

Profile, duties and tasks of the Australian Botanical Liaison Officer (ABLO)

On behalf of the Australian Biological Resources Study (ABRS), Council of Heads of Australiasian Herbaria (CHAH) and the Australian botanical community, the ABLO will:

- Service botanical enquiries from, and provide support to, members of the Australian botanical community, in particular in relation to the *Flora of Australia*, *Fungi of Australia*, *Algae of Australia*, and related projects by:
 - Locating, inspecting and reporting on type and other specimens in Royal Botanic Gardens Kew (referred to as Kew in the rest of this document) and, as possible, other European herbaria, pertinent to increasing the understanding of the Australian flora.
 - Facilitating the provision of reasonable numbers of appropriate digital and other images of Australian type and other specimens for Australian botanists.
 - Contributing to a register of images of type specimens of Australian and related species available to Australia botanists.
 - Seeking out, inspecting and reporting on obscure botanical literature in RBGK and, as possible, other European herbaria, and arrange for reasonable numbers of appropriate articles to be copied for Australian botanists.
 - Visiting selected European herbaria to locate, inspect, photograph or copy obscure botanical materials.
 - Assisting Australian botanists visiting Kew and other European herbaria, in particular by providing orientation and introductions.
 - Maintaining and reporting on the status of the ABLO library, microscopes and other equipment.
- Contribute to harmonious and mutually productive working relationships between the ABLO, the Australian botanical community and staff at Kew, in particular by:
 - Assisting Kew staff with the curation of its Australian collections and servicing enquiries from Kew staff about the Australian flora.
 - Maintaining friendly and cooperative relationships with Kew staff.
 - Attending Kew herbarium staff meetings and seminars as appropriate.
 - Presenting seminars to Kew staff on the work of the ABLO, the Australian botanical community and on personal research.
- Undertake personal botanical research projects approved by CHAH and the ABRS Advisory Committee to enhance the collective knowledge of the Australian flora.
- Provide general guidance for the GBIF project at Kew (*Digitisation of significant Australian collections held at Kew as a model for data sharing*) and accept primary responsibility for specimen selection and verification as required.
- Prepare a formal 6-monthly report for ABRS and CHAH or a report within one month of completing the tour of duty as ABLO in the event that the tour of duty is for less than 6 months, addressing each of the above duties, and prepare 3-monthly general reports suitable for publication in the *Australian Systematic Botany Society Newsletter*.
- Other duties as required by ABRS and CHAH.