

School Library Association of New South Wales

President

1. Take a leadership role in promoting the aims of SLA NSW and maintain a watching brief on the progress and management of the association through the development of and implementation of a strategic plan.
2. Report regularly to SLA NSW committee through email or print form
3. Collaboratively develop briefs for new projects
4. Represent the views and interests of association to relevant government and non government bodies and lobby those on behalf of association and its members
5. Organise the chairing of meetings and committees or task groups
6. Oversee preparation of the Annual General Meeting agenda
7. Welcome new office bearers and general committee members and ensure they are familiar with the operations of association
8. Report annually to association membership at the Annual General Meeting
9. Maintain watching brief on constitutional matters
10. Act as co-signatory for cheques drawn on SLA NSW funds
11. Act as primary contact for the contract and ex-officio positions

Procedures

1. Attend meetings as required. Apologies for meetings should be tendered to the Secretary at least 24 hours prior to the meeting.
2. Keep a watching brief of the profession by subscribing to OZTL_Net and local or district networks.
3. Any reports for meetings are to be sent to the Secretary at least 14 days prior to the scheduled meeting.
4. Attend strategic planning days as required.
5. Attend induction session if necessary
6. Members of the committee may be asked to be responsible for sections of the website. If so, the website style sheet must be maintained and direction accepted by website manager.