

New Year, New Name, New Structure

Your New-look Association

The final decisions on the Corporate Plan were made at the November meeting of Council and the revised fee structure and the new name (Australian Library and Information Association) were announced in an insert in the last issue of *InCite* for 1986.

Council decided that it wished to begin using the new name as soon as possible and legal advice is now being sought on the best way to go about this. The Royal Charter will be retained as it is the easiest way for changes to be made, through the seeking of a Supplemental Charter. None of the changes the Association intends to make should create any problems, however a general meeting of the Association will be necessary to agree to the seeking of a Supplemental Charter. This will be held in April in association with the General Council meeting being held on the 3-4 April, and details will appear in a later issue of *InCite*.

The objects of the Association have been finalised as

- to promote and improve the services of libraries and other information agencies;
- to improve the standard of library and information personnel and foster their professional interests and aspirations;
- to represent the interests of members to governments, other organisations and the community;
- to encourage people to contribute to the improvement of library and information services by supporting the Association.

These will also be changed by Supplemental Charter.

Council also requested the investigation of a number of new services to members. These include a range of newsletters and suggestions regarding continuing education. Costings and market research will be carried out and reported back to Council and it is hoped

to introduce at least one new service during 1987.

So, the new-look Association is here. Let's continue to make it even better in the coming years.

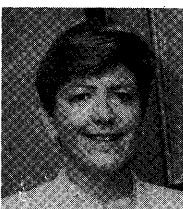
Head Office Restructure

As part of the Corporate Plan and Review the Association has reviewed its Head Office and undergone a major restructure, which was approved by General Council in November 1986.

So that you will know who to contact for what, staff have provided an outline of their areas of responsibility.

The overall structure is outlined below.

Jenny Adams, Director



It is my overall responsibility to manage the Association, to ensure that it is running smoothly, that the needs of the members are being met and that the many parts that make up the whole are working in the best way possible to achieve the Association's objects.

You might say that I have a little bit of contact at all levels. I'm the lucky one who gets to do quite a lot of travelling, so I have the opportunity to meet a wide range of members and a fair amount of personal contact with the several hundred office bearers who make the Association such a successful one. As well, I'm in close liaison with the General Council and Executive Committee.

I have special responsibility for the formulation and implementation of policy so if it's something in that area that you want I'm the one to contact.

I am also responsible for public relations and lobbying, areas which bring me into contact with government, the media and other agencies and associations and provide an ex-

cellent opportunity to spread the word about libraries.

As part of the Corporate Plan I have just restructured the Head Office in order to improve our service to you, and we will be continually monitoring this throughout the year. Suggestions on what you expect are always welcome and I would be happy to receive them.

Sue Phillips

Assistant Director, Membership Services Manager



From the beginning of 1987, I am to have a new role in the Association, with primary responsibility for its membership services and recruitment activities. I will continue to be Assistant Director as required.

My new job offers a wonderful challenge, as it is largely up to me to create the job. General Council sees membership as a top priority. I see my role as reviewing all our membership services and procedures, in consultation with divisions, office bearers and members, with a view to streamlining the processing of renewals and admission of new members, getting members into the Association with as much speed and as little hassle as possible.

I will be looking at the policies and procedures of other organisations e.g. in librarianship and related areas, in other professions such as computing, engineering, accountancy — to see what good ideas we can pick up from them.

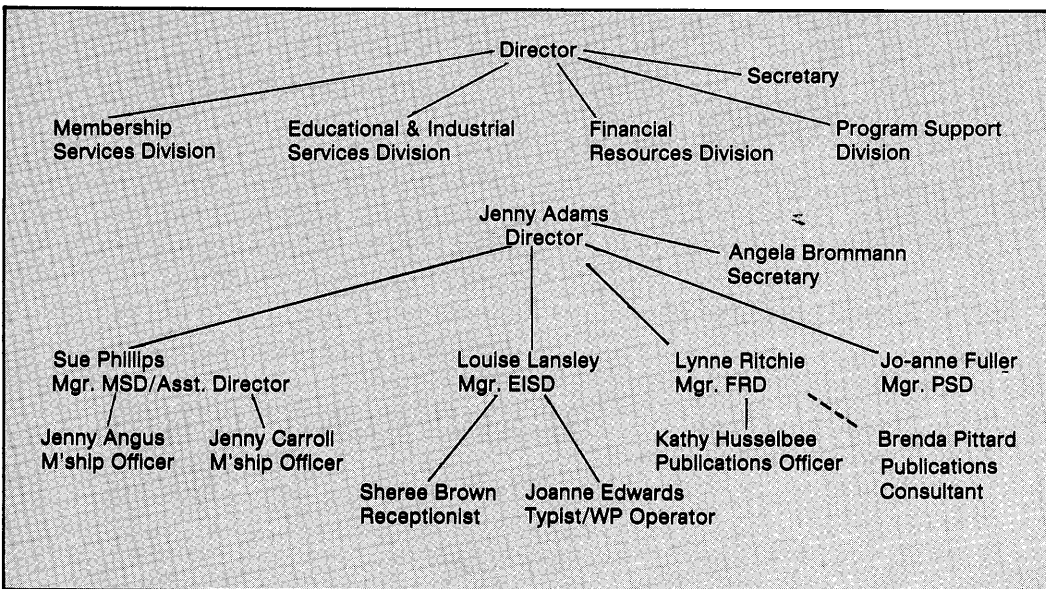
Membership Officers Jenny Angus and Jenny Carroll and I will be the Membership Services Division, and we invite you to contact us on any matters relating to membership and recruitment

- admission forms, procedures, requirements
- changes of address etc. for our records
- recruitment materials (for individuals, employers, schools, etc.)
- all enquiries about processing membership renewals.

I will continue to be responsible for the Association's continuing education activities — co-ordinating the national tendered CE programs, arranging visits by overseas speakers in conjunction with divisions, library schools and major libraries, and for advising members on their professional development.

I am also the person to contact about LAA awards — such as the H.C.L. Anderson and Redmond Barry Awards, Fellowship, Library Manager of the Year and Study Grant Awards.

Last but not least, I am to have general editorial responsibility for *InCite*, and with the Publications Officer, Kathy Husselbee, will be ensuring that *InCite* continues to provide an up-to-the-minute, comprehensive medium for news and information about our library and information services.



**FOR MORE
STAFF PROFILES
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Profiles cont'd

Louise Lansley Educational and Industrial Services Manager



As the change of title implies, I have taken on responsibility for most of the Association's educational activities, in addition to my industrial role.

The industrial role remains unchanged. I will still be the person to contact for: salary advice, information about industrial problems or conditions or employment, information about careers in librarianship, employment prospects and overseas staff exchanges, information about occupational health and safety issues, workforce data, advice about dubious employment advertisements and, I will still be liaising with unions to try and improve conditions and salaries for library staff.

In addition to these duties I will be acting as secretary to the Board of Education, organising course recognition visits and providing advice on the status of both Australian and overseas qualifications.

Obviously, in taking on these new responsibilities, it was necessary to transfer some of my other duties. Consequently I will no longer be responsible for co-ordinating the revision of LAA policy statements and the development of library standards. This will be done by the Programme Support Division. The NSW Branch has been requested to take full responsibility for the employment service which places library staff in Sydney and the Commonwealth Assistance to Public Libraries Committee has been asked to provide its own secretarial support.

The Association's industrial and educational activities overlap to some degree so it will be useful to have more involvement with educational matters.

Jenny Angus and Jenny Carroll Membership Clerks

We deal with membership matters and keep the LAA's records of individual and institutional members up to date. Let us know if you change your home or work address or if you gain an extra qualification. We also process new member applications, associate and technician applications and serial subscriptions.



Jenny Angus — You can also call me about courses available and qualifications. As well as membership enquiries I also take care of publication and advertising invoicing and maintaining publication stocks.



Jenny Carroll — As well as helping with other parts of membership I record changes of address for both personal and institutional members. I also enter the new members' data into our computer.

Sheree Brown, Receptionist



Basically I am the front line of the LAA. I take calls and help with enquiries. I process the incoming and outgoing mail and distribute it to the appropriate person. I process orders for publications at both the invoice and despatch stage. I help put new members onto

the computer and send them their initial letter of welcome.

Contact me if you have any queries about orders you wish to place, or have already placed, or regarding forms and information brochures that you wish to receive. I'll be glad to help you where I can, or put you through to the right person if I can't.

Angela Brommann, Secretary



As Jenny's secretary most of my many duties are behind the scenes rather than with members directly. If you are one of the Association's office bearers you may need to speak to me on occasions about travel and accommodation.

As custodian of the LAA video please contact me if you wish to borrow or purchase a copy. My involvement with members is minimal, however I do type up statements for people who have sat for the Association's now defunct Registration Examination on request. I also type the membership submissions which go to the Board of Examiners and General Council for approval, and prepare the Associateship and Library Technician certificates.

Kathy Husselbee Publications Officer



No there hasn't been a palace coup! Brenda Pittard has moved onto the challenge of promoting LAA publications in the market place and is now fully involved in the production of monographs and sectional journals. I have moved onto the challenge of producing 21 issues of *InCite*.

The challenge is not only one of production but also maintaining *InCite*'s great popularity with members. Fortunately I have Brenda's expertise to draw on and Sue Phillips' backup on policy and general matters.

As *InCite*'s editor and advertising co-ordinator I handle editorial and advertising queries and will continue to co-ordinate 'Happenings'.

Another function of my new position will be to oversee in-house publications. I am looking forward to redesigning them and researching cost effective production. I will no longer be secretary to the Editorial Board of the *Australian Library Journal* but will have extra responsibilities with regard to the Publications Board. Roll on 1987!

Brenda Pittard Publishing Consultant



After five years of producing *InCite*, it seemed to be time to hand it over to the capable hands of Kathy Husselbee! I've taken on a new role which should give me more time to plan and promote some of the Association's other publications.

My job as Publishing Consultant means that I will spend much of my time on co-ordinating production and promoting LAA books and journals. For example, one of my major projects at present is the *Directory of Library Suppliers to Australian Libraries*. I've been co-ordinating all aspects of production and interesting advertisers in taking space in it. It has proved a very rewarding exercise and has brought me into contact with

potential advertisers for other LAA publications.

I'm handling production and advertising for the *Australian Library Journal*, *Orana* and *ASLN*, and co-ordinating design, production and promotion for the many titles being generated by the Publications Board. I'm also available to help divisions with their publishing projects.

Because space for my kind of work was in very short supply at the LAA and because I'm also working for other organisations I've moved to my own office. You can get me on (02) 516 2332 at Wordworld, 415a King Street, Newtown, NSW 2042.

Financial Services Manager Lynne Ritchie



The duties of this position include the LAA bookkeeping, managing resources, reporting to the Executive Council and various committees on financial matters. I do this with the aid of our trusty computer. From the point of view of members I am kept hidden except for being available to treasurers if they need my help.

I'm responsible for the day to day running of the voucher system for institutional members, handling the distribution and redemption of vouchers, again with the help of the computer.

Jo-anne Fuller Program Support Manager



An ambiguous title for what will essentially be an office bearers right-hand man (nay — person!). As Program Support Manager my responsibility will be to ensure that the optimum use of the Association's facilities and services is made by our office bearers and therefore by the members at large. As a starting point, I will re-vamp the *Office Bearers Guide* the 'how-it-works manual' of the LAA. I'll also be updating *The Vital Link* (the listing of office bearers) and the *Sections and Special Interest Groups* brochure.

Just some of the things to contact me about include continuing education, overseas speakers (with Sue Phillips), election of office bearers and committee members, procedures for special grant applications, policy statements, library standards, handbook entries, courses available, conference displays... etc. In short, if you're an office bearer with a question — phone me first!

I will also initiate contact with individual office bearers and groups so that they are encouraged to take full advantage of the offerings of Head Office.

Jo-anne Edwards Word Processing Operator, Receptionist



My main function at Head Office is to produce agendas, minutes and general correspondence for the Assistant Director, Education and Industrial Services Mgr and Publications Officer. I also type up the copy for many of the booklets we produce such as the *Office Bearers Guide* and *Salary Scales*.

Even though I'm relatively new its likely I'll speak to you in my capacity as second receptionist when I'll channel your calls through to staff.