

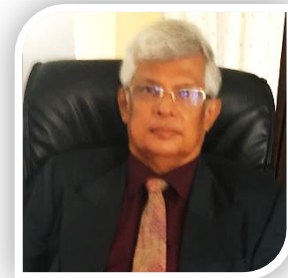
# Job Description of SLLA Council Members

## Special Committee on preparing Job description for SLLA Council Members

**Convener:**

**Mr. Upali Amarasiri**

**e-mail [amarasiriupali22@gmail.com](mailto:amarasiriupali22@gmail.com)**



**Objectives:** The Council of SLLA is the executive branch of the association. By SLLA Act No. 20 of 1974 and SLLA (Amended Act) No. 7 of 2004 it has been bestowed with the power and the responsibility of guiding the association to greater heights. The SLLA Council consists of 11 office bearers, 2 nominated members and 8 conveners of professional groups. Each of these council members have a unique and vital role to play for the eventual success of the SLLA. If the council members do not accomplish their individual responsibilities in a proper and satisfactory manner, it will have an adverse impact on the effectiveness of the entire organization. The objective of this exercise is to identify the job description of each member of the SLLA Council and help her/him to function as effectively as possible which will guarantee the success of the SLLA as a professional forum.

**Importance:** Past experiences show that while some members of the Council work diligently, some others do not adequately contribute by performing their respective responsibilities. This naturally makes a tremendous negative impact on the performances of SLLA. Being unaware of the responsibilities or the job description can be one of the reasons for this unfortunate situation. Another reason can be non-delegation of responsibilities for certain positions such as the Immediate Past President, Vice President and nominated members where there are no specific role to play unless some responsibilities are delegated. Through this exercise, it is expected to identify and assign a job description for all council members inspiring and motivating them to perform their functions to the optimum effect.

**Definition:**

- 'A broad, general, and written statement of a specific job, based on the finding of a job analysis. It generally includes duties, purpose, responsibilities, and scope'. (BusinessDirectory)
- 'an Orderly record of the essential activities involved in the performance of a task'. (Merriam-Webstar)
- 'A Job description is a written account of all the duties and responsibilities involved in a particular job or position' (Collins English Directory)
- 'A job description or JD is a document that describes the general tasks, or other related duties and responsibilities of a position'. (Wikipedia)

## Job descriptions of following **SLLA Council members**

1. **President**
2. **President Elect**
3. **Immediate Past President**
4. **Vice President**
5. **General Secretary**
6. **Assistant General Secretary**
7. **Treasurer**
8. **Publication Officer**
9. **Information and Public Relations Officer**
10. **Conveners of Professional Groups**
11. **Nominated members**

### **1. President/SLLA**

#### **1.1 Prepare and get ready for the Office**

- Make necessary arrangements at your workplace to ease up your workload.
- Study SLLA Acts, By-Laws.
- Acquire an in-depth knowledge on the SLLA Strategic Plan.
- Formulate an Action Plan for your tenure as President.
- Identify the projects commenced by previous administration and take necessary actions to complete them.
- Arrange an Orientation Programme for the Council members and use the opportunity to introduce the Action Plan.
- Maintain a dairy with the assistance of the Secretary.

#### **1.2 Committed and dynamic leadership**

- Preside all Council, Ex-Co meetings, the AGM and other special meetings of SLLA.
- Delegate responsibilities to the officials of the Council.
- Motivate and inspire the office bearers of SLLA.
- Ensure confidentiality and privacy of contentious issues.
- Interpret the SLLA Acts and the By-Laws with the help of the Council as required.
- Represent the SLLA and LIS profession of the country national and international levels.
- Be the Public Spokesperson for SLLA and on LIS issues in the country.

- Take appropriate action to improve the necessary competencies for the office e.g. leadership skills, communication skills.

### **1.3 Supervision and Motivation of Office bearers**

- Understand the role and responsibilities of all Council members.
- Ensure Council members understand and familiar with their role and responsibilities.
- Ensure the Action Plan is implemented enthusiastically.
- Obtain progress reports from all office bearers periodically and discuss those at Council/Ex-Co meetings.
- Communicate with Council members on regular basis through personal contacts, e-mail groups or social media.
- Motivate the office bearers and show appreciation for quality work.
- Ensure that issues related to all LIS sectors are given consideration without discrimination.

### **1.4 Communication with SLLA membership and be vigilant on their concerns**

- Keep in touch with the leaders of the LIS profession and with the general membership.
- Use the newsletter, SLLA Web, social media, meetings to communicate with membership.
- .Ensure that group conveners bring the issues of different LIS sectors to the attention.
- Attend SLLA group functions whenever possible.
- Meet the other organizations related to the LIS profession. e.g. Trade Unions.
- Be vigilant on the issues and concerns of general membership.

### **1.5 Conduct Council/Ex-Co meetings efficiently and professionally**

- Plan Council/Ex-Co meetings meticulously with the Secretary and other key officials.
- Prepare a comprehensive, quality agenda for meetings.
- Before each meeting, review the agenda with the Secretary and attend to preparatory work.
- Conduct all meetings professionally and efficiently.
- Ensure substantial consideration is given to all issues on the agenda, all views are heard and promote consensus.

- After each item, sum up major points and announce the decision. Identify the person or group responsible for further action.
- Special attention to be given on managing time by discouraging long explanations, irrelevant discussions etc.

### **1.6 Meaningful Interaction with National/International LIS Organizations/Forums**

- Acquire a reasonable knowledge on the role and activities of National and International LIS organizations.
- Gain an in-depth understanding where SLLA President serves as a member of the Governing Board, – e.g. NLDSB, NILIS, PLSBs.
- Prepare for each of these governing board meetings in advance with the assistance relevant officials or senior members with experience.
- Represent the SLLA at these forums providing professional advice, voicing the concerns of SLLA and LIS profession.
- Comprehend new developments in international forums e.g. UNESCO, IFLA, IASL.
- Develop close contacts with Sri Lankan representatives of those forums, if any.
- Represent SLLA at annual IFLA General Conference, other special/regional meetings.
- Acquire important publications of these International forums for SLLA Library.
- Encourage translations of important publications of these organizations into Sinhala/Tamil

### **1.7 Oversee the management of the SLLA Office**

- Ensure the smooth operation of SLLA office.
- Monitor the office through the Secretary/SLLA, Office Management Committee and Head of the SLLA Office.
- Ensure all officers have List of Duties and are aware of their responsibilities.
- Ensure the availability of Office Manual and other necessary documents.
- Provide opportunities for the staff for necessary further training.
- Attend to their problems and grievances through Office Management committee.

### **1.8 Performance Review**

- Review the performance of SLLA under your stewardship bi-annually and annually.
- Delegate the responsibility to a Council member e.g. Vice President
- Identify weak areas and make necessary readjustments and course corrections.
- Encourage all Council members to review their performances periodically.
- Review the overall performances at the end of the tenure.
- Submit the progress report to SLLA AGM.
- Discuss the report with the President Elect and share your experiences with him/her.

### **1.9 Succession Planning**

- Prepare the President Elect for leadership of the SLLA.
- Facilitate him/her to use the two year period to get best possible training.
- Delegate suitable responsibilities which will help him/her to acquire knowledge and experience.
- Provide him/her opportunities to improve liaison with different LIS sectors.
- Facilitate President Elect to attend training programmes to improve necessary skills for the office.
- Review the succession planning work periodically.

### **1.10 Attend transfer of office to the newly elected President and Council at the end of the term**

- Attend to an orderly and smooth transition.
- Prepare list of incomplete tasks with the advice on how to proceed.
- Advise the Secretary and Head of SLLA office to prepare a check list and attend to the task.
- Supervise that all officials of your administration make similar arrangements.
- Attend to the Orientation programme for the new office bearers and share your experiences with them.
- Prepare for your new role of Immediate Past President.

## **2. President Elect**

### **2.1 Acquire an expert knowledge on SLLA**

- Study the SLLA Acts, By-Laws.

- Study the SLLA Annual Reports of past years and obtain a fair knowledge on the activities of SLLA.
- .Study research articles, reports and other documents on SLLA.
- Study the SLLA membership and identify leaders and prospective leaders.
- Study the SLLA Strategic Plan and Implementation of the Plan
- Discuss with former key office bearers of SLLA and learn from their experiences.

## **2.2 Acquire a sound knowledge on all LIS sectors of the country**

- Understand the major issues of National, Academic, School, Public, Provincial, Government, Special LIS sectors.
- Study the activities of the professional groups of SLLA representing in the past.
- Study the reports, research papers and other material on different LIS sectors.
- Study the current practices and trends of different LIS sectors at International levels.
- Discuss with leading professionals with different LIS sectors and learn from them.

## **2.3 Develop a close rapport with leading members of all LIS sectors**

- Build a close rapport with conveners of professional groups/committees.
- Develop links with senior professionals of all LIS sectors.
- Identify new talents of younger members and cultivate friendship with them.
- Identify people who can join your team or support your projects when you become the President.
- Develop close relationship with Trade Unions, Pressure groups etc.

## **2.4 Assist the President to carry out her/his duties and responsibilities**

- Assist President to develop the Action Plan.
- Assist President to execute the Action Plan.
- Carry out the tasks delegated by the President and Council.
- Assist President in conducting meetings by helping at the preparatory work.
- Represent President at other meetings or functions when requested by the President.

## **2.5 Understand the role and activities of other LIS organizations/forums in Sri Lanka**

- Study the functions and activities of NLDSB and National Library.
- Study the activities of LIS educational organizations e.g. NILIS, Kelaniya LIS Department and Education work of SLLA.
- Acquire a sound understanding of the role of relevant Ministries. e.g. Public Administration, Education, Local Government, other.
- Understand the role of Provincial Councils, Specially Provincial Library Services Boards.
- Study the activities of other organizations closer to LIS field in Sri Lanka, e.g. NSF, ICTA
- Develop relationship with key officers of the above organizations.

## **2.6 Familiarize with International Forums related to LIS field**

- Follow the activities of UNESCO in Information and Communication fields.
- Closely study the IFLA and its various programmes, sections and their activities.
- Follow the work of IFLA regional group for Asia-Pacific.
- Follow IFLA's Management of Library Associations section and its activities.
- Follow the activities of other International forums in special LIS fields e.g. IASL
- Attend some of the meetings of above forums when economically and practically feasible.

## **2.7 Study the leading Library Associations and their best practices**

- Study the Acts, By-Laws and Structure of leading Library Associations (LAs).
- Study the new trends and activities of leading LAs
- Identify best practices of leading LAs
- Short list the useful practices which can be implemented locally.
- Obtain Annual Reports and core publications of these LAs to SLLA Library.

## **2.8 Assess your capabilities and identify areas which need to be strengthened**

- Identify the leadership traits and skills essential for the office of Presidency, SLLA
- Make a self-assessment or assessment with the help of senior colleagues
- Identify areas that need to be strengthened.
- Prepare a Plan for improvements.
- Self-improvement work.

## **2.9 Develop an Action Plan to be implemented when you become the President**

- Identify the project and major activities for your term of office.
- Use the Strategic Plan to identify the projects.
- Learn from the best practices of other leading Library Associations.
- Learn from other prominent professional associations of the country.
- Discuss the Plan with experienced senior professionals and Group Conveners.
- Review the Plan.
- Keep the Action Plan ready before you assume the office of the President.

## **3. Immediate Past President**

### **3.1 Supervision of implementation of unfinished projects of your term**

- List out unfinished projects
- Discuss with the President and Council on the implementation
- Supervision of implement

### **3.2 Represent the President when requested by the President**

- Chair the meetings when the President and President elect are absent
- Represent the President at meetings, functions on the request of the President/Council

### **3.3 Undertake special projects assigned by Council / President**

- Attend to Special projects assign by Council
- Attend to Special projects assign by President
- Undertake special assignments when necessary

### **3.4 Act as an Adviser and elder-statesman of the Council**

- Advise and Assist the Council
- Point out the weak areas of the administration
- Propose remedial action
- Show best practices

### **3.5 Assist the President and Secretary in carrying out their functions**

- Assist President in preparing the Action Plan
- Assist Secretary carrying out the responsibilities
- Assist in preparing agenda of Council/Exco meetings
- Assist them in liaise with Council/Exco members
- Assist in carrying out the Action Plan
- Assist in other areas when requested



### **3.6 Advise and assist the other Council members**

- Monitor the contribution/activities of the Council members.
- Advise and assist them when necessary.
- Remind them their role and responsibilities.
- Help them when necessary.

### **3.7 Intervene in problem solving**

- Assist solving problems face by the SLLA and the Council.
- Persuade the responsible officers to attend to the problematic issues.

## **4. Vice President**

### **4.1 Represent the President when requested by the President/Council**

- Chair the meetings when the President and President elect are absent.
- Represent the President at meetings, special occasions, functions on the request of the President/Council.

### **4.2 Coordinate the activities of the Professional Groups**

- Monitor and coordinate the activities of the professional groups.
- Discuss the work of the Groups with the Conveners.
- Assist Convener in problem solving

### **4.3 Organize the annual Orientation programme for the SLLA office bearers**

- Prepare the agenda of the programme in consultation with key office bearers.
- Get the necessary resource person.
- Organize the programme.
- Conduct the programme.
- Receive feedback.

### **4.4 Undertake the supervision of projects on the request of the Council**

### **4.5 Intervene in problem solving**

- Assist solving problems face by the SLLA and the Council
- Persuade the responsible officers to attend to the problematic issues

## **5. Secretary/SLLA**

### **5.1 Prepare for the responsibilities of office of the Secretary**

- Study the role and responsibilities of the Secretary of professional forums.
- Study the previous Administrative Reports of SLLA and understand the activities of the Secretary.
- Have discussions with former Secretaries of SLLA and learn from their experiences.
- Attend the official Orientation Programme for new office bearers

- Attend special training programmes on role and responsibilities of the Secretary (if available).
- Study the core documents of SLLA e.g. SLLA Acts, By-Laws, Strategic Plan etc.
- Improve public relations skills, communication skills, language competencies etc.
- Develop a close rapport with the President and other Council members.
- Identify the responsibilities which can be delegated to the Assistant Secretary.

## **5.2 Prepare the Action Plan and Calendar of Events**

- Help the President to prepare the Action Plan.
- Ensure that the Action Plan is based on the Strategic Plan.
- Publish the approved Action Plan on the SLLA Web and in the Newsletter.
- Use the Action Plan at the Orientation programme for new office bearers
- Prepare the Calendar of Events and update it periodically.

## **5.3 Preparation for Council/Ex-Co meetings**

- Prepare the agenda with the help of the President.
- Agenda should include a) Managing routing business and b) Special Projects.
- Refrain from including too many items and non-essential items which will have a negative impact on the meeting.
- Have a logical pattern on what items to be included in agendas of Council and Ex-co meetings without repeating some at both meetings.
- Contact office bearers and conveners of groups/committees in advance and get their papers, reports.
- Organize a preparatory meeting before the Council/Ex-Co meeting with the President and other key officials.
- At the preparatory meeting review the agenda, identify major issues, engage in brain storming, identify possible solutions etc.
- Help the President to understand the issues related to agenda items, possible solutions and he/she be well informed.
- Check the reports, papers received for the meeting for accuracy, grammar and completeness. Take necessary remedial action.

- Provide the Council/Ex-Co members the details of the meeting - agenda, minutes of last meeting, special projects etc..
- Remind them on the meeting.
- Liaise with SLLA office on other necessary facilities for the meetings.

#### **5.4 Assist President to conduct the meeting efficiently**

- Get the attendance of the participants.
- Provide additional papers for the participants.
- Informed President on the members who excused.
- Ensure President is supplied with all necessary papers and information relevant to the meeting.
- Ensure the copies of SLLA Act, By-Laws, Strategic Plan and the Minute's Book are available at each meeting.
- Take minutes accurately. If the certain points or the final decision are not clear, request clarification.
- Ensure relevant correspondence is presented to the meeting and record the action taken.
- Note the responsibilities assigned for further action on matters discussed.
- Help President to manage the time during the meetings.
- Remind President any important matters missed.
- Other actions necessary to conduct the meeting professionally and efficiently.

#### **5.5 Record Keeping and Record management of SLLA Office**

- Keep the records of the membership of SLLA and update them periodically.
- Keep records of all activities of the SLLA.
- Record minutes of Council, Ex-co meetings, AGM and other meetings.
- Prepare minutes, check the errors, omissions and finalize them.
- Once minutes are approved/confirmed obtain the signature of the President certifying that the minutes are confirmed.
- Maintain the Minute Book of SLLA.
- Be In-charge of SLLA archives with all past official documents.
- Ensure the archives is well maintained with special emphasis on security, conservation and preservation of records.

- Prepare necessary bibliographic tools for the archives.
- Be In-charge of the SLLA digitization project and ensure its smooth operation and completion.

#### **5.6 Oversee the SLLA Office Administration**

- Supervise the SLLA Office administration with the help of the Administrative Manager/Administrative Officer.
- Keep the President informed on the Office administration.
- Coordinate with Office Management Committee.
- Be an official Signatory of SLLA official documents.
- Be In-charge of all SLLA official correspondence.
- Provide information for regular updating the SLLA Website.
- Oversee the SLLA Library and work of the Librarian.
- Liaison with the OPA, IFLA and similar forums.

#### **5.7 Other**

- Represent SLLA at official functions when necessary.
- Act upon things not delegated or assigned to any other official.
- Help the President to maintain an official diary.
- Liaise with officers and conveners of groups/committees.
- Identify inactive officials and conveners and take remedial measures.
- Perform other responsibilities assigned by President and Council.
- Ensure that all Council members have been delegated adequate responsibilities.

#### **5.8 Attend the transfer of responsibilities to newly elected Secretary**

- Attend to overall and smooth transition.
- Ensure that all the documents are in order.
- Prepare a lists of documents and items under your custody and hand over them to the new Secretary.
- List the incomplete tasks with the advice on how to proceed.
- Brief the new Secretary on the responsibilities of the office and your experiences

- Attend the Orientation Programme for the new office bearers and share your experiences with them.

## **6. Assistant General Secretary**

### **6.1 Assist the General Secretary at Council/Exco meetings**

- Assist in preparing the agenda/s of meetings
- Assist in preparing Council/Exco minutes
- Be in-charge of the material distribute at the meeting
- Supervise marking the Attendance at meetings
- Other activities assign by General Secretary

### **6.2 Carry out the work delegated by the General Secretary**

- Discuss with the General Secretary on the responsibilities of the office
- Carry out the work delegated by the General Secretary

### **6.3 Carry out the work delegate by the Council**

- Carry out other appropriate work delegated by the SLLA Council
- Report the progress to the Council

### **6.4 Assist the General Secretary in carrying out the responsibilities**

- Supervision of the SLLA Archives
- Check the digitization of material
- Coordinate with the Group Conveners

## **7. Treasurer**

### **7.1 General financial supervision of SLLA**

- Ensure that appropriate financial system and controls are in place
- Along with the key office bearers, ensure the financial integrity and sustainability of SLLA
- Liaise with SLLA Council members and office staff on financial matters
- Ensure the relevant staff of the SLLA office have their job description and duty lists
- Ensure annual CPD programmes for the staff to update their knowledge
- Quarterly reviews
- Ensure smooth functioning of SLLA financial activities as the Chief Financial Officer of SLLA
- Study the best practices of other professional associations and learn from them

### **7.2 Planning and Budgeting**

- Get involve with the action plan of the President at the planning stage
- Help Council members to prepare their action plans by advising on the financial aspects

- Prepare and present budget for new or ongoing projects with the help of the relevant Council member or with Conveners of project committees
- Present the budget/s to the Council for approval
- Prepare revised financial forecast based on actual spending
- Report budget variances to the Council

### **7.3 Accounting**

- Ensure appropriate Accounting System is in place
- Ensure that the organization maintains the appropriate financial books and records and these are accurate and up-to-date
- Ensure adequate accounting and vouchering documentations are prepared
- Ensure budget heads should match with account heads
- Ensure authorization of payment should be in place
- Ensure that payroll and other liabilities are settled in a timely manner
- Ensure regular accounting reports (Bank reconciliation statements, Trial Balance etc.) are generated
- Ensure these reports are reviewed by the Office Management and Finance (OMF) Committee, Exco and the Council

### **7.4 Financial Reporting**

- Prepare reports detailing income, expenditure and asset values of SLLA
- Prepare annual financial report with audit report
- Prepare monthly or quarterly financial reports/statements
- Make special financial reports pertaining to new and special projects
- Present the reports to the Office Management and Finance Committee, Exco and the Council
- Alert the OMF committee, Exco or Council on any important discrepancies between planned and actual figures
- Present the annual accounts to the AGM

### **7.5 Investment**

- Ensure an investment policy is in place
- Ensure the safe custody of investment instruments
- Ensure that excess funds and reserves are properly held and invested
- Keep an eye on the fluctuating interest rates in the banking sector
- Seek professional opinion on investment climate and advise Council accordingly

### **7.6 Compliances**

- Acquire current knowledge on legal, regulatory requirements related to financial responsibilities of SLLA
- Ensure that legal compliances are adhered well with in time
- Annually update the files related to donors and donor organizations
- Ensure that the donor compliances are met as per donor contract

## **7.7 Asset Management**

- Ensure adequate control exist in physical assets of SLLA
- Ensure proper records are kept
- Ensure required insurances are in place
- Policies for use of assets are in place

## **7.8 Fund Raising**

- Educate the Council and the membership the importance of having a sound financial base for the success of the SLLA
- Develop a fund raising strategy in consultation with the Fund Raising Committee
- Study the best practices in fund raising by other leading Library Associations
- Advise the Professional groups or committees on fund raising projects
- Take initiative of fund raising through OMF Committee or special Fund Raising Committee
- Ensure effective monitoring and reporting of fundraising
- Ensure use of funds complies with conditions set by funding bodies

## **7.9 Audit**

- Prepare accounts for audits
- Ensure full co-operation for audit process
- Consult the external auditor to identify any financial control and record keeping problems or deficiencies
- Submit the audit report to the Council
- Assist the Council to take appropriate remedial measures

## **7.10 Succession Planning**

- Brief the new Treasurer on the responsibilities of the office and your experiences
- Attend to overall and smooth transition
- Ensure that all the documents are in order
- Prepare a lists of documents and items under your custody and hand over them to the new Secretary
- List the incomplete tasks with the advice on how to proceed
- Attend the Orientation Programme for the new office bearers and share your experiences with them.

## **8. Publication Officer**

### **8.1 Be in-charge of the SLLA Publication programme**

- Publish the SLLA quarterly Newsletter
- Publish the SLLR Journal
- Publish any other special publications of SLLA

### **8.2 Maintain the professional quality of the Newsletter**

- Newsletter should give a balance coverage to all LIS sectors
- Close rapport with all professional group conveners and obtain news from their respective sectors
- Give publicity to the activities of SLLA President, work of different groups and committees and special projects
- Provide reasonable coverage for the activities of other LIS organizations
- Identify a contact person from LIS organizations to obtain news
- Adequate coverage of news on IFLA, IASL and other relevant international forums
- Peruse the print media, websites of related organizations for news
- Develop an Event Calendar identifying major events of the LIS field
- Stick to professional norms of a quality newsletter
- Obtain a service of competent people to check the final draft for language, grammar, presentation etc.
- Undergo a basic training programme on newsletter editing

### **8.3 Maintain the professional quality of the SLLA Journal 'Sri Lanka Library Review'**

- Maintain a high standard of the publications
- Plan the SLLA Journal with the Publication Committee from the beginning of the year
- Invite professionals to contribute to the journal, especially in the areas where the coverage is not adequate
- Undergo a basic training in editing a professional journal
- Balance coverage in selecting articles
- Stick to professional norms of a quality professional journal
- Obtain a service of competent reviewers
- Obtain a service of competent people to check the final draft for language, grammar, presentation etc.

### **8.4 Attend to the relevant projects of the Strategic Plan**

- Identify relevant projects from the SLLA Strategic Plan
- Discuss those with the Publication Committee
- Prepare the proposal with the help of COMAISP
- Managing the projects

### **8.5 Other**

- Attend to the special publications on the advice of the Council
- Production of publicity materials for SLLA



## **9. Information and Public Relation Officer**

### **9.1 Develop a database on the target groups with contact details**

- SLLA Membership (in collaboration with Secretary/SLLA)
- LIS professionals outside the SLLA
- Members of Board of Management of NLDSB, NILIS, PLSBs, SCOLIS, NSF etc.
- Senior staff of NLDSB, NILIS, PLSBs etc.
- Major Publishers and Booksellers
- Editor or contact person of print and TV media organizations
- LAs of South Asian region
- Senior officers of Education, Higher Education, Local Government Ministries who deal with relevant library sectors
- Relevant sections of Unesco, IFLA, IASL

### **9.2 Identify the news and other relevant information of SLLA to be delivered to the target groups**

- Study the Action Plan for the year of SLLA
- Study the ongoing programmes and projects of SLLA
- Study the Strategic Plan
- Peruse the Council and Exco minutes
- Discuss with key office bearers
- Discuss with Group Conveners
- Peruse the Newsletter
- Check the forthcoming events

### **9.3 Deliver the news to appropriate groups**

- Send the SLLA Newsletter (electronic form) to all the target groups except the SLLA membership
- Send other news, announcements etc. via Social media

### **9.4 Develop a suitable delivery mechanism**

- Establish an e-mail group
- Use Social media
- Other

### **9.5 Other**

- Act as the conduit between SLLA and the membership
- Act as the information and news provider on the SLLA to the members, non-members of the LIS profession, and others
- Develop contacts with news organizations, TV media, freelance journalists, information officers of key organizations
- Study the work of similar officials in other organizations
- Identify best practices

## **10. Conveners of the Professional Groups**

### **10.1 Obtain a good knowledge on the SLLA and how it operates**

- Understand the Term of Reference (ToR) of the group
- Study the SLLA Acts, By Laws
- Study the past Annual Reports of SLLA
- Study the research literature on SLLA
- Discuss with senior members of SLLA who held key positions
- Discuss with former prominent Conveners

### **10.2 Acquire a sound knowledge on the major issues of your LIS sector**

- Study the research literature on the subject
- Study the SLLA Strategic Plan
- Discuss with other professionals in the LIS sector
- Invite the group members to submit short reports on the deficiencies of the field with possible solutions
- Have regular contact with the relevant organizations such as NLDSB, ICTA. Ministries
- Study the international trends through IFLA, relevant conference proceedings, research literature etc.
- Learn the new developments of the LIS sector in other countries

### **10.3 Group Meetings**

- Follow the Term of Reference (ToR)
- Conduct quarterly meetings, 4 meetings per year
- Some meetings can be conducted online
- Follow the Terms of Reference related to your group
- Prepare the agenda in consultation with other members of the group
- Persuade all members to attend the meeting
- Invite a member to take minutes of the meeting
- Conduct the meeting in a professional manner
- Make the meetings short, interesting and meaningful
- Encourage everyone to contribute
- Finalize the minutes and distribute among the members with in week or two after the meeting

### **10.4 Preparing the Action Plan**

- Identify set of issues, areas you can attend during your tenure
- Use the Strategic Plan in selecting issues, projects
- Discuss the draft plan with the group
- Obtain views from senior professionals
- Get the views of the trade unions and other special groups, if any
- Refine the plan accordingly
- Submit the projects related to the Strategic Plan to COMAISP
- Submit the plan to the Council

### **10.5 Executing the action plan**

- Identify a team for each project

- Appoint project coordinators and delegate responsibilities
- Assist them in problem solving
- Find expert assistance when necessary
- Find funding where necessary
- Monitor the project constantly

#### **10.6 Council meeting**

- Try to attend to all or maximum number of meetings
- Make an attempt to present a paper or report to each and every Council meeting relevant to your LIS sector, e.g. minutes of group meeting, the progress of the action plan or new initiative or suggestion to improve the LIS sector
- If you are presenting a paper or report make necessary preparation to answer queries at the meeting
- Study the Council minutes, Agenda and enclosed papers meticulously
- Make your own notes as necessary to contribute at the meeting
- Be vigilant on issues which may affect your LIS sector
- Contribute to the other discussions of the meeting

#### **10.7 Contacts with the members of the LIS sector**

- Be in touch with the members of your LIS sector through meetings, Social Media, e-mail group etc.
- Publish an e-newsletter for the members of the LIS sector
- Promote meetings, functions, workshops, training programmes
- Provide news on the sector to the SLLA Newsletter
- Encourage colleagues to contribute to NACLIS, SLLR etc. on major issues of the sector
- Identify the new talents, young professionals and get them involved with the group work

#### **10.8 Provide an enthusiastic leadership to your LIS sector**

- Have a genuine interest on the improvement of the LIS sector
- Show your leadership skills
- Energize the whole LIS sector
- Have a close rapport with key office bearer with SLLA, NLDSB, the relevant Ministry
- Be a good and effective communicator
- Get the necessary support from the members of the group, members of the sector
- Obtain external support – Publishing Industry, Book Sellers, Foreign agencies etc.-
- Evaluate the progress of projects at every quarter and make the necessary improvements
- Make a meaningful contribution to the LIS sector during your tenure as the Convener of the group

## **11.Nominated Members to the Council and Executive Committee**

### **11.1 Advisory Role**

- Advise the President and the Council/Exco when necessary
- Share the experiences with the Council/Exco to improve performances of the SLLA
- Keep an eye on the performances of the key officers and point out the areas which need improvement
- Assist the Key Officers to perform their functions when necessary
- Act as the institution memory and advise accordingly
- Bring the important issues in the field to the attention of the Council/Exco

### **11.2 Participatory Role**

- Undertake special projects/assignments on the request of the Council/Exco
- Guide the new comers to the Council/Exco
- Help the Secretary to prepare the agenda for meetings
- Volunteer to oversee important projects of the SLLA
- Assist the President in conducting the meetings

### **11.3 Other**

- Assist the implementation of the Strategic Plan
- Assist in organizing the annual training programme for SLLA office bearers
- Examine the progress of different groups and projects
- Assist in membership development
- Serve as liaisons between membership and Council
- Oversee the relation with IFLA and other international forum
- Assist in organizing NACLIS and AGM

**Note: Job descriptions of the Education Officer and Assistant Education will be added to this.**

