

3.00 Guidelines for the Operation of LIANZA Communities

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1.0 Purpose

LIANZA is a national membership organisation built upon contributing communities.

LIANZA Communities are formed by members and can be geographically, sector or interest based.

LIANZA Communities operate on behalf of and as part of LIANZA, and through their activities contribute to the sustainability of their national association.

Using the LIANZA brand provides an easily recognisable status and indicates that the LIANZA Community provides authentic ways of connecting with LIANZA members and library and information professionals throughout New Zealand.

LIANZA Communities are run by energetic and committed volunteer members, who generously give their time to create an active and vibrant network of activities around New Zealand.

This policy aims to provide clear guidance about establishing, operating, leading and facilitating LIANZA Communities, and to clearly articulate the support provided by the Association.

2.0 Scope

This policy applies to all LIANZA Communities, LIANZA Council and LIANZA staff.

3.0 Definitions

Aoraki Region	<p>The Aoraki Region comprises the Nelson-Marlborough, West Coast, Chatham Islands, and Canterbury Regions (as shown in the attached map). The Canterbury Region was formed in 1937 and changed its name to Aoraki Region in June 1995.</p> <p>The South Canterbury Branch of the Association was formed in 1948 and wound-up in 1965.</p>
Hawkes Bay Region	<p>This region is now part of Ikaroa Region. It comprises the area of the Provincial District of Hawkes Bay as far south of Takapau, as well as the remainder of the County of Wairoa, the Counties of Cook, Waikohu, Waiapu, and the city of Gisborne and was formed in 1965. The region joined the Auckland Region in 1989. In August 1994 Hawkes Bay Region elected to become part of the Central Region while Gisborne remained with the Auckland Region. Subsequently, Gisborne joined the Waikato / Bay of Plenty Region.</p>
Hikuwai Region	<p>The Hikuwai Region is made up of the Northland and Auckland Regions bisecting the Franklin District. The Society of Auckland Librarians affiliated in 1935. The Auckland region changed its name to Hikuwai Region in January 2000.</p>

Ikaroa Region	The Ikaroa Region comprises the Taranaki, Manawatu-Wanganui, and Hawkes Bay Regions. The region was formed in 1944, and changed its name from Palmerston North Branch to Central Region in 1987. Hawkes Bay Region (excluding Gisborne) joined the region in August 1994. Central Region changed its name to Ikaroa Region in August 2000.
Otago/Southland Region	The Otago / Southland Region comprises the Otago and Southland regions. The Society of Otago Librarians affiliated in 1937 as the Dunedin Branch. The name was changed to Otago branch in the same year.
SIG	Special Interest Group
LIANZA Communities	LIANZA regional, sector and special interest communities
Te Upoko o te Ika a Maui Region	Te Upoko o te Ika a Maui Region comprises the Wellington Region (as shown on the attached map). The Society of Wellington Librarians affiliated in 1937. The Wellington Region changed its name to Te Upoko o te Ika a Maui Region in August 2001.
Te Whakakitenga aa Kaimai	Te Whakakitenga aa Kaimai region comprises the Waikato, Bay of Plenty, and Gisborne Regions and includes part of the Franklin District. This region was formed in 1967 and was formerly known as the Waikato / Bay of Plenty Region, before changing its name in 2017.

4.0 Related policies and procedures

- 3.01 Financial Procedures for LIANZA Communities
- 2.01 Office Administration
- 2.02 Events Policy
- 2.06 Health and Safety

5.0 References

- LIANZA Code of Practice Part Four – updated in May 2013

6.0 Exceptions

In order to ensure transparent operation of LIANZA there are no exceptions to this policy.

7.0 Responsibilities

LIANZA regional councillors have a responsibility to ensure that they are familiar with these guidelines.

LIANZA Community co-ordinators and office holders have a responsibility to familiarise themselves with this policy and all related policies and ensure that they use this policy to operate their LIANZA Community.

The LIANZA Office have a responsibility to keep this policy up-to-date including a two-yearly review and to ensure changes are passed by LIANZA Council, provide a handbook and to ensure that LIANZA Code of Practice is accessible.

8.0 Policy

8.1 LIANZA Communities can be based on regions, sectors or special interests.

8.2 The maximum number of LIANZA Communities based on regions is six as per LIANZA Rule 21

8.2.1 All LIANZA personal and institutional members are automatically part of the regional LIANZA Community in which they are located

8.2.2 LIANZA Council is based on regional representation

8.2.3 Regional councillors are nominated and elected by their regional LIANZA Community

8.2.4 Regional councillors are ex-officio members of their regional LIANZA Community.

8.3 LIANZA Communities based on sector or special interests may form whenever there are at least ten personal or institutional members.

8.4 In addition to their regional community, all LIANZA personal and institutional members may join an unlimited number of sector or special interest LIANZA Communities.

8.5 LIANZA Communities form and dissolve dependent on the ongoing purpose, and engagement of those involved, and the relevancy of the group to LIANZA members.

9.0 Procedures

9.1. Forming a LIANZA Community

9.1.1. A proposal to form a LIANZA Community should be sent to the LIANZA Executive Director for approval by LIANZA Council.

9.1.2. Any proposal must have the following;

- 9.1.2.1. The proposed name
- 9.1.2.2. A statement of aims and objectives
- 9.1.2.3. The names, work addresses and contact details of at least ten LIANZA personal or Institutional members
- 9.1.2.4. A primary contact person.

9.1.3. LIANZA Council will vote on the proposal at their next meeting and their decision communicated to the primary contact person.

9.2 Operation of LIANZA Communities

9.2.1. LIANZA Communities are either budgeted or unbudgeted.

9.2.2. Unbudgeted: where interaction between participants in the LIANZA Community is online and/or members pay their own way at face-to-face events.

9.2.3. Budgeted: where income and expenses are generated from LIANZA Community events and activities.

9.2.4. All budgeted LIANZA Communities are required to operate a neutral or surplus annual budget.

9.2.5. All annual surpluses from budgeted LIANZA Communities are returned to the LIANZA Community Contestable Fund.

9.2.6. All losses from budgeted LIANZA Communities are the liability of LIANZA

9.2.7. Budgeted LIANZA Communities receive support from LIANZA Office with budgeting, planning, registrations, sponsorship, liability insurance, GST, promotion and invoicing.

9.2.8. LIANZA Communities can move from budgeted to unbudgeted annually depending on annual plans, but must advise LIANZA Office prior to the end of the financial year.

9.2.9 LIANZA Communities may run an AGM and have elections for office holders if they wish, but this is not a requirement.

9.2.9.1 All LIANZA Communities may designate any roles they feel necessary to run their group effectively

9.2.9.2 Each budgeted LIANZA Community must have at minimum two named co-ordinators or office holders

9.2.9.3 Unbudgeted LIANZA Communities must have one named co-ordinator or office holder.

- 9.2.9.4 Each LIANZA Community must ensure all names and contact emails for all co-ordinators, office holder and/or committee members are provided annually to LIANZA Office and advise of any changes during the year.
- 9.2.9.5 All LIANZA Community Co-ordinators or office holders must attend joint quarterly Zoom meetings with LIANZA Executive Director.
- 9.2.9.6 All LIANZA Communities must provide a report for inclusion in the LIANZA Annual Report.

9.3 Information provided to LIANZA Communities

- 9.3.1 LIANZA Office will provide LIANZA Communities with information about LIANZA members who wish to participate in their regional, sector or special interest community.
- 9.3.2 This information will be provided monthly and also on request.
- 9.3.3 Updated member information provided to LIANZA Communities will include:
 - Name
 - Email address
 - Professional Registration status
 - Membership category.
- 9.3.4. Financial information will be provided to LIANZA Communities as per the 3.01 Financial Guidelines.

9.4 Consultation with LIANZA Communities

- 9.4.1 LIANZA regularly consults with members regarding significant changes to policy and procedure and may do so via LIANZA Communities.
- 9.4.2 Consultation documents may be sent to LIANZA Community Co-ordinators or office-holders for dissemination amongst their community.
- 9.4.3 LIANZA will also consult with its personal and institutional members directly and through multiple mechanisms.
- 9.4.4 Where possible LIANZA will allow sufficient time for consultation and feedback.
- 9.4.5 The type of things LIANZA will consult on may include, but are not limited to; policy changes, project work, changes to traditional activities, changes to legal structure, submissions on behalf of members.

9.5 LIANZA Community Activities

- 9.5.1 LIANZA Communities plan, run and review annual events and activities that meet the needs of their community.
- 9.5.2 These events and activities could include face-to-face networking, professional development events, community or research projects, online networking and social events.

9.6 Sponsorship for Budgeted LIANZA Communities

- 9.6.1 In order to allow LIANZA Office to monitor the level of support provided to LIANZA by various companies, budgeted LIANZA Communities must let LIANZA Office know which companies are approached for sponsorship.
- 9.6.2 Budgeted LIANZA Communities may ask the LIANZA Office to negotiate sponsorship on their behalf for key events.

9.7 LIANZA Communities Branding

- 9.7.1 Identification of LIANZA in LIANZA Community name and branding is mandatory.
- 9.7.2 LIANZA Communities must lodge their logo with LIANZA Office.
- 9.7.3 Any new branding developed by LIANZA Communities must be approved by LIANZA Council before implementation.

9.8 LIANZA Communities supporting their participants

- 9.8.1. LIANZA Community co-ordinators or office holders should develop a process for welcoming new participants such as a welcome email and invitation to an event or activity.
- 9.8.2. Each LIANZA Community could also try to acknowledge professional achievements made by participants in their community and use social media, newsletters or events to offer acknowledgement.

9.9 LIANZA Community Communications

- 9.9.1. Communication is at the heart of what LIANZA Communities do.
- 9.9.2. Each LIANZA Community will have a community page outlining their history, purpose, news and contacts on the LIANZA website.
- 9.9.3. Each community will work with the LIANZA Communications Advisor to keep webpage current.
- 9.9.4. LIANZA Communities can also choose to use social media, email, blogs, wikis, newsletters and teleconferencing to communicate
- 9.9.5. LIANZA Communities may set up their own social media accounts.
- 9.9.6. All LIANZA Community accounts must include the LIANZA Communications Advisor as an administrator.
- 9.9.7. Social media should be limited to Facebook and Twitter.
- 9.9.8. LIANZA Communities must use LIANZA in front of their name eg. LIANZA Hikuwai Community, LIANZA RES-SIG Community.
- 9.9.9. LIANZA Communities are responsible for identifying a communications co-ordinator or office holder to provide LIANZA Office with regular updates of news and communications sent to their community so that LIANZA can publicise all LIANZA Community events and activities.

- 9.9.10. For all events run by budgeted LIANZA Communities, the community's communications co-ordinator is required to liaise with LIANZA Communications Advisor so that social media updates can be provided to the whole LIANZA membership during the event.
- 9.9.11. LIANZA Office can provide assistance to all LIANZA Communities with any e-news communications, event promotion, social media promotion.
- 9.9.12. LIANZA Communities provide news items and photos to LIANZA Office for inclusion in LIANZA e-news, Library Life, Libraries Aotearoa, on LIANZA website and on LIANZA Social media.
- 9.9.13. LIANZA Communities provide a report and photos for inclusion in LIANZA Annual Report.
- 9.9.14. LIANZA Communities may contribute to LIANZA statements, submissions, and press releases.
- 9.9.15. LIANZA Communities must advise of any planned formal submissions to LIANZA Executive Director, and receive feedback and approval from LIANZA Council.
- 9.9.16. LIANZA Community communications must refrain from partisan support or commentary on political issues under the LIANZA banner as members span the political spectrum.

9.10 LIANZA Community Contestable Fund

- 9.10.1. The LIANZA Community Contestable Fund is a central fund administered for the benefit of all LIANZA Communities.
- 9.10.2. The fund was created by the transfer of a proportion of accumulated SIGs and Regions funding as at June 20, 2019.
- 9.10.3. The fund is maintained sustainably by the addition of
 - 9.10.3.1. annual interest on the fund
 - 9.10.3.2. 5% of LIANZA personal member and student member income (excl GST)
 - 9.10.3.3. all annual surpluses from budgeted LIANZA Community events or activities returned to fund.
- 9.10.4. The amount of annual surplus from each LIANZA Community transferred into the LIANZA Community Contestable Fund each year will be made visible in the annual LIANZA Performance Report.
- 9.10.5. The maximum disbursement annually will be no greater than 70% of the amounts added to the fund during the previous income year from the methods listed above.
- 9.10.6. The total available to be disbursed annually will be reviewed periodically to ensure the fund is providing maximum benefit to members.
- 9.10.7. The contestable fund will be used to cover any unplanned losses from budgeted LIANZA Communities.

- 9.10.8 All LIANZA Communities are eligible to apply for the LIANZA Community Contestable Fund.
- 9.10.9 LIANZA Communities can opt to seek ideas or initiatives from LIANZA personal and institutional members who are part of their community and prioritise applications submitted for consideration.
- 9.10.10 The fund cannot be used to fund LIANZA national initiatives.
- 9.10.11 The fund will be available to LIANZA communities working in partnership to launch an initiative.
- 9.10.12 The fund will be available to LIANZA Communities working in partnership with other GLAM sector organisations who can provide matched funding.
- 9.10.13 An annual funding round will enable all LIANZA Communities to submit funding applications such as but not limited to;
 - 9.10.13.1 grants for research, advocacy and community projects and new initiatives.
- 9.10.14. The fund will seek to fund initiatives that;
 - 9.10.14.1 are innovative and provide opportunities that have the potential to make a difference for New Zealand Aotearoa contribute to the LIANZA vision, mission and strategic goals
 - 9.10.14 demonstrate how LIANZA community will benefit from the knowledge, information and connections generated
 - 9.10.13 show how evidence will be generated and evaluated
 - 9.10.13 show partnerships with other groups or people will be used to change or enhance the initiative.
- 9.10.15. The contestable fund will also be used biennially to fund a maximum of six regional LIANZA Community conference grants.
- 9.10.16. The contestable fund criteria, purpose and outcomes will be reviewed every three years.
- 9.10.17. The contestable fund will be used to fund a maximum of six regional LIANZA Community conference grants (see 9.12).
- 9.10.18. The contestable fund will be awarded annually with clear timelines, guidance and application process.
- 9.10.19. A contestable funding round will open by end of April and close in mid-June for funding for the following financial year.
- 9.10.20. The contestable fund will be awarded nationally by a selection panel of at least seven people, made up of representatives from LIANZA Communities and LIANZA Council.
 - 9.10.21. The [AP1] selection panel will submit a report to LIANZA Council at the end of each selection process
 - 9.10.22. The report will include total number of applications with the names of approved applicants only

- 9.10.23. This report will also include any recommendations the selection panel have regarding the initiatives funded
- 9.10.24. LIANZA Council will ratify the report from the selection panel prior to successful applicants being advised
- 9.10.25. The panel may decide to not to award funds if they consider that no applications fully meet the criteria.

9.11 LIANZA Regional Community Conference Grants

- 9.11.1. A LIANZA Regional Conference Grant will be made available to one member of each regional LIANZA Community.
- 9.11.2. Each LIANZA Conference Grant will provide funds to subsidise attendance at (or travel to) the LIANZA Conference.
- 9.11.3. The LIANZA Conference Grants will be awarded nationally by a selection panel made up of the representatives from each regional LIANZA Community.
- 9.11.4. Clear criteria for these grants will be provided to applicants and reviewed every two years.
- 9.11.5. The^[AP2] selection panel will submit a report to LIANZA Council at the end of each selection process
- 9.11.6. The report will include total number of applications with the names of approved applicants only
- 9.11.7. This report will also include any recommendations the selection panel have regarding future regional conference grants
- 9.11.8. LIANZA Council will ratify the report from the selection panel prior to successful applicants being advised
- 9.11.9. LIANZA Conference Grants will be awarded at least three months prior to the LIANZA Conference.
- 9.11.10. The value of the LIANZA Conference Grant will be determined bi-annually
- 9.11.11. If a LIANZA Conference Grant is not granted in a particular region for a specific year, it will not be transferred to another regional community.
- 9.11.12. The LIANZA Community Contestable Fund will be used to provide the six LIANZA Conference Grants.
- 9.11.13. Budgeted LIANZA Communities do not need to budget for and will not offer additional scholarships, awards or grants.

9.12. LIANZA Community Annual Budget and Event Planning

- 9.12.1. All budgeted LIANZA Communities must provide LIANZA Office with a forecast annual budget and indicative annual event plan for the following financial year by June 30.
- 9.12.2. An indicative annual event plan is required from unbudgeted LIANZA Communities by June 30.

- 9.12.3 LIANZA Executive Director will approve each LIANZA Community annual budget and event plan.
- 9.12.4 An Annual Budget and Event Plan template is provided by LIANZA Office
- 9.12.5 LIANZA Community annual event plans identify any conflicts or gaps in event delivery across the country and enable LIANZA to provide all members with an event plan for the financial year ahead.
- 9.12.6 LIANZA Community budgets are incorporated into the LIANZA budget
- 9.12.7 An additional event budget for major events (longer than half-day) must be submitted for approval by LIANZA Executive Director and no events will be opened for registrations until the budget is approved.
- 9.12.8 Freebies and giveaways given to members at events must be approved in advance by LIANZA Office before goods are ordered preferably are funded by sponsorship or donations.
- 9.12.9 Speaker gifts should not exceed \$30 per person, per event.

Review

This policy is reviewed every two years

Attachments