

## **Revised Job Descriptions**

### **Executive Secretary**

#### **General**

1. Serves at the pleasure of the Board of Directors, subject to an annual review by the Finance and Management Committee prior to reappointment.
2. Serves ex-officio as a non-voting member of the Board of Directors .
3. Serves ex-officio as a non-voting member of the Electronic Communications Committee.
4. Receives a stipend as set by the Board of Directors and expenses paid to each Board of Directors meeting.
5. Establishes and maintains official MPLA mailing address.
6. Maintains bulk mail permit.
7. Functions as the Fiscal officer of the Association.
  - a. Receives and accounts for all monies due and spent by the Association.
    1. Provides a quarterly printout of MPLA financial transactions (income/expenditures, including checks written) to both the President and Chair of the Finance and Management Committee.
    2. Provides Budget reports at Board meetings.
    3. Deposits all receipts in the Association bank or investment accounts, under guidelines established by the Board of Directors.
      - i. Maintains a money market account for the Association.
      - ii. Deposits all checks received within two weeks of receipt.
  - b. Pays promptly all bills authorized by the Board of Directors through the budget approval process. If within the budget, may pay bills directly (Board of Directors, 10/28/2000).
  - c. Maintains paperwork necessary for 501 (c)3 reports and incorporated status.
  - d. Serves as a member ex-officio of the Finance and Management Committee.

8. Responsible for maintaining membership records and mailing materials to members.
9. Sends each state association president, vice-president, executive secretary, and newsletter editor for the MPLA states a copy of the *MPLA Newsletter*. (Board of Directors 12/17/84)
10. Sets rates for subscriptions and advertising for the *Newsletter* in consultation with the *Newsletter* Editor.
11. Sends committee preferences to the Vice-President/President-Elect as indicated by members on membership application forms.
12. Maintains the MPLA booth and its exhibit materials, schedules its use with the state representatives, and ships it to arrive at the time and place arranged with the state rep.
13. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
14. Makes arrangements for all Board meetings by securing meeting rooms, preparing necessary documents, arranging for hotel rates and making food arrangements as requested.

#### **Post-Conference Duties and Activities**

1. Ensures all incoming members of the Board of Directors have access to the *Manual of Procedure*.
2. Provides the Committee Chairs and Conference Sub-Committee Chairs with a copy of the *Manual of Procedure* as needed.
3. Aids the Finance and Management Committee in consultation with the President and Vice- President/President-Elect to prepare a tentative budget for consideration by the Board of Directors.
4. Reports on the financial and membership status of the Association at all Board of Directors meetings.
5. Maintains the current membership file, including a mailing list for the *MPLA Newsletter*.
6. Notifies subscribers when renewals are due for the *MPLA Newsletter* subscriptions.

## **Pre-Conference Duties and Activities**

1. Provides information to aid the Conference Chair (Vice-president/President-Elect) in preparing conference issue of the *MPLA Newsletter*, which is the official "Call to Conference." Reviews contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
2. Receives the reports of the Nominating Committee indicating Association candidates for officer positions, and section nominating committees indicating Section nominees, no later than four months prior to the first date of the annual conference at which elections are to be concluded. Duplicates ballots (including brief biographical information) and mails them to members no later than three months prior to the first date of the annual conference. Ballots shall be counted and candidates informed of the results no later than two months prior to the annual conference.
3. Mails the conference issue of the *MPLA Newsletter* to membership no later than two months prior to the first date of the annual conference as the official "Call to Conference."
4. On receipt of the ballots from the membership, tallies them in accordance with procedures as outlined in the Bylaws.
5. Provides the Registration Sub-Committee Chair with a membership list prior to each conference.
6. Drafts annual report of all financial receipts and disbursements by budget categories for the current year to be distributed to the membership at a general session of the annual conference.

## **Conference Duties and Activities**

1. Secures and forwards all membership to MemberClicks and dues collected at the annual conference.
2. Receives the financial report of the Conference Chair and distributes it to members of the Board of Directors.

(May 1978; Sept. 1985; April 1995; Jan. 1996; **July, 2005**)

## MPLA Newsletter Editor

### General

1. Appointed by the Board of Directors, subject to an annual review by the Finance and Management Committee for reappointment.
2. Serves ex-officio as a non-voting member of the Board of Directors.
3. Serves as ex-officio as a non-voting member of the Electronic Communications Committee.
4. Responsible for the editing of the *MPLA Newsletter*.
5. Receives a stipend as set by the Board of Directors and expenses paid to each Board of Directors meeting.
6. Maintains positive working relationship with Executive Secretary, members of Board of Directors, state association executive secretaries, advertisers, and joint conference planning committees.

### Duties and Activities

1. Edits the *MPLA Newsletter* on a bimonthly basis sending copy to the Executive Secretary for publishing and mailing, an electronic version to the Webmaster for posting on the Association the web pages. Maintains and meets all deadlines for submitting the newsletter for printing and posting.
  2. Works with MPLA Webmaster on coordination of photos and news releases between the two communication mediums.
  3. Communicates with Public Relations Committee and State Association Representatives, sharing and receiving information and publicity copy.
  4. Works with the planning committee of the joint conference state to produce a preliminary conference program for the *MPLA Newsletter*.
  5. Provides the Executive Secretary with a list of national, regional, and other library publications to which the *Newsletter* should be sent.
  6. Manages *Newsletter* Advertising Accounts.
  7. Works with Executive Secretary to set advertising rates for the *Newsletter* based on rates for similar publications.
- (May 1978; April 1995; Jan. 1996; April 1997; July 2003; **July 2005**)

## **MPLA Webmaster**

### **General**

1. Appointed by the Board of Directors, subject to an annual review by the Finance and Management Committee for reappointment.
2. Serves ex-officio as a non-voting member of the Board of Directors.
3. Serves ex-officio as a non-voting member of the Electronic Communications Committee and the Continuing Education Committee..
4. Responsible for organizing and maintaining the MPLA web site.
5. Serves as a resource to all committees and sections.
6. Jointly with the Electronic Communications Committee manages the web site, including development of policies and guidelines, identification of content and links, additional uses and services, and recommending action to be approved by the Board of Directors.
7. Receives a stipend as set by the Board of Directors and expenses paid to each Board of Directors meeting.

### **Duties and Activities**

1. Organizes and designs the web site.
2. Produces a consistent visual image on the site through use of uniform fonts, formatting, icons, colors, templates and layout.
3. Adapts content to web format.
4. Establishes and maintains links to other sites and specific resources on other sites, including:
  - American Library Association
  - State Library Associations in MPLA Region
  - Annual conference site in member states
5. Posts new content, updated and revised material, identified or created by the Electronic Communications Committee (ECC).
6. Regularly adds the following:
  - Updated Job Line postings
  - Photographs of MPLA activities
  - Minutes of MPLA Board of Directors meetings and associated reports.

- Current *MPLA newsletter*, to be provided by *Newsletter* editor
  - Archive of *MPLA Newsletter*
  - Current edition, and revisions, to the *Manual of Procedure* as approved according to MPLA Bylaws and Procedures.
7. Advises the Board of Directors and the EEC about emerging technologies, applications and additional uses for the web site.
- Analyzes traffic statistics and use
  - Assesses new techniques and trends and suggest enhancements and improvements.

(February 2002; October 2002; July 2003)

8. Retains Board Reports posted on the Association web site in electronic format for a period of five years.

(Oct 2004; **July 2005**)