



Academic and National Library Training Co-operative
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ANLTC Officer Role Profiles
(ratified at a meeting of the ANLTC
Committee 3rd June 2010)



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Officer Role Description:	Chair
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General overview of role:

To facilitate the aim of ANLTC to identify training and development needs within [member](#) Irish academic and national libraries to form the basis of an ongoing co-operative training and development programme, by actively chairing and coordinating the planning activity and forward-thinking of the ANLTC Committee.

Principle duties of role include:

- Schedule Committee meetings
- Arrange venues
- Prepare and coordinate meeting agendas
- The Chair shall preside at any meeting of the ANLTC committee; in the absence of the Chair, the Vice Chairperson will preside. In his/her absence, the committee members present shall choose one of their number to act as Chair for the meeting
- The Chair will represent the ANLTC committee at events, where attendance has been agreed by the ANLTC committee.
- The Chair will be an ex-officio member of all committee working groups
- The Chair shall be a signatory to the ANLTC bank account and hold a second cheque book as necessary
- Monitor main areas of activity
- Liaise with CONUL
- To ensure team members receive appropriate training to support their role and responsibilities as an ANLTC Committee member
- To write the draft annual report for approval by the ANLTC Committee
- To take an active approach to the role
- To undertake projects/activities that enhance the role of the ANLTC

Role Description written: December 2009



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Officer Role Description:	Vice- Chair
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General overview of role:

Responsible for Deputizing for the Chair as required.

Principle duties of role include:

- Chair meetings of the Committee when the Chair is unable to attend
- Exercise the Chair's authority and assume the Chair's responsibilities in conducting and preparing for any such Committee meetings.
- Assume all duties, responsibilities, and the title of Chair of the Committee until the next election if the elected Chair is unable to serve
- Deputise for the Chair as a representative of the ANLTC Committee at events, where attendance has been agreed by the ANLTC Committee and at which the Chair is unable to attend

The Vice -Chair will keep a watching brief on the ANLTC business so as to be ready to deputize for the Chair at short notice and to be fully briefed as the incoming Chair. The Vice- Chair supports and assists the Chair in the work of the ANLTC Committee.

Role Description written: April 2010



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Officer Role Description:	Treasurer
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General overview of role:

Responsible for the accurate and timely running of financial matters in relation to all ANLTC activities, and ensuring that the financial resources of the ANLTC meet its present and future needs.

Principle duties of role include:

- Overseeing and managing all budgets, accounts and financial statements
- The Treasurer shall be a signatory to the ANLTC bank account and hold a second cheque book as necessary
- Ensuring that appropriate accounting procedures and controls are in place
- Ensuring ANLTC's compliance with legislative and regulatory requirements
- Ensuring that the accounts are prepared and disclosed in the form required by the Committee
- Maintain spreadsheets with details of all bank account transactions
- Pay costs/expenses/ honoraria etc for each ANLTC course
- Keep copies of financial transactions for each course
- Receive and reconcile a monthly bank statement
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinized in the manner required
- Provide regular financial summaries to ANLTC meetings
- Advise on financial policies and procedures
- Provide financial information for an annual audit each Spring

Role Description written: September 2009



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Officer Role Description:	Minute Secretary
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GENERAL OVERVIEW OF ROLE:

To contribute to the work of the ANLTC committee in providing ongoing co-operative training and development programmes to staff in member libraries. Specifically the role is to assist the Chair to facilitate effective and efficient meetings of the committee by acting as Minute Secretary.

PRINCIPLE DUTIES OF ROLE INCLUDE:

- Attend meetings of the ANLTC committee (**Note**)
- Take meeting notes recording key points
- Draw up draft minutes to include action points
- Circulate draft minutes to members

Note: In the event of the Minute Secretary being unable to attend a meeting the Chair will request a volunteer to take the minutes.

Role Description written: November 2009



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Officer Role Description:	Programme Coordinator
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General overview of role:

To co-ordinate, publicise and report on programme of events offered each year by ANLTC.

Principle duties of role include:

- Collate information on annual events programme
- Publish in online calendar in accurate and timely basis
- Ensure publication of summary details to Web site
- Ensure online publication of application form and programme for each event 6 weeks before date of delivery
- Liaise with host as necessary
- Report progress of programme to Committee as standing agenda item
- Take an active approach to the role

Role Description written: December 2009



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Officer Role Description:	Programme Evaluator
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General Overview of Role

The key role of the Programme Evaluator is to provide an annual qualitative and quantitative analysis of the annual programme of events. This analysis forms part of the ANLTC Annual Report. The overall programme evaluation also provides important feedback which informs the planning cycle for the next year.

Principle duties of role include:

- Collate results from all course evaluation summaries
- Produce quantitative and qualitative analysis based on evaluation data and feedback
- Produce draft programme evaluation report for inclusion in annual report
- Regularly review evaluation form format for relevance and appropriateness
- Conduct surveys as appropriate to inform ongoing programme relevance and development
- Provide feedback to planning meetings for ongoing needs analysis
- Disseminate programme summary evaluation to all committee members

Role Description written: December 2009



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Officer Role Description:	Web Administrator
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General overview of role:

Responsible for the administration of the ANLTC website maintaining a watching brief on the maintenance and improvement of the website.

Principle duties of role include:

- To ensure continuity of access and service from www.anltc.ie
- To develop the skills to manage website content on the website platform system
- Ensure that there is an appropriate, contracted relationship with a competent web developer
- To liaise with the developer to update the website platform as necessary on a periodic basis
- To maintain liaison with the developer over time and to ensure that the developer's services are retained to support operations
- To oversee the hosting relationship with HEANET
- To administer user access and permissions to the website
- To format, upload, link and make available in a timely fashion all necessary documents authored by Committee members or associated with events
- Ensure archiving of Committee documentation
- To engage in periodic maintenance and housekeeping to delete superseded material
- To access the GMAIL inbox weekly to monitor input and to distribute communications to Committee members

Role Description written: December 2009



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Officer Role Description:	Continuing Professional Development
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General overview of role:

To keep up to date with developments and research in CPD and to appraise the ANLTC Committee of these developments

Principle duties of role include:

- Work closely with the External Liaison Officers to liaise with appropriate national bodies in the CPD arena, including LAI, SILS, An Chomhairle Leabharlanna
- Create a subsection of the ANLTC website dealing with CPD
- Identify useful seminars, conferences, readings and links
- Update the 2006 report and revisit the recommendations
- Conduct surveys and questionnaires to establish CPD needs analysis, development etc
- Recommend relevant short courses for the ANLTC programme
- Create a recommended trainer list
- Administer a bursary for professional excellence
- Recommend a list of core competencies for professional library staff?

Role Description written: December 2009



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Officer Role Description:	External Liaison & Communication
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General Overview of Role

The key role of the External Liaison & Communication is to promote the ANLTC to other related organisations for the purpose of collaboration and cooperation.

Principle duties of role include:

- Maintain a calendar of significant training/other events in order to facilitate scheduling of ANLTC events
- Represent ANLTC on the Standing Committee on Public Library Staff Training and Development
- Liaise with INULS organizing committee regarding ANLTC sponsorship
- Make contact with other library training groups e.g. SALCTLG, SCONUL advisory groups, CILIP, PTEG, HESDA, ARL, OLMS etc.
- Do press releases/news items
- Report activities to committee
- Encourage publishing
- Promote Library Assistant Bursary

Role Description written: December 2009



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Officer Role Description:	Library Assistant Bursary Coordinator
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General overview of role:

To co-ordinate the biennial library assistant bursary

Principle duties of role include:

- Draw up timeline for bursary in consultation with committee
- Design a poster advertising bursary. Circulate the poster to committee members and to website manager
- Receive submissions via local representatives
- Establish a judging panel of three including the chair of ANLTC
- Agree judging criteria with the panel
- Chair meeting of the judging panel
- Draw up recommendations for first place and second (if appropriate)
- Submit recommendations to chairperson of CONUL to get his/her views
- Present outcome to committee
- Send formal notification to winner and person placed second
- Write letters of thanks to all entrants
- Set up a team to organize an awards ceremony in collaboration with the coordinator of the ANLTC/Swets Research Award
- Do press release for website and relevant publications in cooperation with External liaison Officer
- Contact recipient of bursary 9 months after receipt of award to discuss their progress
- Ensure final report is received within 18 months of receipt of bursary and placed on intranet
- Explore methods with bursary recipient to disseminate and promote the study undertaken

Role Description written: April 2010



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Officer Role Description:	ANLTC/SWETS Research Award Coordinator
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General overview of role:

To coordinate the biennial ANLTC/SWETS Research Award.

Principle duties of role include:

- Monitor the funding source for this particular award related to research within member libraries (Lucy McBride Marketing Manager **Swets Information Services** Tel : + 44 (0) 1235 - 857621 [Email: lmcbride@uk.swets.com](mailto:lmcbride@uk.swets.com))
- Draw up timeline for the ANLTC/SWETS Research Award in consultation with committee
- Offer suitable training programmes in research skills and academic writing to encourage participation in the research award
- Publicise the Research Award, encouraging research activity in member institutions
- Design a poster advertising the Research Award. Circulate the poster to committee members and to website manager
- Receive submissions via local representatives
- Establish a judging panel of three including the chair of ANLTC
- Agree judging criteria with the panel and chair meeting of the judging panel
- Draw up recommendations for first place and second (if appropriate)
- Submit outcome and recommendations to the committee
- Send formal notification to winner and write letters of thanks to all entrants
- Ensure that the ANLTC/SWETS Research Award agreement is signed and guidelines and procedures followed
- Set up a team to organize an awards ceremony in collaboration with the coordinator of the Library Assistant Bursary Coordinator
- Do press release for website and relevant publications in cooperation with External liaison Officer
- Contact recipient of research award 9 months after receipt of award to discuss their progress
- Ensure final report is received within 18 months of receipt of research award
- Explore and evaluate possible distribution mechanisms with the research award recipient to disseminate the research outcomes, including the ANLTC website

Role Description written: April 2010