the details to the Groups team at ALIA to upload it.

You might want to use an ALIA banner at your event. Your State Manager will have one of these and can arrange to make it available.

You can find various resources to help you with your event including:

- Sponsorship agreement template
- Template posters
- Template name badge
- Evaluation forms (and a Survey Monkey account if you'd like feedback electronically)
- ALIA's online registration

Certificates of participation for your attendees are also available at no charge, just email the Groups team.

## Event income

Most Groups will be using the ALIA online registration system for their events,. In this case, the online registration system will do the majority of the income work for you. If your event is only asking for payment by gold coin donation, there is no requirement to make a receipt, unless one is requested. Gold coin donations only need to be banked if they accumulate and exceed \$300.



## Am I covered by insurance while working voluntarily for ALIA?

Group office bearers and committee members are covered by ALIA's voluntary workers insurance.

## Will my Group's event be covered by insurance?

All events organised by ALIA Groups are covered by ALIA's public liability insurance. If you are asked by a venue for ALIA's Certificate of Currency for public liability, contact the Groups team for a copy.

Any event activities that fall outside of general group activities or have any risk attached will require a separate insurance policy and risk management plan.

## Financial processes

### Bank account

The ALIA House finance team has found the best way to deal with financial processes while ensuring we are all legally protected. As an entity of ALIA, all funds that are raised by Group activities are held in a centralised Group account which is administered by ALIA House.

Once a new budgeted Group has been approved, ALIA House will provide the Treasurer with details of the bank account. Treasurers should bank income received to this account.

## Income

Groups should bank any income received into the nominated bank account.

- When you deposit income, please use the Group name as a reference.
- Cheques can also be banked into ALIA's account.
- Credit card payments can only be processed at ALIA House through our credit card processing gateway. Anyone paying by credit card should contact ALIA directly.

We ask that ALIA Groups be cost neutral or make a small surplus. In effect, this means we would like Groups to make enough income to cover the cost of all their activities.

## Expenditure

ALIA House makes payments on behalf of all of our Groups from the Groups account. Payments will be shown as expenses on the quarterly financial statement provided to the Groups.



## Payments and Reimbursements

In order to make payments and reimbursements ALIA House needs to receive a Request for Payment form and a Statement by a Supplier form if the payment is to a third party without an ABN. These can be found in the Treasurer's Kit provided. Treasurers must send a completed Request for Payment form signed by the Treasurer and Secretary, together with tax invoices. Payments and reimbursements can only take place if documented by an official Tax Invoice or receipt. If the value of the transaction is over \$75 it requires a Tax Invoice. Please note that the Tax Invoices/receipts must:

- show the GST component to be paid,
- show the supplier's Australian Business Number (ABN),
- indicate the type of expense,
- be clearly marked with the Group name.

Make sure you attach the original Tax Invoice to the Request for Payment form and Statement by Supplier form and email to [finance@alia.org.au](mailto:finance@alia.org.au).

If the reimbursement is to go into a committee member's personal bank account, then a second committee member is required to sign the Request for Payment form. The Finance team cannot process a payment to an individual who has authorised the payment themselves.

As required by the Australian Taxation Office, if a supplier does not have an Australian Business Number (ABN) they will need to complete a Statement by a Supplier form.

## Ordering and Purchasing

Groups can order and purchase goods and services, including booking venues and organising catering. If you need to book travel and accommodation for your events, the ALIA House team can help you with that and often save you money. Contact the Groups team for more information.

When ordering and purchasing, Groups must ensure they receive a Tax Invoice or receipt, which can be sent to ALIA House for payment or reimbursement.

## Financial Statements

On request, ALIA House can provide Group Treasurers with a financial statement if they would like to verify the details of income and expenditure. The amounts are GST exclusive.

Detailed transaction statements are available as well. If you find any discrepancy or require any clarification please contact [finance@alia.org.au](mailto:finance@alia.org.au).



## What if my Group is no longer active?

Groups can go through cycles — committees change, members change, the industry changes and Groups change over time. If your office bearers or committee members change, please contact the Groups team so they can update their records. Sometimes this means a committee doesn't want to continue the Group. Please contact the Groups team if this is the case for your Group and they will walk you through the simple steps required to wind everything up.

## Conclusion

We hope that you enjoy your experience as an office bearer or committee member of an ALIA Group. ALIA is excited and eager to hear from you. Thank you so much for taking on this important role.



## Appendix 1: Application form

If you need any help completing this form please contact us at [groups@alia.org.au](mailto:groups@alia.org.au) or phone 02 6215 8222 or call the members line 1800 020 071.

*Proposed name of Group:*

*Purpose and/or goals:*

*How do you plan on communicating as a group and sharing documents?*

- face-to-face
- elist
- website
- social media
- Google Drive/ Sharepoint/ another online platform (please specify)
- other (please specify)

*Coverage:*

- regional
- state
- national

*What activities are planned?*

*Office bearers:*

<p><b>Convenor liaison role (this person will be our primary point of contact)</b></p> <p>Name: ALIA Member no. Email: Phone:</p>
<p><b>Secretary Role</b></p> <p>Name: ALIA Member no. Email: Phone:</p>



*If you are going to be highly active and intend to be financially active with expenditure greater than \$1000:*

**Treasurer Role (If you are planning on activities that will draw an income and incur costs)**

Name:

ALIA Member no.

Email:

Phone:

Your Treasurer will be sent a Treasurer's kit with templates for budgeting and processes for raising invoices and signing off on payments.

*Next steps*

Thank you for your interest in setting up an ALIA Group. We will be in contact with you shortly to advise the next steps.

## Appendix 2: Annual report

The Group Annual Report and Forecast is an opportunity for you to let colleagues know about your Group's annual achievements and your plans for the next year. The information you provide may be included in ALIA's Annual Report and put forward to the ALIA Board at its next meeting. Please feel free to answer with a short description or bullet points — we don't want this to be too onerous.

Once you have completed this form, all you need to do is save and email to [groups@alia.org.au](mailto:groups@alia.org.au). If you need any help, please do not hesitate to contact the ALIA Groups support team on 02 6215 8222 or email [groups@alia.org.au](mailto:groups@alia.org.au). **Please return your form no later than 14 February.**

Part 1: Basic information	
Date of completion	
Group name	
Contact email	
Part 2: Tell us about the year you have had	
Who were your committee members?	
Convenor	
Secretary	
Treasurer	
Other committee members	
What were your key activities for the past year?	
PD events and activities	
Networking/social events	
Other	
Part 3: Tell us about your plans for the upcoming year	
Who will be your committee members?	
Convenor	
Secretary	

Treasurer	
Other committee members	
What activities are you planning for the coming year?	
PD events and activities	
Networking/social events	
Other	
Part 4: Please confirm your current social media, blog and other online platforms	
Name/handle	
URL	
Part 5: If your Group administers an award, please tell us who received it this year	
Award name	
Recipient	
Award name	
Recipient	
Award name	
Recipient	

On behalf of ALIA thank you for taking the time to fill out the Group Annual Report and Forecast. We look forward to working with you in the upcoming year.

## Appendix 3: Silver pin nomination

### *The Award*

The ALIA Silver Pin is available to personal member who has served a minimum of five terms (five years) or more on ALIA group committees (including special interest groups, ALIA Board advisory groups, ALIA conference committees, or as the ALIA representative on external committees) or any ALIA Member who has made a significant contribution the Association, considered to be the equivalent of a five-year commitment.

The ALIA Silver Pin comprises the pin itself and a letter of thanks from the ALIA Executive Director, and is often presented at an ALIA function, such as a conference or meeting.

### *Who can be nominated?*

To be eligible for the ALIA Silver Pin, the nominee must be a personal financial member and may be nominated or may self-nominate for the award.

### *Is it necessary to provide referees?*

If this is a self-nomination, the name and contact details of an individual who would be able to comment directly on the nominee's service to the Library and Information Sector should be included with the nomination.

### *How to lodge a nomination*

Nominations may be lodged by email to: [awards@alia.org.au](mailto:awards@alia.org.au)

### *More information or help*

If you have any further questions please contact the team at ALIA House 02 6215 8222 or [awards@alia.org.au](mailto:awards@alia.org.au)

All applications require date and signature.

### *Nomination*

I, \_\_\_\_\_ hereby nominate \_\_\_\_\_ for the ALIA Silver Pin for the Australian Library and Information Association.

Click here to enter a date.

### *Nominator Details*

Full name

ALIA membership number

Email address

Phone number

Current position

Professional relationship to nominee



*Nominee Details*

Full name

ALIA membership number

Email address

Phone number

Postal address

Current position

Details of their service to ALIA (please include dates wherever possible)

*Referee for self-nomination*

Full name

ALIA membership number

Email address

Phone number

Current position

Professional relationship to nominee

*Declaration*

I, \_\_\_\_\_ acknowledge that all information provided is accurate and verifiable.

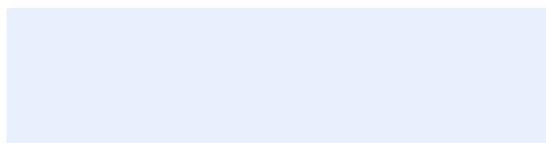
I understand that submission of any falsified information can result in:

- a void application during the vetting process
- removal of honour from the recipient (including post-presentation of the award)

I understand that confidentiality in nomination is essential and that premature disclosure of details may prejudice consideration of the nomination.

I understand that I may be contacted further by ALIA to comment on the nomination before a decision is reached.

Signature of nominator



Click here to enter a date.