

Library Association of Ireland Munster Regional Section Terms of Reference

The Library Association of Ireland (LAI) is the professional association for librarians in Ireland. The Association represents librarians in all sectors - academic, corporate, health, public, research and schools. The Munster Regional Section Group is one of a number of special interest sections/groups within the Association.

Mission

To support activities in libraries in Munster and the interests of LAI members working in Munster.

Purpose & Role

To cater for staff working in libraries in Munster irrespective of the type of library (public, academic, health, corporate, private, special). Its membership is drawn from all types of libraries and information centres throughout Munster.

Activities

The section aims to organise a full-day seminar or a workshop with a programme of papers on a particular theme bi/annually. The section also aims to organise visits to libraries and other places of interest relevant to the mission.

The section aims to hold events in collaboration with other LAI groups/sections, and with colleagues in related professions both from Ireland and further afield.

Membership

Membership of the Group is open to any individual interested in its Mission.

Officers and Committee Members

- Membership of the Committee is open to any member of the Library Association of Ireland based in Munster. The Committee undertakes to organise activities for the benefit of the Group and its members.
- The Committee will comprise the honorary positions of Chairperson, Secretary, Treasurer, officer roles and some members of the group with Committee members drawn from a cross-section of libraries around Munster.
- The Committee will assist members in keeping up to date with developments and challenges in libraries across Munster.
- The Committee will support appropriate and relevant activities organised by the Library Association of Ireland and its special interest groups/sections.
- The Committee will meet at least 4 times per year.

AGM

- The Munster Regional Section will hold an Annual General Meeting for all members in the first quarter of each year. The Munster Regional Section will hold its AGM at least one month before the Library Association of Ireland has its AGM.
- The Secretary to send notice to members at least 21 days in advance.
- Membership to receive agenda in advance.
- Committee Officers provide annual reports.
- Minutes of the previous year's AGM approved.

- Presentation of the accounts and balances by the Treasurer.
- New committee and Officers elected for upcoming year.
- Quorum for an AGM is half the committee +1.

Finance

- The Treasurer of the group is responsible for the receipt and payment of monies, the keeping of books of accounts and the presenting of same as required.
- The Treasurer will liaise with any financial institutions on behalf of the committee
- The Treasurer must audit the Section's annual accounts in keeping with LAI practices
- The Treasurer will prepare an annual financial report for the Section's AGM, which will be made available to all members. This report shall, subsequently, be forwarded to the Hon. Treasurer of the Association.

Links with Other Groups

Collaboration and complementarity are key aspects of the Section's work. Formal links such as affiliation will be explored with like-minded bodies, both nationally and internationally.

Agreed 10 November 2023