

Terms of Reference



THE UNIVERSITY
of ADELAIDE

Friends of the Library Terms of Reference

1. Background

Friends of the University of Adelaide Library is a network of alumni within and forming part of The University of Adelaide (“The University”). The Network, generally referred to as the Friends of the Library (FOTL), was established in 2002 following the groundswell of support for the Library in the response to the first Barr Smith Library Annual Appeal. The University of Adelaide Library (“the Library”) includes the Barr Smith Library, the Law Library, the Roseworthy Library and the Waite Campus Library.

2. Mission Statement

To raise awareness of all aspects of the Library and its facilities among alumni and the wider community locally, nationally and globally, to help preserve the heritage status of the Barr Smith Library and to maintain a relationship with the University of Adelaide for the benefit of the Library and of the Friends.

3. Objectives

Friends of the University of Adelaide Library Network exists to:

- a) Advocate for, promote and foster interest in and support for the Library as a cultural centre and the heart of the University;
- b) Increase knowledge of the role, collections, services and facilities of the Library and its role in research, scholarship and community information;
- c) Develop relationships with other libraries, cultural organisations and appropriate commercial organisations for the benefit of members;
- d) Foster networking opportunities for members;
- e) Work with other networks and community organisations to benefit alumni of the University; and
- f) Raise funds for the Library, particularly the development and maintenance of special, unique and rare collection items and the heritage status of the Barr Smith Library.

4. Activities

To meet its objectives FOTL will:

- a) Host an annual program of events in conjunction with the Library, other Networks, University bodies, libraries and community organisations;
- b) Inform and engage members at local, national and international levels of key Library developments and projects;
- c) Inform and engage the wider community of key Library developments and projects;
- d) Support and promote selected fund-raising initiatives of the Library particularly the annual Library Appeal;
- e) Encourage participation of alumni, current students and the wider community in FOTL and Library events; and
- f) Arrange member benefits.

5. Membership

Membership of FOTL is available to:

- a) Graduates of the University,
- b) Current students of the University,
- c) Past and present staff members of the University, and
- d) Other persons who have an interest in the objectives of FOTL.

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6. Governance

- a) The FOTL Committee organises, administers and facilitates FOTL affairs and activities.
- b) The FOTL Committee consists of:
 - 1) Up to ten (10) members elected at the Annual General Meeting, including:
 - a. Four (4) officers (President, Vice-President, Secretary and Treasurer), and
 - b. Up to six (6) ordinary members.
 - 2) University Librarian or nominee *ex officio*.
 - 3) Associate Director Alumni Relations or nominee *ex officio*.
- c) A quorum consists of five (5) members of the Committee, one of whom must be the President or Secretary.
- d) The Terms of Tenure are:
 - 1) President – two (years) plus two (2) years renewable by the Committee.
 - 2) Other committee members – two (2) years, renewable by election.
 - 3) Any officer or ordinary committee member will vacate their position if:
 - a. they are absent from three (3) consecutive meetings without apology, or
 - b. the Committee by majority vote decides that a member is deemed to have vacated their position, having regard to the Responsibilities of Committee Members set out in Section 7 below.
- e) The Annual General Meeting, including the election of Committee members and standard reports, is held no later than the end of May each year.
- f) FOTL activities and financial processes align with the calendar year.
- g) The Committee uses standard meeting procedures.
- h) The Committee may appoint any FOTL member to fill a casual vacancy.
- i) The Committee may co-opt any individual for a specific, short-term task.
- j) The Committee may from time to time agree that one or more Committee members will be responsible for specific portfolios, such as (but not limited to) promotion of FOTL activities, online and social media promotion and marketing, sponsor relationships, member benefits, event management, and program development.

7. Responsibilities of Committee Members

All FOTL committee members agree to:

- a) Work collaboratively for the mutual benefit of FOTL and the Library,
- b) Ensure the objectives of FOTL are met,
- c) Attend Committee meetings, events and other activities as agreed by the Committee, and
- d) Participate in sub-committees and working groups as agreed by the Committee.

8. Patron

The Committee may appoint a FOTL Patron.

9. Review

These Terms of Reference will be reviewed every four years.

10. Document owner

Associate Director Alumni Relations Telephone +61 8 8313 1716