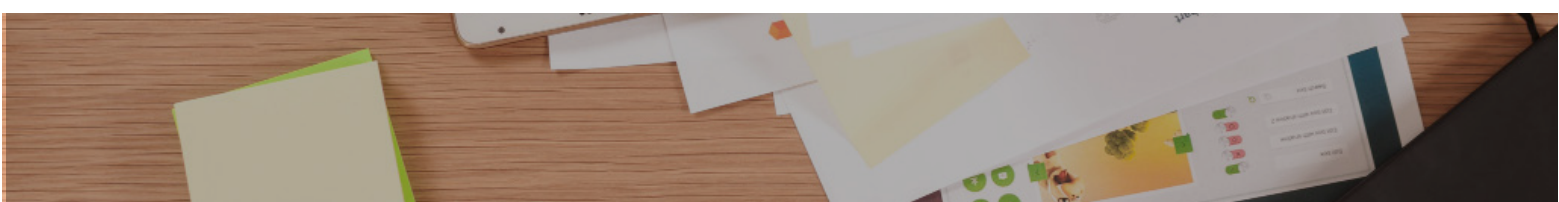




YOUR GUIDE TO LIANZA COUNCIL

LIANZA

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





SO – YOU'RE ON LIANZA COUNCIL?

Welcome to the LIANZA National Council. If you are a newly elected regional councillor – congratulations. Your passion for the library and information sector has led to your nomination and your colleagues deemed you worthy to represent them and their concerns. If you are a returning regional councillor, willing to contribute for a further term, thank you for your commitment. If you are a representative from Te Rōpū Whakahau, our voluntary Treasurer, Te Rōpū Whakahau Tumuaki or one of our three Presidents – we look forward to working with you all !

Ana Pickering

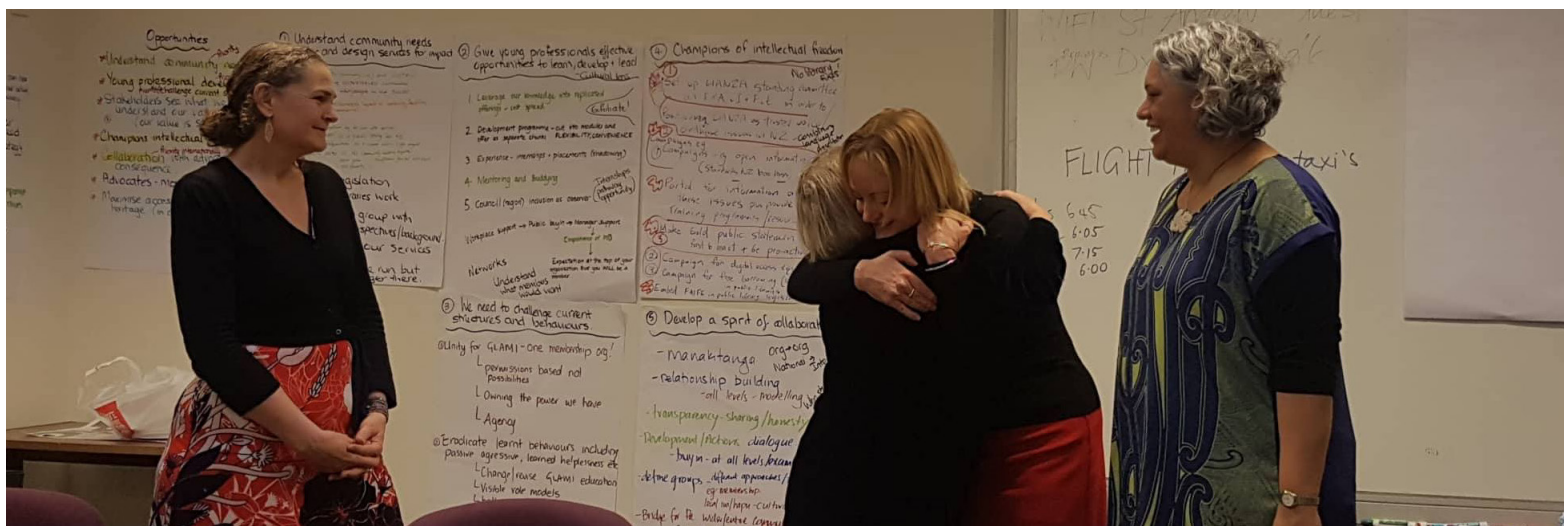
LIANZA Executive Director

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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 bicultural development of librarianship in Aotearoa New Zealand. Te Rōpū Whakahau provides two representatives on LIANZA Council, one of whom is Te Rōpū Whakahau Tumuaki. This partnership is ratified annually.

LIANZA STRATEGIC VISION

People and communities connected and empowered by information

LIANZA STRATEGIC MISSION

Strengthening our members to be innovative and responsive to future information needs

OUR WORK

LIANZA works on behalf of library and information professionals in New Zealand Aotearoa by building communities to represent their professional interests and provide professional development services to them; and

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 COUNCIL

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

A key task on a board ...is to know what is the difference between governance and management.

ROLE OF LIANZA COUNCIL

The purpose of the councillor role is to further the strategic objectives of the Association.

Councillors do this by initiating positive change and managing projects that support LIANZA's strategic direction; representing the interests of their regional members; proactively raising issues and concerns in the sector; and engaging in meaningful dialogue with stakeholders.

ROLE OF REGIONAL AND TE RŌPŪ WHAKAHAU COUNCILLORS

- Provide governance leadership and to set the strategic direction of LIANZA
- Support the strategic direction of the LIANZA by initiating activities, dialog and participation with the membership, internal and external stakeholders
- Advocate on behalf of the regional members of LIANZA and represent their views at LIANZA Council
- Advocate on behalf of the members of Te Rōpū Whakahau and represent their views at LIANZA Council
- Participate in and actively contribute to LIANZA Council meetings
- Table issues of national and/or regional importance at LIANZA Council meetings for discussion.
- Proactively put forward papers on new initiatives or matters for consideration to LIANZA Council
- Attend (if possible) LIANZA Conference, including participation in pre-conference meetings
- Attend and contribute to national and regional planning days
- Act as the representative of LIANZA Council on the LIANZA Conference Committee, when it takes place in the Councillor's region
- Manage the relationship between LIANZA Council and the Regional Committee, including conveying news, information and concerns
- Provide guidance to regional committee annual event plans and budgets
- Attend and update the regional committees on news from LIANZA Council meetings
- Manage and/or participate in taskforces and working groups where required
- Act as a proponent and advocate of LIANZA in all dealings with the profession
- Proactively ensure that the LIANZA Office is up-to-date with regional developments including regional events, and any happenings of significance
- Assist regional committees with the Code of Practice
- Assist region and SIG communities with preparing annual budgets and event plans for submission to LIANZA Office
- Promote LIANZA membership and professional registration where possible
- Support members in professional registration and awards applications
- Provide a full briefing and ongoing support to the new regional or Te Rōpū Whakahau Councillor, where you are the outgoing Councillor
- Proactively mentor incoming LIANZA Council members
- Assist with communicating LIANZA Council activities to members, by taking responsibility for a blog post/update in newsletter or short article in *Library Life* and sourcing news for regional updates
- Other duties as required, for example sitting on award judging panels, conducting interviews, and assisting with nominations and citations for awards.

EXPECTATIONS OF COUNCILLORS

- Ability to effectively engage, communicate and work cooperatively within LIANZA and the LIS sector.
- Ability to set and carry out individual goals in support of the strategic objectives of the Association.
- Confidence in working with others and the ability to represent the views and policies of different parties.
- Ability to meet deadlines and reporting requirements.
- Willingness to actively engage with, and be visible to, the membership.
- Working knowledge of the LIANZA Code of Conduct and Rules.
- Must be a personal member of LIANZA or Te Rōpū Whakahau.
- Professional registration is expected

COUNCIL ANNUAL PERFORMANCE REVIEW

LIANZA Council will review its performance on an annual basis using the Council Performance Review form which is provided prior to the final Council meeting of the financial year. Results are

reported back at the final Council meeting and used as a basis to help set the Council agenda for the coming year and to make changes to improve Council performance.

LIANZA COUNCIL REPRESENTATION

There are 12 people on LIANZA Council

- President
- President-elect
- Immediate Past President
- Treasurer
- Te Rōpū Whakahau Tumuaki
- Te Rōpū Whakahau Councillor
- Six Regional Councillors

ELECTION, APPOINTMENT AND TERMS ON LIANZA COUNCIL

PRESIDENT

LIANZA President is elected by the membership and serves a three-year presidential term, with consecutive one-year terms as President-elect, President, and Immediate Past President.

The President, the President-elect, the Immediate Past President (ex-officio), the Treasurer, and the Te Rōpū Whakahau Tumuaki are officers of the association.



COUNCILLORS

Regional councillors represent six regions, and are also members of these regional committees; Hikuwai, Te Whakakitenga aa Kaimai, Ikaroa, Te Upoko te Ika a Maui, Aoraki and Otago/ Southland.

Each regional councillor is elected by LIANZA members in a particular region and represents that region on Council for a two year-term.

TREASURER

The Treasurer, is a personal member of both LIANZA and the Institute of Chartered Accountants of New Zealand (ICANZ) is appointed every two years by Council

TE RŌPŪ WHAKAHAU COUNCILLOR

Te Rōpū Whakahau Councillor is elected by the members of Te Rōpū Whakahau and represents Te Rōpū Whakahau for a term of two years.

RE-ELECTION

Any Officer or Councillor is eligible to stand for re-election and there is no limit on the number of terms served. However each region tries to ensure that new regional representation is encouraged of members.

LIANZA EXECUTIVE COMMITTEE

The executive committee is comprised of the President, Immediate Past-President, President-elect, Executive Director and Treasurer. Our rules state that this group can make urgent decisions and decisions related to personnel, including remuneration, with ratification at the next Council meeting.

PAST PRESIDENTS ADVISORY GROUP

LIANZA Past Presidents are invited to sit on the Past Presidents Advisory Group which acts as an advisory capacity for the current LIANZA Council.

LIANZA COUNCIL MEETING CALENDAR

LIANZA Council meets at least 11 times a year. The dates and times of these meetings are

agreed at the first full Council meeting of the financial year, in late June.

Conference Year	Non Conference Year
<p>Three face-to-face meetings</p> <ul style="list-style-type: none"> One day in February in Wellington Two days in late June in Wellington One day at conference in October <p>At least eight Zoom meetings of approx 1.5 hours in March, April, May, July, August, September, November and December.</p>	<p>Two face-to-face meetings – February and June in Wellington</p> <p>At least nine Zoom meetings of approx 1.5 hours in March, April, May, July, August, September, October, November and December.</p>

In a conference year the meeting calendar may be adjusted due timing of the bi-ennial conference.

QUORUM

The meeting quorum of the Council is seven, and must include the President or President-elect, and at least one representative of Te Rōpū Whakahaū.

WHO ELSE ATTENDS MEETINGS

The LIANZA Executive Director acts as the Council Secretary, participates in discussions but does not vote. The Professional Registration Board chair may also attend Council meetings, but does not vote.

LIANZA Office staff may also attend the meeting to assist with organisation and minute taking.

MEETING ATTENDANCE

If you are unable to attend a Council meeting then your Regional Chair should be approached about standing in for you. Early advice on any changes is extremely important, as travel bookings may not be able to be changed, causing unnecessary expense.

APOLOGIES

An apology to the meeting is required if neither the Councillor nor the Chair can attend the meeting. Please send your apology to the Executive Director.

MEETING AGENDA AND PAPERS

The meeting draft agenda, papers, previous minutes and updated actions will be emailed to Council five to seven days prior to the meeting by the Executive Director. An effort will be made to circulate papers earlier for face to face meetings where there is a full agenda.

If you have items or papers for discussion to be added to the agenda, please provide to the Executive Director at least 10 days prior to the meeting so these can be included in the papers sent to Council. Submitting papers in advance for the agenda allows all other Councillors to read the document before discussion at the meeting. Please notify the office if you intend tabling a paper during the meeting so a paper number can be allocated.

The Executive Director will ensure that the papers or reports are numbered and that these

numbers are noted on the agenda to ensure that it's easy for everyone to understand which documents relate to which agenda items.

When tabling a paper or recommendation, be ready to move that it be accepted at the meeting (provide in an appropriate format that can be phrased as a resolution).

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 to ask any questions. These questions and answers can be shared with all of Council 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 Executive Director's Report;

EXECUTIVE DIRECTOR REPORT

You will receive a report from the Executive Director prior to each two-monthly meeting. This outlines all the business as usual type 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 Executive Director. The Executive Director will place any strategic issues that require guidance from LIANZA Council on the Discussion agenda.



PERFORMANCE REPORT

You will receive a financial report prior to each two-monthly meeting. This report is prepared by the Treasurer and Executive Director and will include at minimum, profit and loss with budget comparison, balance sheet, commentary of variances and forecast of year-end results to inform Council about the financial well-being of the association. Some professional development will be provided as part of the Council 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 COUNCIL MEETING

The LIANZA Council meeting will begin and end with a karakia, led by one of the Council. If you need some support to lead the karakia, let us know there are resources and people to support you.

The meetings are chaired by the President, or in their absence the President-elect. 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 Executive 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 Councillors must present a united front when reporting on Council actions to the LIANZA membership, healthy debate is important at Council meetings. You joined LIANZA Council to share your vision, so now's the time to speak up and share your wealth of knowledge!

CONFLICT OF INTEREST

If a Council decision could cause a conflict of interest for you, this should be declared. But 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 Council career – but they are easy to manage. Just declare the conflict to Council and excuse yourself from the decision if necessary.

COUNCIL MEETING EVALUATION

At the end of each meeting there will 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?

MEETING MINUTES

The Executive Director will send the draft minutes of the meeting to the executive committee as soon as possible. The draft minutes will be sent to Councillors within seven working days of the meeting.

All Councillors are expected to provide advice on any changes to the draft meeting notes by return email.

DECISIONS BETWEEN MEETINGS

The Executive Director may request for decisions to be made by Council 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.



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.

ACCOMMODATION

For two-day or international meetings, accommodation will be booked by LIANZA Office at a location convenient to the meeting or event. Shared accommodation may be used to reduce costs. For one-day meetings it is preferred that Council members fly in and out on the same day. However, overnight accommodation may be considered in some circumstances.

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 REGISTRATION

LIANZA Council is encouraged to attend the biennial conference. LIANZA only provides free

conference registration to the LIANZA President, President-elect, Immediate Past-President and Te Rōpū Whakahau Tumuaki.

AGM ATTENDANCE

All Councillors expected to attend the AGM, either face-to-face when the AGM is held at conference 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 has to be done at an AGM and voted by members.

LIANZA CODE OF PRACTICE

The LIANZA Code of Practice – 2.0 Operation of LIANZA Council provides more details including job descriptions for LIANZA Council.

Other LIANZA Codes of Practice can be found at <https://lianza.org.nz/about-us/governing-documents/code-practice>

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

LIANZA COUNCIL MEMBER

CODE OF CONDUCT

- Council members shall respect the confidentiality of sensitive issues.
- Council members will only interact with the media regarding LIANZA executive business when requested to do so, and with the approval of the President.
- Council members will attend Council meetings regularly, and are expected to make every effort to attend all face to face meetings.
- Council members will undertake adequate preparation for meetings, including asking for any additional information they might require on an issue or topic being raised.
- Council members will familiarise themselves with good governance principles.
- Council members will promote and participate in an environment of mutual trust, respect, and teamwork.
- Council members will be loyal to the best interests of the members, and will openly speak up on behalf of the membership and dissent as deem appropriate.
- Once voting is completed on any Council item then all Council members will support the final Council decision.
- Council members will actively promote LIANZA amongst the Library and Information sector of New Zealand.
- Council members will comply with all organisational policies and procedures.

In general it is expected that the use of common sense and good judgement will guide the conduct of Council members. Should a Council 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 Executive Director and / or President who will present it to the full Council for their determination.

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 Council, so if there's anything we can do for you to help you in your role, get in touch!

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The Library and Information Association of New Zealand, is the vibrant, vital voice for those engaged in librarianship and information management

<http://www.lianza.org.nz>