



JENNY ADAMS
EXECUTIVE DIRECTOR

The aim of this section is to introduce you, our members, to the LAA staff and to outline their major job functions. We are at your service and hope this sheet will make contact with us easier (it's always better to have a face with a name) and save your time by helping you make contact with the most appropriate staff member immediately. Keep this in a safe place so you can refer to it regularly.

As Executive Director I am responsible through the Executive Committee to the General Council for the administration and management of the affairs of the Association. This involves me in a large range of duties which can be divided into two areas.

Firstly there is the LAA office — making sure the work of the office runs smoothly; deadlines are met; finances are in order; members' queries are handled; staff morale is high; the building is maintained; correspondence and phone calls are dealt with. Fortunately I have an excellent staff to carry out specific duties and the role is one of overseer although still time-consuming.

Secondly there is the public side of the job. Attending LAA meetings; talking to members; preparing submissions; implementing the decisions of the Executive Committee, General Council, the Board of Education, the Publications Board, and various other committees in which I participate; writing for *InCite*; acting as spokesperson for the LAA; identifying areas for policy formulation and LAA involvement; communicating with outside bodies; visiting politicians; outlining the benefits of LAA membership; Board of Education course recognition visits; preparing agendas; liaison with divisions; planning for the future of the LAA — the list is endless and life is never dull.



ANGELA BROMMANN
EXECUTIVE DIRECTOR'S SECRETARY

As Jenny's secretary, I do all the tasks usually associated with such a position, including travel and accommodation bookings for the staff and officers of the Association. I also type, copy and distribute agendas and minutes of the Executive Committee, Board of Education and General Council, and type membership lists of Associates and their Certificates for new Associate members.

I am responsible for the office stationery, and for seeing that stationery requests from divisions are met. I also ensure that our photocopiers and typewriters are kept in working order.



JENNY MENZIES
ASSISTANT PUBLICATIONS OFFICER

As Assistant Publications Officer my main areas of concern are *InCite* and the *Australian Library Journal*. I compile the Happenings page of *InCite* as well as booking and marking up the advertisements. I also look after the overflow of material from the Publications Officer's desk which manages to reach my desk.

As Secretary to the Editorial Board of *ALJ* I circulate to members the articles and reviews submitted and take the minutes at the meeting. A lot of my time is spent on the phone to printers, typesetters and the mailing house obtaining quotes, checking on production progress and so on.

I also send out the books received for review to suitable reviewers, as well as marking up *InCite* reviews and doing the layout for the review supplement.

I generally assist the Publications Officer and try to reduce her large workload whenever possible.

Photographs by Jenny Menzies



SUE PHILLIPS
ASSISTANT EXECUTIVE DIRECTOR

As Assistant Executive Director I am responsible for the administration of the Association's educational activities (except continuing education), and for membership admission and services.

I am secretary to the Board of Education, and minute secretary for General Council and the Publications Board. Thus a good deal of my time is spent preparing for and attending meetings, and taking the necessary follow-up action.

I look after recognition of courses, which involves liaising with schools of librarianship, arranging assessment visits, accompanying the visiting panels and producing the panel's report. Advising members, the public and institutions about the status of Australian and overseas qualifications is another of my tasks.

I have general responsibility for the membership service, including admission of members and advising on membership entitlements and services provided by the Association. The conduct of elections and seeing division financial matters are also fitted in somewhere. Finally, I deputise for the Executive Director as required.



BRENDA PITTARD
PUBLICATIONS OFFICER

My job is to produce LAA publications, make them look good, sell well and get plenty of advertisers!

Most of my time is spent on producing *InCite*. My involvement starts as items are submitted; apart from the standard LAA items which must go in, I make the selection from other material, editing it and writing some articles myself. I plan the lay-out, organise the typesetting, proof read it and do my best to see that the finished artwork reaches the printer on time. I also spend time talking to present — and potential — advertisers; it's important for them and for *InCite* that their ads are effective.

I am also involved with the production of *ALJ*, marking the copy for the typesetter, planning the layout, placing the advertisements — and actively seeking advertisers.

I oversee the production of LAA monographs, which means involvement from the very beginning, editing, choosing typefaces, working on the layout of the book, arranging for cover designs, selecting paper and so on. I also advise Divisions from time to time (when asked!) on the production of their publications. The many different forms, brochures, etc., used by the LAA are also part of the duties of the Publications section.

I attend meetings of the Editorial Board and the Publications Board and am the LAA representative on the NSW National Book Council committee.



JO-ANNE FULLER
MEMBERSHIP CLERK

As membership clerk, I am responsible for the maintenance of all the membership records. This includes new member applications, changes of address, courses completed, applications for Associateship and Technician membership, and *ALJ* and *InCite* subscriptions.

All money going through the office (both membership and non-membership) must be receipted on the computer, and this takes most of my time. I also handle orders for address labels and member listings for branches, regional groups, sections, and *ALJ* and *InCite* mailings. As the bulk of my work is computer-oriented, I am also responsible for ordering computer stationery.

Finally, I answer enquiries and supply information about the courses that are available, and handle queries about membership.



MERILYN BRYCE
CONTINUING EDUCATION OFFICER

As the LAA's Continuing Education Officer my work concentrates on the development, promotion and delivery of the Association's nationally available program of short courses, seminars, and technical briefings — all designed as opportunities for professional development. This involves investigating the needs and interests of people who work in library and information services; developing proposals to meet those needs; publicising the national program; identifying and briefing course leaders; and organising the presentation of course with the assistance of CE Liaison Officers from the Branches.

Our national program and services are still developing, and this means monitoring both program and problems and presenting reports to my 'overseers' — the Executive Director, CE Committee of the Board of Education and General Council.

In addition to the continuing education activities mounted regularly by the Association and the Division there are the 'occasional' programs resulting from the visits of librarians and information scientists from other countries.

As Continuing Education Officer I am a course developer, teacher, information exchange, receipt writer, organiser, travel agent, catering consultant, and world-class worrier.



LYNNE RITCHIE
BOOKKEEPER

I am the bookkeeper of the LAA. This entails paying the bills, keeping the accounts straight and, most important, paying the staff — and myself of course. I answer the phone and try to answer members' queries. I also look after the voucher system, sending out the voucher orders and keeping in order the vast number of pieces of paper that this system makes.



SUE LEONARD
WORD PROCESSING TYPIST

I am typist to Sue Phillips, the Assistant Executive Director, Marilyn Bryce, the Continuing Education Officer and the Industrial Information Officer.

This work includes correspondence, Continuing Education workshop programs, salary scales, membership lists and photocopying. As we now have the new computer most of my typing is done on the word processor. This is a very interesting part of my job. I also help with telephone and reception duties at times.



GORDON BAIN
RECEPTIONIST/CLERK

I deal with the many enquiries from our members and the general public ranging from salary scales, membership fees and courses in librarianship to whether or not Daphne Du Maurier was really a man.

Apart from being the voice on the phone, general source of information and final authority on poor Daphne's gender I process and despatch the orders we receive for our range of publications, maintain the stock and do a monthly stocktake.

The front desk is often hectic — incoming and outgoing mail, copy to be sent to typesetters and printers, phones running hot and the thousand-and-one doings of a small but very busy office.