



HLI Terms of Reference

The following Terms of Reference describe the philosophy and roles of Health Libraries Inc.

1. Purpose.

Health Libraries Inc. is established under the Associations Incorporation Reform Act 2012 and operates under the Model Rules for an Incorporated Association.

The purpose of Health Libraries Inc. is to support health libraries and those who work in them by, but not limited to, the following:

- promoting best practice in health libraries
- promoting the expanding and changing role of health libraries through the development and use of information and communications technology resources
- promote the continuing professional development of all who work in health libraries, particularly in the special library sector (e.g. organisational libraries in hospitals and training providers such as medical colleges)
- encouraging discussion and disseminating information
- providing the means for networking among members.

2. Membership.

- Membership is available to any person with an interest in health libraries.
- Currently no annual membership fee is charged.
- Members will be eligible to nominate for executive positions and vote at meetings.
- A register of members will be maintained.

3. Reporting.

- An Annual General Meeting will be held within 5 months of the end of the financial year.
- The HLI Committee will meet monthly with a minimum of 10 meetings per year.
- The business of the committee will be documented and available to the members of the association.
- All committee and Annual General Meeting minutes will be maintained in the association's Google Drive.

3.1 Quorum for Committee meetings.

- A quorum shall consist of a majority of the committee members holding office (as per Model Rules of Incorporation).

4. The HLinc Committee.

The following portfolios form the HLI Executive Committee:

- President
- Vice-President
- Treasurer
- Secretary.

The following portfolios will be allocated to general committee members as required:

- Professional Development
- Country Representative
- Social media Coordinator
- Membership Coordinator
- Marketing Coordinator
- Conference Convenor
- Website Coordinator.

Further portfolios or sub committees may be established as required.

4.1 Portfolio Roles and Responsibilities.

A description of the role and responsibilities for each portfolio will be maintained in the Association's Google Drive.

4.2 Appointment of the HLI Committee.

All committee positions are declared vacant prior to the Annual General Meeting.

Nominations will be called for and outcomes announced at the Annual General Meeting.

Where two or more nominations are received a ballot will be held for the membership to elect a candidate.

Additional members can be co-opted to the HLI Committee as required.

Anyone from the membership can nominate for a position on the HLI Committee.

5. Communication.

The Committee will communicate with members primarily via e-mail.

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The Committee will also maintain accounts on LinkedIn and Twitter for the purposes of promoting HLI events and initiatives, and for sharing information in support of HLI's objectives.

6. Winding up.

In the event of winding up or the cancellation of the Incorporation of the Association, the amount that remains after satisfaction of debts and liabilities shall be transferred to another organisation with similar purposes to Health Libraries Inc which is not carried on for profit or gain of its individual members.

7. Currency.

To reflect any changes in the role or purpose of HLI these Terms of Reference will be reviewed and updated annually and placed on the HLI website.