

GUIDE TO THE LIANZA BOARD





WELCOME

Welcome to the LIANZA Board. If you are a newly-elected board member, congratulations.

If you are returning to the board, thank you for your commitment. We look forward to working with you.

A handwritten signature in black ink, which appears to read "Laura Marshall". The signature is fluid and cursive.

Laura Marshall
LIANZA CEO

OUR PARTNERSHIP

LIANZA Te Rau Herenga o Aotearoa and Te Rōpū Whakahau have a formal partnership, while maintaining independent status. Together our two associations provide mutual support in the pursuit of Māori and bi-cultural development of librarianship in Aotearoa New Zealand. Our partnership is ratified regularly.

OUR VISION & MISSION

LIANZA strategic vision

A thriving library and information sector.

LIANZA strategic mission

Strengthening our sector to be innovative and responsive to future information needs.

OUR WORK

LIANZA works on behalf of library and information professionals in Aotearoa New Zealand by building communities to represent their professional interests and provide professional development services to them. We also work with library and information organisations to support the delivery of library and information services that are vital to the economic, social, and cultural wellbeing of New Zealand Aotearoa.

LIANZA BOARD

The LIANZA Board is collectively responsible for the governance of LIANZA - the strategic direction and financial sustainability of the organisation.

A review of the LIANZA strategic governance and organisational structure in 2019-21 aimed to position the association for the future and enable it to deliver on its vision, mission and strategic plan.

A review of the LIANZA constitution in 2026 included changes to LIANZA governance and to bring it into line with the Incorporated Societies Act 2022.

SETTING THE FUTURE DIRECTION

LIANZA works to:

- provide strategic leadership for the wider library and information sector
- work in partnership with Te Rōpū Whakahau
- speak as one unified national voice for the wider library and information sector
- advocate authoritatively on future-focused national and international priorities
- strengthen the future library and information profession
- build strategic partnerships within and beyond the sector
- embed bicultural aspirations and be an exemplar for organisational bicultural governance, in the spirit of partnership and goodwill envisaged by Te Tiriti o Waitangi.

LIANZA BOARD RESPONSIBILITIES

All board members are responsible for:

- setting and reviewing the association's strategic plan
- setting and reviewing the Code of Practice policies by which the association operates
- maintaining, running and developing the the board to ensure it adds value to the association's effectiveness
- building and maintaining relationships with external stakeholders
- protecting the reputation of the association
- looking after the human and physical resources of the association
- being accountable for financial and other assets
- ensuring management behaves in an appropriate and accountable way
- ensuring the association complies with all legal and constitutional requirements
- identifying and managing organisational risk
- monitoring and evaluating organisational and financial performance.

ELIGIBILITY

To be eligible for elected board member roles the nominees must be a personal member of LIANZA.

EXPECTATIONS OF BOARD MEMBERS

All board members are expected to:

- develop a working knowledge of the LIANZA Code of Professional Conduct, Rules and Code of Practice
- participate in and actively contribute to all board meetings
- proactively support incoming board members
- promote and participate in an environment of mutual trust, respect, and teamwork
- proactively put forward ideas on new initiatives or matters for consideration
- undertake adequate preparation for meetings, including asking for any additional information required
- participate in committees and/or working groups where required
- respect the confidentiality of sensitive issues discussed by the board
- declare any conflicts of interest
- support collective decision-making and if there is disagreement, ensure that the final decision of the board is supported and that the board speak with 'one voice'
- speak on behalf of LIANZA with members or media only when requested to do so, and with the approval of the president
- familiarise themselves with good governance principles
- be clear about the difference between governance and management
- realise that when a board member assists with operational activities that they effectively become a voluntary staff member accountable to the CEO
- attend LIANZA Conference, where possible
- attend the LIANZA Annual General Meeting
- promote LIANZA professional registration
- assist with promoting LIANZA initiatives and events
- actively promote LIANZA membership with the library and Information sector.

Please note: It is expected that the use of common sense and good judgement will guide the conduct of board members. Should a board member find themselves in a situation where they find it difficult to determine the proper course of action, this matter should be taken in the first instance to the CEO and / or president who will present it to the full board for their determination.

LIANZA BOARD COMPOSITION AND APPOINTMENTS

The LIANZA Board is the association's committee in our rules or constitution.

Board members elected nationally

- President-elect
- Four appointed board members

Appointed by board

- Treasurer
- Two appointed board members with skills in board governance and one with skills in tikanga and Mātauranga Māori

Board secretary

The CEO acts as the board secretary.

Terms

From 2023 all board members will serve a three-year-term, with a limit of two terms served consecutively.

LIANZA Officers

The incorporated societies legislation requires that a society has a committee and that the committee must comprise three or more officers who are qualified to be elected or appointed.

In our constitution the following positions are officers of the association; the president, the president-elect and the treasurer.

LIANZA Executive

The executive is comprised of the president, president-elect, CEO and treasurer.

Our Code of Practice states that this group can make urgent decisions and decisions related to personnel, including remuneration, with ratification at the next board meeting. The executive takes responsibility, on behalf of the board for determining the CEO's terms of employment and performance review.

BOARD ANNUAL PERFORMANCE REVIEW

The LIANZA Board will annually review its performance and conduct a skills audit, based on the current strategic aims of the association. Results will be shared and used to help set the board agenda for the coming year and to make changes to improve board performance.

LIANZA BOARD MEETINGS

Calendar

LIANZA Board meets approximately 11 times a year.

The day and times of these meetings are usually the same each month and agreed at the start of the financial year.

Conference year	Non-conference year
Two face-to-face meetings February and mid year (TBA).	Two face-to-face meetings February and mid year (TBA).
At least eight Microsoft Teams meetings of approx 2 hours March, April, May, July, August, September, November and December.	At least nine Microsoft Teams meetings of approx 2 hours March, April, May, July, August, September, October, November and December.

If meetings cannot be held face-to-face, they will be held on Microsoft Teams.

An additional LIANZA annual hui may be scheduled each year and other meetings may be required.

Quorum

The meeting quorum of the board is six and must include the president or president-elect. If the quorum is not achieved the board may still meet but any motions will be passed outside the meeting via email.

Who else attends meetings

The LIANZA CEO acts as the board secretary, participates in discussions but does not vote.

Standing committee chairs, the professional registration chair, community chairs and other guests may be invited to attend and report at board meetings.

Meeting Agenda and Papers

The meeting draft agenda, papers, previous minutes and updated actions will be available via BoardPro to the board prior to the meeting by the CEO.

If you have items or papers for discussion to be added to the agenda, please provide to the CEO prior to the meeting.

Be prepared for meetings

Please ensure you read the agenda and papers prior to the meeting. If you have any questions about any information or reports sent, please use the week ahead to ask any questions. These questions and answers can be shared with all of the board prior to the meeting and may save valuable meeting time.

Agenda Items

The importance of agenda items and the objective to be achieved at the meeting and any supporting papers are identified in the agenda.

Discussion and Business Agenda

The agenda is divided into two parts – discussion and business. Discussion items are future focused strategic issues that require debate.

If necessary, monthly meetings may focus on either strategic discussions or on business items that need to be approved and recorded. Business items are reports on past activities and regular business agenda items may include approving previous minutes, matters arising and outstanding actions, approving the performance report and CEO's report.

CEO Report

You will receive a written report from the CEO regularly. This outlines association activities that have occurred since the last meeting. If there is anything you feel is missing from these reports or if you have any questions please ask the CEO.

The CEO will place any strategic issues that require guidance from LIANZA Board on the discussion agenda.

Performance Report

You will receive a financial report every meeting. This report is prepared by the treasurer and CEO, with support from the accountant. It will include at minimum, profit and loss with budget comparison, balance sheet, commentary of variances and forecast of year-end results to inform the board about the financial well-being of the association.

Some professional development will be provided as part of the board induction so that members are familiar with the financial reports and key indicators. This report is sent in advance, and any questions about the report can be shared ahead of the meeting.

At the board meeting

The LIANZA Board meeting will begin and end with a karakia, led by one of the board members.

Chair

Board meetings shall be chaired by the president by default. If the president is absent, the president-elect chairs the meeting. If the president and president-elect are both absent, the CEO chairs the meeting.

The meeting will be facilitated to ensure that everyone gets a chance to speak. However it is important that you speak up if you don't understand or aren't comfortable with a decision. If you need more info, talk with the president or CEO and they will be able to supply you with further information. If you're still feeling unsure you can request that LIANZA seek a professional or expert opinion such as legal or accounting advice.

Use your voice – you are encouraged to speak up and question. While board members must present a united front when reporting on board actions to the LIANZA membership, healthy debate is important at board meetings.

You joined the LIANZA Board to share your vision, so now's the time to speak up and share your wealth of knowledge!

Meeting Minutes

The draft minutes will be sent to the board within seven working days of the meeting. All board members should provide advice on any changes to the draft meeting notes by return email.

Decisions between meetings

The CEO may request for decisions to be made by the board via email where waiting to the next meeting could lead to administrative or operational delays. These decisions are recorded as motions in the next meeting minutes.

Apologies

An apology to the meeting is required if you cannot attend the meeting. Please send your apology to the CEO, ahead of the meeting.

Conflict of Interest

If a board decision could cause a conflict of interest for you, this should be declared. What is a conflict of interest? If you think that a LIANZA transaction could give you or a close relative a financial or material benefit, then you should declare a conflict of interest. If your workplace would benefit from a LIANZA decision or an advocacy decision by LIANZA could harm your employer, you also have a conflict of interest. Conflicts are likely to arise for everyone at some point during their board career – but they are easy to manage. Just declare the conflict to the board and excuse yourself from the decision if necessary.

Board meeting evaluation

At the end of each meeting there may be a quick evaluation answering three key questions: Has this meeting added value to the organisation? What proportion of meeting was focused on governance and future focused discussion? What can we do better?

TRAVEL, MEALS AND ACCOMMODATION EXPENSES

Travel

All domestic and international flight bookings are made by the LIANZA Office and we prefer to book travel in advance. Let LIANZA Office know your preferences and you will receive some options of flight times that meet your needs.

The use of airport buses, airport shuttle services, or shared taxis is preferred to keep travel expenditure to a minimum. You can request taxi chits from LIANZA Office in advance if required and these can be couriered to you.

Meals

For face-to-face meetings lunch, morning and afternoon tea is arranged by the LIANZA Office. All other meals will be at your own cost.

Conference attendance and support

The LIANZA Board is encouraged to attend the biennial conference. LIANZA only provides free conference registration to the LIANZA president and president-elect.

AGM attendance

All board members are expected to attend the AGM, either face-to-face when the AGM is held at conference (if possible) or via Zoom in a non-conference year, if attendance in person is not possible.

LIANZA Rules

The rules are our constitution and provide guidance to how LIANZA operates.

Changes to the LIANZA Rules are made at an AGM and voted by members.

LIANZA Code of Practice

The LIANZA Code of Practice - 2.0 Operation of the LIANZA Board provides more details for the board.

Other LIANZA Codes of Practice can be found at

<https://lianza.org.nz/about/who-we-are/reports-codes/>

The Code of Practice is reviewed at least two-yearly and changes are approved by the LIANZA Board.

LIANZA OFFICE

LIANZA Office is available to answer any queries and provide support to you in your role.

Remember, we're here to serve both the membership and the LIANZA Board, so if there's anything we can do for you to help you in your role, get in touch.

LIANZA Office contact information can be found at

<https://lianza.org.nz/about/who-we-are/staff/>

GLOSSARY

- **ALA** - American Library Association
- **ALIA** - Australian Library and Information Association
- **ARANZ** - Archives and Records Association of New Zealand
- **CAUL** - Board of Australian Librarians
- **CILIP** - Chartered Institute of Library and Information Professionals (UK)
- **CLA** - Canadian Library Association
- **Code of Practice** - The policy and procedural documents that provide detailed information with regard to how LIANZA operates
- **CONZUL** - Board of New Zealand University Librarians
- **CPD** - Continuing Professional Development
- **IAML** - International Association of Music Librarians
- **IFLA** - International Federation of Library Associations
- **Koha** - New Zealand Library Management System
- **LGNZ** - Local Government New Zealand
- **LIAC** - Library and Information Advisory Commission, reports to Minister of Internal Affairs
- **LMS** - Library Management System
- **MA** - Museums Aotearoa
- **MSH** - Ngā Upoko Tukutuku - Maori Subject Headings, a project delivered in partnership between LIANZA, National Library, and Te Rōpū Whakahaui focused on categorising knowledge from a Maori world view
- **National Services** - Te Paerangi, part of Te Papa funded to provide support to museums, galleries, and iwi
- **NDF** - National Digital Forum
- **NZLLA** - New Zealand Law Librarians Association
- **OP** - Open Polytechnic
- **PR** - Professional Registration
- **RIMPA** - Records and information Management Professionals Australasia
- **Rules** - Our rule or constitution is a legal document and can only be altered by majority of members
- **S2S** - Services to Schools (a National Library Service)
- **SLANZA** - School Library Association of New Zealand Aotearoa, LIANZA used to have a representative on the governing board
- **Taituarā** - Local Government Professionals Aotearoa is the national membership organisation for local government professionals (formerly SOLGM)
- **VALA** - Victoria Association for Library Automation
- **VUW** - Victoria University of Wellington