



NPO 009-577

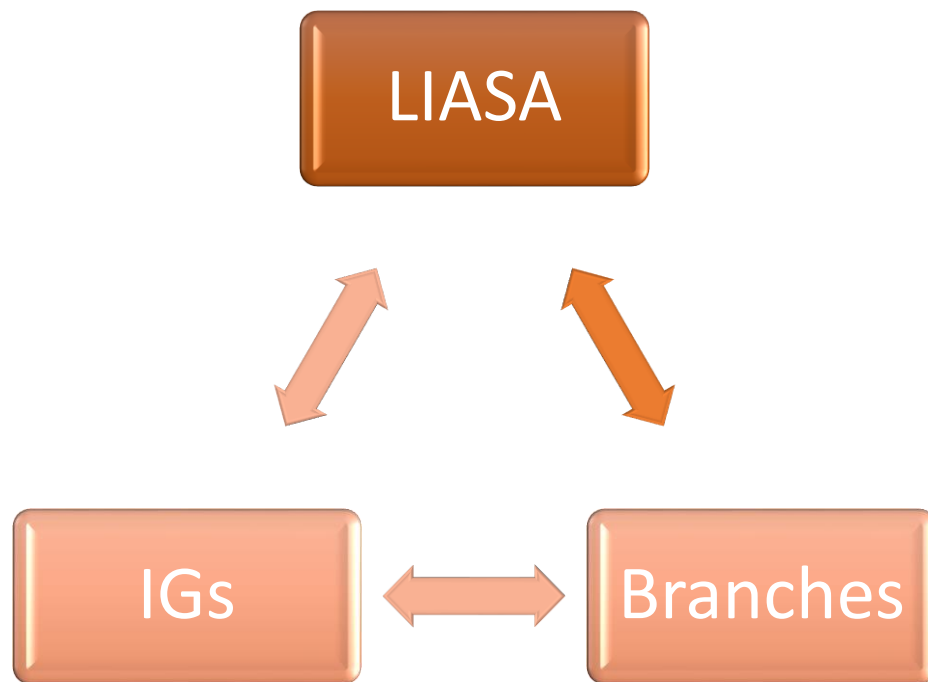
2014 - 2016

Type Name of Branch/Interest Group
Governance Manual

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Governance



Purpose of the Branch/Interest Group

The purpose of

Constitution

Financial Management

| | |
|--------------|--|
| Bank | |
| Branch | |
| Branch Code | |
| Account Name | |
| Account Type | |
| Account No. | |

Procedure

The account has two signatories: Chair & Treasurer. At the end of the term of two years, signatories need to change. The newly elected Chair and Treasurer, as well as 1 / 2 additional member/s need to submit the minutes during which the new Chair and Treasurer was elected, to the bank. This needs to be done in person. Submit the following to the bank:

| | |
|--|--|
| The IDs of the new signatories | |
| Proof of residence of the new signatories | |
| Proof of residence of the association | |
| AGM minutes signed by both sets of signatories | |
| Election results | |
| Constitution | |
| VAT 103 form | |
| BBEEE certificate | |
| SARS Tax Clearance Certificate | |

Financial statements need to be submitted to the LIASA Treasurer on a quarterly basis. Responsibility: Treasurer. Statements do not need to be audited, but it must be drafted by an accredited accountant and signed. The original signed copies have to be submitted to LIASA National Office via the Treasurer.

Guidelines

- No withdrawal of cash money is allowed. No ATM cards allowed.
- Only pay by EFT. If no EFT option is available, complete the necessary form at the bank and have the money transferred.
- A monthly statement is shared with the Branch/IG management group via e-mail. Financial statements are uploaded to Google Drive.
- All irregularities are to be reported to the Bank Fraud Division.
- Branches and IGs have own bank accounts.
- LIASA financial year: January to December.

Committee Members - Roles & Responsibilities

| Role | Responsibilities | Person & Employer |
|-------------|---|-------------------|
| Chair | <p>Responsible for the following, in collaboration with fellow committee members:</p> <ul style="list-style-type: none"> Plan and align activities with overall LIASA strategy and sector trends and developments Coordinate activities Chair/lead meetings Report to LIASA Executive Office during meetings Report to members during AGM Submit reports to LIASA Executive Committee following AGM Coordinate regular communication with members, via Secretary, PRO Solicit information and ideas from Committee and Members Monitor adherence to Constitution Encourage development of all members Responsibilities can be directed to Chair-elect Acts as signatory together with the Treasurer | |
| Chair-elect | <p>Responsible for the following, in collaboration with fellow committee members:</p> <ul style="list-style-type: none"> Act for the Chair in the absence of the Chair, and conduct other duties required by the Chair Draft invitations to webinars and other events in collaboration with PRO | |

| | | |
|--------------------------------|--|--|
| | Conduct elections in collaboration with Past Chair | |
| Treasurer | <p>Responsible for the following, in collaboration with fellow committee members:</p> <p>Report to LIASA Treasurer on a quarterly basis</p> <p>Assess, review, and protect Branch/IG wellbeing</p> <p>Ensure cash flow is adequate</p> <p>Handle cash balances</p> <p>Ensure projects are likely to be beneficial to Branch/IG</p> <p>Collect and manage payments to Branch/IG</p> <p>Maintain records & write reports</p> <p>Keep up to date with financial issues within LIASA, and communicate to other members where needed</p> <p>Acts as signatory together with the Chair</p> | |
| Public Relations Officer (PRO) | <p>Responsible for the following, in collaboration with fellow committee members:</p> <p>Communication to LIASA and wider community e.g. mailing lists, social media tools</p> <p>Draft invitations to webinars and other events in collaboration with Chair-elect</p> <p>Promote good information flow within Branch/IG</p> <p>Plan PRO budget</p> <p>Respond to enquiries from community</p> <p>Prepare and communicate marketing material</p> | |

| | | |
|--------------------|---|--|
| | <p>Marketing of all events via social media tools, media</p> <p>Assist with preparing reports, webinar reports, submissions to LIASA database</p> <p>Manage website (blog)</p> <p>Organise events e.g. webinars, workshops</p> <p>Manage LIASA brand identity within Branch/IG</p> <p>Procure sponsorship deals</p> | |
| Secretary | <p>Responsible for the following, in collaboration with fellow committee members:</p> <p>Telephone contact for Branch/IG (incl. inquiries re webinars)</p> <p>Distribute ballots during election periods</p> <p>Membership campaigns in collaboration with Branch/IG Chairs</p> <p>Maintain calendar</p> <p>Arrange appointments</p> <p>Digital filing of all documentation on Google Drive</p> <p>Organising and servicing meetings (compile agendas, take minutes)</p> <p>Handle correspondence</p> <p>Maintain a record of members (incl. Contact details), and report on it</p> | |
| Past Chair | <p>Conduct elections in collaboration with Chair-elect</p> <p>Represent members and support various roles within Branch/IG</p> | |
| Additional Members | <p>Represent members and support various roles within Branch/IG</p> | |

All Committee Members and Members are required to actively engage in LIASA and Branch/IG activities, to promote activities, and to contribute news and more to social media accounts created for the Branch/IG.

Letters of support to be send by LIASA Secretary for each IG/Branch Committee Member, to the library director at the IG/Branch member institution.

Membership

| | 2013 | 2014 | 2015 | 2016 |
|-----------|------|------|------|------|
| Primary | | | | |
| Secondary | | | | |
| Total | | | | |

Contact:

Kagiso Ledwaba

Membership Officer

Tel: 012 328 2010

E-mail: membership@liasa.org.za

Marketing & Communication

| | Address | Username | Password |
|---------------|---------|----------|----------|
| Gmail | | | |
| Google Groups | | | |
| Google Drive | | | |
| Facebook | | | |
| Twitter | | | |
| SlideShare | | | |
| YouTube | | | |
| Flickr | | | |
| Blog/Wiki | | | |
| Dropbox | | | |
| Other | | | |

LIASA-In-Touch

Please feel free to author articles on events for the publication. Also include photographs.

Reports & Documentation

Templates are online available from the LIASA web.

Branch Annual Report 2015: President's Award for the Best Branch
Nomination form to be completed by Branch Chair, prior to LIASA AGM in September/October. Submit to LIASA National Office.

Branch/Interest Group Strategic Action Plan
Branch action plan to be submitted following Branch strategic planning session at the beginning of term. Submit to LIASA National Office.

Branch/Interest Group AGM Report
Branch annual report compiled by Branch Chair and presented to Branch Members during Branch AGM. Submit to LIASA National Office.

Branch/Interest Group Quarterly Report
Branch quarterly report compiled by Branch Chair and submitted to LIASA National Office.

Branch/Interest Group Call for Nominations
Nomination forms to be completed during election year, and to be submitted to the Branch/Interest Group Secretary.

Letterhead
Use for official LIASA business only.

Librarian of the Year Award Nomination Form
Complete from and submit to LIASA National Office. Annual award.

Meeting Agenda
Template for agenda for Branch/Interest Group meetings.

Meeting Minutes
Template for minutes for Branch/Interest Group meetings.

Motions
Complete and submit to LIASA Secretary, prior to LIASA AGM.