

QPLA Executive Board

POSITION DESCRIPTION

Position Title:	President / Vice President
Type of Employment:	Voluntary
Classification:	Executive
Term	Two year term
Method of Appointment	By nomination
Eligible to Vote at Board Meetings?	Yes
Estimated Time Commitment	1-5 hours per week

QPLA

Queensland Public Libraries Association is an independent body made up of members from Rural and Independent Library services across the state. QPLA works with Australian Public Library Alliance, the State Library of Queensland and other national bodies to ensure our public libraries grow and develop and remain anchored in the communities they serve. We use our website and other digital tools to maintain contact with our membership. QPLA's PD events and conferences provide access to high quality learning and networking experiences and as a member of the Board you will be involved in the planning, decision making and delivery of these events.

Role of President

The President of QPLA will provide leadership and direction in long term policy and planning for the Association ensuring that the Association's activities are aligned with its Strategic Plan, that good governance is enacted and that the Association's sustainability is sound.

The President will:

- chair all meetings of the QPLA. If unable to attend a meeting, The President elect will sit in as temporary Chair
- be the public spokesperson on issues involving QPLA and represent the Association at relevant forums

- liaise with the Secretary in the preparation of the agenda for any QPLA meetings
- oversee revision of the Strategic plan of the association as required
- support the coordination of Awards and Bursaries by assessing, approving and presenting where appropriate
- report regularly to the membership through the newsletter and other communication formats
- maintain liaison at an executive level with other related professional associations
- be one of the legal signatories of the association
- prepare and present the President's report at each Board meeting and the AGM
- represent the Association on appropriate organisation and groups such as the Public Libraries Advisory Group; Australia Public Libraries Association; working groups; grant assessment panels and other bodies as appropriate
- provide feedback to the Board from representation on various organisations and groups
- attend all QPLA meetings, including the AGM, either in person, or by teleconference
- attend the QPLA Conference and PD events undertaking any duties as required
- As per the Association's Constitution, the President, or Chair of each Executive Board meeting must sign the minutes verifying their accuracy.

Role of Vice President

The Vice President will act as a support and perform a consultative role for the President and the Executive Board members where required. The Vice President will also act as proxy for the President in the President's absence and support the President in the execution of the following duties:

- chair meetings of the Board
- be the public spokesperson on issues involving QPLA and represent the association at relevant forums
- provide leadership and direction in long term policy and planning for QPLA
- liaise with the Secretary in the preparation of the agenda for any QPLA meetings
- oversee revision of the Strategic plan of the association as required
- support the coordination of Awards and Bursaries by assessing, approving and presenting where appropriate
- report regularly to the membership through the newsletter and other communication formats
- maintain liaison at an executive level with other related professional associations
- present the President's report at each Board meeting and the AGM

- represent the Association on relevant industry organisations and groups such as the Public Libraries Advisory Group; Australian Public Libraries Association; working groups; grant assessment panels and other bodies as appropriate
- provide feedback to the Board from representation on various organisations and groups
- attend all QPLA meetings, including the AGM, either in person, or by teleconference
- attend the QPLA Conference and Professional Development events undertaking any duties as required
- As per the Association's Constitution, the President, or Chair of each Executive Board meeting must sign the minutes verifying their accuracy.

Organisational Relationships

