



ALIA Health Libraries Australia Sector Executive Terms of Reference

Health Libraries Australia (HLA) Vision

All Australians benefit from the expertise of health library and information professionals whose work is integral to evidence-based health care. The group aims to facilitate the work of the sector through knowledge sharing, professional development, networking, partnerships, advocacy, and collaboration. HLA supports action research and promotion of resources with our special interest focus.

Purpose

The HLA Executive is a committee which manages the business of the HLA group in order to represent the interests of HLA members and Australian health librarianship in general.

The HLA Executive acts as a source of advice to the ALIA Board as required in matters relating to health librarianship.

Background

Following a proposal to ALIA Board of Directors, Health Libraries Australia national group was ratified in 2001. HLA is the national professional group representing librarians and information professionals working in all health sectors across Australia.

Focus

The Executive is responsible for:

- Ensuring the committee works within the overarching ALIA Constitution, aligning HLA operations with the ALIA Strategic Plan, and complying with ALIA Group Handbook guidelines, including budget and financial management
- Expenditure and financial accountability of Group administered funds
- Acting as a source of advice to the ALIA Board
- Liaising with the ALIA CEO in regard to Executive activities, projects and matters concerning health librarianship in general
- Public media is cleared with the CEO of ALIA for consistency of messaging
- Strategic planning
- Communicating with HLA members
- Administering HLA sub-committees (the Publications Editorial Advisory Board, the Anne Harrison Award committee, the HLA/Telstra Health – Digital Health Innovation Award committee)
- All portfolio operations

Portfolios

The work of HLA is carried out in five broad portfolio areas:

- Advocacy, Research, Marketing and Awards (ARMA)
- Membership
- Partnerships and Collaborations
- Professional Development, Education and Training
- Publishing and Communications



Commitment to sustainability and leadership development

ALIA HLA is committed to leadership development and sustainability of the group. This is carried out by our adoption of a responsible approach to the way that we lead, stopping to think about the wider impact of our actions on society and the environment within the social determinants of health framework.

Membership

- The Executive seeks to be representative of the health library and information services sector in all states/territories.
- Membership is by nomination in response to an annual “call to ALIA HLA members”, or as required by the committee. Nominations to roles within the Executive are for a three-year term. This term may vary according to individual personal circumstances or annual membership renewal.
- Membership is voluntary. Contract positions (e.g. National Manager) may be appointed for particular roles or projects.
- The Executive may invite people with specific areas of expertise to join the committee.
- Membership is reviewed at the annual strategic planning meeting.
- The convenor, secretary and treasurer are appointed from within the Executive’s membership by the current Executive.

Role	Name	State/Traditional Lands
Convenor	Gemma Siemensma	VIC (Regional)/Wadawurrung
Secretary	Michele Gaca	VIC/Wurundjeri
Treasurer	Alana McDonald	NSW/Eora
Advocacy, Research, Marketing & Awards Portfolio	Jane Orbell-Smith	QLD/ Ningy Ningy
Membership	Rob Penfold	VIC/Bunurong
Partnerships & Collaboration	Rolf Schafer	NSW/Gadigal
Professional Development, Education & Training	Angela Smith	NSW (Regional)/Awabakal
Publishing & Communication	Daniel McDonald	QLD (Regional)/Jagera, Giabal, Jarowair
Member	Glynis Jones	WA/Noongar
Member	Katie McKnight	NSW/Dharug & Guringai
Member	Lori Korodaj	ACT/Ngunnawal
LIANZA Member	Sally Simpson	New Zealand/Waitemata & Counties Manukau
Board Representative		

Relationships

The Group will work collaboratively with ALIA National Office and other ALIA Sector Committees and Groups as required.



Responsibilities

The HLA Sector Executive committee is responsible for following the guidance in the ALIA Groups Handbook.

Meetings:

Frequency

Executive meets monthly.

An annual strategic planning meeting is held in conjunction with the Annual PD Day

Quorum

Half the current committee membership constitutes a quorum.

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Changes to the terms of reference

The terms of reference will be revised annually by the HLA Executive committee.

Minutes & Reporting

- Monthly meetings' minutes (including attendance) is submitted to the ALIA Board liaison as HLA Sector Executive committee reports.
- Minutes are deposited in the ALIA HLA Groups documents archive.
- Key achievements and events are recorded in the triennial HLA Alerts
- Annual Group report and projected budget is submitted to ALIA House

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Voting

Any appointed member of the committee is entitled to one vote and in the event of an equality of votes the Chair shall have the casting vote.

Version history

Drafted 29 June 2018; Re-drafted 30 June 2018, 10 July 2018; Endorsed by HLA Executive 12 July 2018

Updated 6 June 2023; Re-drafted 15 June 2023, 11 July 2023; Endorsed by HLA Executive 13 Nov 2023; Ratified by ALIA Board DATE 2023

Updated 6 March 2025; Endorsed by HLA Executive 11 March 2025; Ratified by ALIA Board DATE 2025

Committee Membership updated 13 March 2026