



## LIASA PROFESSIONAL BODY: NATIONAL BOARD

### TERMS OF REFERENCE

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**TABLE OF CONTENTS**

<b>SUBJECT</b>	<b>PAGE NUMBER</b>
1. Name of the Committee	3
2. Establishment and Status	3
3. Definitions and Abbreviations	3
4. Functions	3
4.1 Strategic Approach	3
4.2 Mandate	4
5. Composition of the Board	4
5.1 Ex-Officio Membership	4
5.2 Elected Membership	4
5.3 Term of Office	4
5.4 Requirements of the Board	5
6. Meetings and Reporting	5
7. Board Procedures	6
8. Decision Making	6
9. Secretariat	6

## 1. NAME OF THE COMMITTEE

The name of the Committee shall be the LIASA Professional Body: National Board, hereinafter referred to as "The Board".

## 2. ESTABLISHMENT AND STATUS

The Board shall be established as a standing committee of the LIASA Representative Committee. The Board shall report directly to the LIASA Executive Committee.

## 3. DEFINITIONS AND ABBREVIATIONS

3.1 "Demographic profile" means representation in terms of race, gender, age

3.2 "Library workers" means any library staff member without a library qualification.

3.3 "Sector representatives" means School Libraries, Public Libraries, Higher Education Libraries, Library Schools, Special Libraries and Research Institutes.

## 4. FUNCTIONS

**4.1 Strategic Approach:** The main goal of the Board is to advise the Association on the strategic, management and operational achievement of its mandate, in line with the requirements of the Professional Body Status. The responsibilities of this Board include, but are not limited to:

4.1.1 Advising on and implementing the professional body status;

4.1.2 Developing policies, rules and regulations pertaining to the management and maintenance of the professional body status;

4.1.3 Playing an oversight role to ensure sector compliance and reporting on this to the LIASA Executive Committee with respect to matters of the professional body status;

4.1.4 Exercising the delegated authority pertaining to the development of a functional structure on matters of the Professional Body status;

4.1.5 Ensuring that the professional body status obligations are met through dialogue, cooperation, capacity building, technical assistance, and infrastructure development.

The Board shall not be concerned with the day-to-day operations of the LIASA National Office, which remains under the management of the LIASA Executive Committee.

**4.2 Mandate:** The Board shall have the authority to undertake tasks and make decisions, in consultation with the LIASA Executive Committee, on the following:

- 4.2.1** Oversee the strategic, management and administrative capacity and duties of the Board;
- 4.2.2** Represent and make agreed upon decisions on behalf of the LIASA Executive Committee;
- 4.2.3** Bridge the communication gap and ensure LIASA members are well informed about the status of the Association.

## **5. COMPOSITION OF THE BOARD**

The Board shall consist of members who have the interest and belief in the contribution that the Association can make to the professional development of Librarians and Library Workers. Appointment shall be representative in terms of sectors and reflect the demographic profile of the Association.

### **5.1 Ex-Officio Membership**

- 5.1.1 LIASA President
- 5.1.2 LIASA President-Elect
- 5.1.3 LIASA Past Presidents
- 5.1.4 LIASA Manager (Secretariat)

### **5.2 Elected Membership**

- 5.2.1 One representative from Library Schools sector
- 5.2.2 One representative from the Higher Education sector
- 5.2.3 One representative from the School Library sector
- 5.2.4 One representative from the Public Library sector
- 5.2.5 One representative from the Special Library sector
- 5.2.6 One representative from the Research Institute sector

### **5.3 Term of Office**

- 5.3.1 An elected member of the Board shall hold office for a period of three (3) years, and shall be eligible for one re-election. The individual term of office for any elected Board member shall not exceed two (2) terms, equivalent to six (6) years.

5.3.2 Elected members shall have the right to resign from the Board, or the sector may request to replace a member. In this case, the same process of appointing a Board member shall apply.

5.3.3 The Board shall terminate a member's appointment due to:

5.3.3.1 Misconduct that impacts on the good name or functioning of the Board; or

5.3.3.2 Failure to attend two (2) consecutive meetings without a valid apology. The Board shall ensure that fair administrative processes are followed.

5.3.3.3 Failure to comply with LIASA's Rules of Conduct and related codes of behaviour.

#### 5.4 Requirements of Board members

5.4.1 Be prepared to serve the Association without remuneration

5.4.2 Be a LIASA member in good standing for 5 consecutive years

5.4.3 Have proven access to online technology (Webinar, Skype, etc.)

5.4.4 Have a least 5 years library management experience

5.4.5 Have an academic qualification of

5.4.5.1 Hold a Masters' Degree in LIS or related fields plus 5 years' experience as a manager or in a leadership position  
OR

5.4.5.2 Hold an Honours Degree in LIS or related fields plus 10 years' experience as a manager or in a leadership position

## 6. MEETINGS AND REPORTING

6.1 The Board shall meet face-to-face three (3) times a year, to be reviewed as and when progress is made. At other times, alternative modes such as telephone~ and web conferencing shall be used.

6.2 The Board shall elect a Chair and Deputy Chair at its first face-to-face meeting.

6.3 Agendas and support documentation for meetings shall be distributed to all members seven (7) days in advance of scheduled meetings.

6.4 All documents for discussion at a meeting shall be submitted to the Secretariat ten (10) days before the scheduled meeting.

6.5 Urgent meetings shall be scheduled by the Board Chairperson at his/her discretion or at the written request of a member of the Board supported by at least two (2) other members.

6.6 The Board shall submit annual reports to the LIASA Executive Committee, which shall be shared with members on the dedicated webpage for the Board.

## **7. BOARD PROCEDURES**

7.1 The Board shall determine its own procedure at meetings, with due observance of the accepted norms of fair administrative processes and generally accepted principles for conducting meetings.

7.2 Two-thirds of the members of the Board shall constitute a quorum at each meeting.

7.3 The Board shall establish the following Sub-Boards that will attend to specific matters:

- 7.3.1 Curriculum Standards Sub-Board
- 7.3.2 Compliance Sub-Board
- 7.3.3 Continuing Professional Development Sub-Board
- 7.3.4 Disciplinary Sub-Board

## **8. DECISION MAKING**

8.1 The Board shall preferably take decisions with consensus.

8.2 Where sufficient consensus cannot be reached, the Board shall take decisions when at least two-thirds of the members present at a duly constituted meeting, vote in favour of a proposal.

8.3 All members shall have one vote, except the Chairperson who also has a casting vote.

8.4 The Secretary shall not vote on any matter.

## **9. SECRETARIAT**

9.1 The Office of the LIASA National Office shall serve as Secretariat (LIASA Manager).

9.2 The Secretary shall report to the President, serve as the Secretary of the Board, manage and distribute the agendas, support documentation and minutes of meetings to Board members.

9.3 The Secretary shall further manage Board archives and records, and fulfil all other secretariat functions as determined by the Board Chairperson.