



*Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa*

GUIDELINES FOR CONVENORS OF SPECIAL INTEREST GROUPS (SIGs)

Welcome

Congratulations on your appointment as Convenor of a LIANZA SIG. LIANZA special interest groups provide a valuable vehicle for networking and your interest and commitment in providing a leadership role is commended.

One of LIANZA's key strategies is to 'engage membership' and these Interest Groups can be a highly effective way of building a collegial community.

LIANZA has put together the following guidelines to help you in your role as Convenor.

Governing Documents

The current LIANZA Code of Practice and Rules of the Association are available on the LIANZA Website – <http://www.lianza.org.nz>.

SIG Convenors should be acquainted with these documents, in particular:

- Rules 4 (iii) & 10 (i)
- Code of Practice Part 1: 10 (Special Interest Groups)
- Code of Practice Part 4: Financial Guidelines and Practices for Regions and Special Interest Groups (SIGs)

Membership

SIG membership is open to members and non-members of the Association.

Convenors should actively encourage SIG members who are not current LIANZA members to join the Association. See member benefits on the LIANZA website.

For details on collection of membership fees refer to Code of Practice Part 1: 10.12.

Reporting to LIANZA

SIGs should communicate an annual plan of activities and events, and a summary of activity for the previous year to the Association office.

The LIANZA Council member responsible for SIG liaison will maintain regular contact with the SIG convenor and is an ex-officio member of all SIG committees.

Communications

SIGs must be in regular communication with their members. Communication may be by any process, but please ensure that all members receive all communications.

The mission statement, goals and objectives of the SIG should be clearly outlined on the LIANZA website. The website should have current contact information, news and events.

SIGs should appoint an editor for the LIANZA website to ensure any pages are kept up to date. For assistance with web editing contact the LIANZA Communications Manager.

All SIG communications should be on LIANZA letterhead or include the LIANZA logo/ byline – contact the LIANZA office for a copy of the electronic letterhead or jpeg of the LIANZA logo.

The LIANZA office should be included in all communications to members.

Professional Development

SIGs are free to organise their own continuing professional development (CPD) training but should notify the LIANZA office well in advance with details of all training by providing a programme of events.

This information is necessary for LIANZA to ensure there are no double-ups of courses in the same area with the same target audience.

If a SIG has developed and delivered a successful training programme, LIANZA may be able to assist the SIG to offer the training on a national level.

SIGs are able to load details of scheduled seminars/workshops to the LIANZA online events calendar – and to the appropriate Body of Knowledge (BOK) page of the LIANZA CPD Wheel.

Meetings

For full details of requirements for meetings and annual general meetings see LIANZA Code of Practice Part 1: 10.7.

SIGs may conduct meetings and annual general meetings online where necessary and it may be appropriate to conduct the election of officers by postal/electronic vote in order to achieve a quorum.

A written record of all meetings should be retained and made available to SIG members/LIANZA Council upon request.

Financial Reporting

Convenors should ensure that appointed SIG Treasurers refer to relevant sections in Part 1 and Part 4 of the LIANZA Code of Practice in order to carry out the financial responsibilities in accordance with the requirements of the Association.

For assistance with financial reporting contact Anna O’Keeffe – Membership Services in the LIANZA Office or the LIANZA Treasurer Steve Graves.

LIANZA Contact details

The LIANZA National Office contact details are:

Phone: 04 801 5542 **FAX:** 04 801 5543

Postal address: LIANZA
PO Box 12-212
Wellington, 6144

Physical address: Level 4
Stephenson & Turner House
156-158 Victoria Street
Wellington 6011
New Zealand

LIANZA Staff:

Alli Smith	alli@lianza.org.nz	Executive Director
Megan Button	megan@lianza.org.nz	Communications & Website
Maree Kibblewhite	maree@lianza.org.nz	Professional Development
Anna O’Keeffe	anna@lianza.org.nz	Membership, Accounts, General Enquiries
Wendy Walker	wendy@lianza.org.nz	Professional Registration
Sinead Eyre	sinead@lianza.org.nz	Awards, Website updates
Steve Graves	steve@kendons.co.nz	LIANZA Treasurer - 04 566 4399

LIANZA Councillor (SIGs Portfolio):

Stef Clark saclark@waikato.ac.nz