

3. ELECTED OFFICERS AND APPOINTED STAFF OFFICERS

Board of Directors MPLA Executive Board

Executive Elected Committee Officers

President
Vice-President/President-Elect
Immediate Past President
Recording Secretary
~~Executive Secretary~~

State Association Representatives

Arizona
Colorado
Kansas
Montana
Nebraska
Nevada
New Mexico
North Dakota
Oklahoma
South Dakota
Utah
Wyoming

Standing Committee Chairs

Administration
Awards
Communications
Conference Program Council
Leadership Institute
Membership
Nominating
Professional Development

Task Force, Subcommittee & Ad Hoc Committees

Steward for Reorganization & Transition
Administration Subcommittee on Bylaws and Procedures

Section Chairs

- ~~_____ Academic~~
- ~~_____ Children's and School~~
- ~~_____ Government Documents~~
- ~~_____ New Members Round Table~~
- ~~_____ Preservation, Archives & Special Collections~~
- ~~_____ Public Library/Trustee~~
- ~~_____ State Agency, Cooperatives & Systems~~
- ~~_____ Technical Services~~

- ~~_____ Interest Group Chairs~~
- ~~_____ (None at this time)~~

MPLA Appointed Staff

- Executive Secretary
- Newsletter Editor
- Webmaster

Others

- Leadership Institute Coordinator
- Electronic Communities Moderators**
- Parliamentarian???**

(December 2001; July 2003)

Quorum

A simple majority of the voting members defines a quorum.

Meetings

- ~~1. At close of each annual conference, with the retiring Board of Directors.~~
- ~~2. On call of the President~~
- ~~3. Upon request of a majority of the Board of Directors.~~
- ~~4. Prior to each annual conference.~~

Post Conference Duties and Activities

- ~~1. Meet at close of the annual conference with the retiring board members.~~

- ~~a. Conduct annual review and appoint or reappoint MPLA Newsletter Editor at first board meeting subsequent to the annual conference.~~
- ~~b. Conduct annual review and appoint or reappoint Executive Secretary.~~
- ~~c. Approve or disapprove petitions for the organization of new Sections.~~
- ~~d. Set time and place for annual conference at least two years hence.~~
- ~~e. Vote for discontinuance of any section whose usefulness is deemed to have ceased. If discontinuance is approved, another vote must be taken with the same result at the next Board of Directors meeting to discontinue the Section. Second vote will be binding and the Section Chair will be notified of Board of Directors action by the President.~~
- ~~f. Consider (and possibly select) the theme of next annual conference, upon recommendation of the vice president/president-elect.~~
- ~~g. Consider those persons upon whom honorary memberships may be conferred. Requires an affirmative vote of three-fourths of the membership present at the next annual conference. ???~~
- ~~h. Take action to implement recommendations that have received a favorable vote of the membership and or committees.~~
- ~~i. Elect a state representative and a section chair to serve as members of the Finance and Management Committee.~~

~~Pre-Conference Duties and Activities~~

- ~~1. Meet, usually in January prior to a fall conference and in September prior to a spring conference, at the call of the President, to coordinate annual conference plans with the Conference Chair, the Subcommittee Chairs and other Committee officers.~~
 - ~~a. Select annual conference theme, if this has not already been done.~~
 - ~~b. Consider possible annual conference speakers and the amount of funds which may be allocated for each, including honoraria, transportation, housing, meals, etc.~~
 - ~~c. Approve the budget prepared by the Finance and Management Committee. Make budget adjustments as necessary and inform Sections and Committees of the amount available for the conduct of their business.~~

- ~~d. In consultation with the Conference Planning Committee, set registration and exhibit fees for the annual conference.~~
 - ~~e. Receive reports from annual Conference Chair and other Committee persons to determine what has been accomplished thus far, what problem areas exist, and how they may be resolved.~~
 - ~~f. Receive reports from Committee Chairs. Determine what reports they need to make at the annual conference, time required, at what point they will make their contribution, etc.~~
- ~~2. Meet usually in late spring and/or summer prior to a fall conference and in late fall or winter prior to a spring conference at the call of the President.~~
- ~~a. Discuss and resolve last minute annual conference problems.~~
 - ~~b. Review the annual conference program to insure that changes in the printed program are noted and to insure that membership will be advised of them at the first general session.~~
 - ~~c. Discuss financial status and viability of the organization with input from the President, Executive Secretary, and annual Conference Chair.~~
 - ~~d. Discuss and approve changes in the Bylaws and Manual of Procedure recommended by the Bylaws and Procedures Committee or from other sources where Board of Directors approval only is necessary, or referred to the membership for approval at the annual conference.~~
 - ~~e. Approve or amend awards recommended by the Awards Committee as necessary.~~

(May 1978; May 1984; Dec. 1985; May 1986; April 1995; Jan. 1996; July 2003)

Board Meetings

Face to Face

1. Prior to each annual conference
2. Once 6 to 8 months later
3. During a transition year from spring-to-fall or fall-to-spring conference schedules, the Board may meet up to three times in person if the Administration Committee

deems it necessary.

Electronic

The president may call an electronic meeting when there is sufficient need for Board action.

Items to be posted to the Website prior to a meeting:

1. Minutes: Draft minutes from each board meeting must be available on the web no later than two weeks after any meeting is held. Once minutes have been approved by an online vote of the Board members, the corrected minutes should replace the draft on the web site.
2. Agenda
3. Committee Reports with recommendations
4. Reports from Executive Secretary, Webmaster, and Newsletter Editor
5. President's Report
6. State Representative Reports
7. Any reports from working groups or activities requiring decisions.
8. Conference Program Council reports, as needed from VicePresident/President-Elect.

Activities to take place online before a meeting:

1. Additions or corrections to minutes, and approval (vote)
2. Amend or add to agenda
3. Opportunity to ask questions, seek clarification and get answers on all reports prior to the meeting,
4. Announcements

Activities to take place during a meeting

1. Decisions on action items from committees

2. Decisions on spending money, new policies or resolutions
3. Decisions of Bylaw changes or procedures
4. Issues related to Long Range Plan activities and goals
5. Working sessions on membership strategies and other initiatives or programs of the Board.
6. Discussion on policies and procedures as needed.

President

General

1. Term of office for one year, 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual or transitional year conference.
2. Serves ex-officio as an advisory member of all Committees, except the Nominating Committee.
3. In order to be aware of all procedures and policies, the President should read and become familiar with the *Manual of Procedure* and discuss any problems with the Past President.

~~Post Conference Duties and Activities~~ Executive Board Appointments

~~1. Conduct post-conference meeting of retiring Board of Directors and the new Board of Directors.~~

1. Appoint Chairs of Committees, according to procedures in Section 6 of this Manual. Committees may include but are not limited to:

Awards	Finance and Management
(Past President, chair)	Intellectual Freedom
Bylaws and Procedures	Leadership Institute
Chapter Relations	Nominating
Conference Planning	Professional Development
Continuing Education	Membership Grants
Electronic Communications	Public Relations

~~In so far as it fits the appointment procedures, and for the sake of continuity, The Chair of each Committee should ideally be a member of that Committee from the preceding year. The immediate past Chair should be, if possible, an ex-officio member of the Committee.??~~

2. ~~In discussion with Chairs appointed in 2 above,~~ Select and appoint other Committee members according to the procedures outlined in ~~the Committees~~ Section 6, Committees, of this Manual.
3. ~~Appoint a Parliamentarian.~~ Do we have such a position any more??
4. When finalized, submit lists of all Committees to the *MPLA Newsletter* Editor, the Webmaster, and to the Executive Secretary.

5. Appoint State ~~Association~~ Representatives in consultation with state association presidents, if state associations have not provided representatives within four months after the annual conference date.

~~Pre-Conference Duties and Activities~~ Meeting Activities

1. Notify Recording Secretary of each meeting date for the Executive Board of Directors and Executive Administration Committee. Specify other officers and functionaries whose attendance is required. Send announcements of a meeting at least one month in advance, so that travel arrangements can be made.
2. Preside over each Executive Board of Directors and Executive Committee meeting called.
- ~~3. See Board of Directors section for further duties.~~
3. Notify Section, Committee and Sub-Committee Chairs from whom reports are appropriate, and State Representatives that an annual report summarizing the year's activities is to be submitted in conformance with the Section 2.5, Reports, section of this Manual.

Conference Duties and Activities

1. Preside over Pre-Conference Board of Directors meeting.
2. Preside over general sessions and other select meetings, luncheons, banquets, etc., as necessary.
3. Pass the gavel to the incoming President at the last conference business meeting.

~~(May 1978; April 1995; Oct. 1995; July 2003)~~

Vice-President/President-Elect

General

1. Term of office for one year, 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual conference.
2. Become familiar with and perform the duties of the President in that officer's absence.
3. Represent the President when necessary.
4. ~~Position automatically carries with it that of Joint Conference Planning Committee Chair and~~ Is Chair of the Conference Program Council and liaison between MPLA and the host state association's conference planning group.
5. Serve as a member of the Executive Board. ~~of Directors~~

~~Post-Conference Duties and Activities~~

- ~~1. Attend post-conference Board of Directors meeting, presiding in the absence of the President.~~
- ~~2. Communicate or meet with all Section Chairs (see Conference Planning Committee section) relative to the next annual conference program, offering and accepting suggestions based on the annual conference theme (once established) and organizing an integrated program of general as well as sectional interest.~~

Pre-Conference Duties and Activities

1. Consult with the President and the state Conference Chair in seeking qualified annual conference speakers and in offering a proper honorarium based on status and qualifications.
2. Correspond with possible speakers, notifying them of tentative conference details and specifying expected honorarium (if requested to do so) and other paid expenses.
3. Obtain copies of biographies and photos, when possible, from speakers.
4. Provide President, ~~Publicity Sub-Committee Chair~~, Executive Secretary and Newsletter Editor with details of speakers as they are received.

5. Finalize details with the state Conference Planning Committee concerning all program events. Provide copy to the **state** Conference Chair for printing of programs, and to the Newsletter Editor and Executive Secretary.
6. Send a letter inviting each non-host State Association President or President-Elect to attend the MPLA Conference with registration paid by MPLA. Arrange for recognition of each of the presidents or president-elects at an appropriate conference function.

Conference Duties and Activities

1. Insure that all speakers are properly greeted, transported, and housed. ~~In this regard, Maintain close liaison with Hospitality and Transportation Sub-Committee Chair, Section Chair and~~ the **state** Conference Chair.

~~(May 1978; April 1997; July 2003)~~

Recording Secretary

General

1. Term of office for one year, 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual or transitional year conference.
2. Serve as a member of the **Executive** Board ~~of Directors~~.
3. ~~Forward copies of all handouts along with Board of Directors meeting minutes to Board of Directors members who were unable to attend a Board meeting.~~

Post-Conference Duties and Activities

1. Attend ~~post~~ **pre** conference **Executive** Board ~~of Directors~~ meeting, recording minutes of this and all subsequent **Executive** Board ~~of Directors~~ and **Executive Administrative** Committee meetings throughout the year.
2. After outgoing Recording Secretary has drafted the proceedings of the annual conference, request the file of past minutes and other pertinent correspondence.
3. ~~Notify officers, committee chairs sections and State Representatives of meetings called by the President or Executive Board of Directors, as necessary.~~
4. Assist with other correspondence as called upon by the President or Vice-President/President-Elect.

Pre-Conference Duties and Activities

1. Advise all Committee ~~and section~~ Chairs of budget allocations provided by the **Executive** Board ~~of Directors~~.
2. Prepare reports on innovative programs and developments taking place at the **Executive** Board ~~of Directors~~ meetings and furnish to the **Public Relations**/Membership committee and Newsletter Editor.
3. ~~Notify each Section Chair that a copy of the minutes of their annual meeting, if any, at the annual conference is to be provided to the Recording Secretary within three weeks following the annual conference.~~

Conference Duties and Activities

1. If necessary, arrange for stenographer, tape recorder, or other assistance for recording minutes of **Executive** Board ~~of Directors~~ meetings and general sessions at the annual conference.
2. Obtain list of names and addresses of individuals who have extended courtesies to the Association from the Conference Chair. Draft letter of thanks for each to be signed by the President.
3. ~~Provide names of Association Section Officers to the Newsletter Editor for publication and to the Executive Secretary and Webmaster as soon as possible after the annual conference.~~
4. Send copy of any resolutions presented by the Conference Chair to each Association officer and others concerned with the recommendation.
5. Obtain list of attendees to the annual conference from the Registration Sub-Committee and provide to the Executive Secretary.
6. With all reports, letters, etc. concluded, transfer all official papers to the Executive Secretary including proceedings, if any, of last conference.
7. Transfer all working papers and files to the incoming Recording Secretary. Copies of select official papers sent to the Executive Secretary should also be provided for purposes of job continuity.

~~(May 1978; April 1995)~~

End of the calendar year

1. Secure and deliver to the archives the following designated records of the Association:
 - a. Official correspondence of President ~~and other general, section, interest group,~~ and committee officers.
 - b. Minutes of **Executive** Board ~~of Directors~~, **Executive Administration** Committee, ~~Section, Interest Group~~ and Committee meetings.
 - c. Membership directories.
 - d. Copies of the *MPLA Newsletter*.
 - e. *Manual of Procedure* (each new edition) and revisions to present edition.

- f. Conference Planning Manual, convention programs, and other relevant convention materials.
 - g. Financial reports, budgets, audit reports.
 - h. Reports of Association, ~~sections~~, State Representatives, ~~interest groups~~ and committees.
 - i. Files of ~~sections~~, State Representatives, ~~interest groups~~, and committees
2. Determine the easiest method of securing material for the archives. This may include, but is not limited to, collecting reports at Board Meetings, printing documents from the web site, picking up materials at conferences, requesting documents from Officers, the Executive Secretary, State Representatives, ~~section chairs~~, ~~interest group~~, ~~round table~~ and Committee Chairs.

(Oct 2004)

Immediate Past President

General

The Immediate Past President has several responsibilities required by the Bylaws or assigned by the **Executive** Board ~~of Directors~~:

1. Advise and counsel the President.
2. Chair the ~~Finance and Management~~ **Administration** Committee, which consists of the ~~Executive Committee~~ President, Past President, Vice-President Elect, Recording Secretary, ~~of the Board of Directors and two additional members of the Board, one section chair and~~ and one State Representative, **one Electronic Community Moderator and the Executive Secretary who is an ex officio member.** ~~to be nominated and elected by the Board at the first meeting of the new Board after new officers have assumed office.~~
- ~~3. Act as the Interest Group Coordinator~~

~~Post-Conference Duties and Activities~~

1. Prepare, with the ~~Finance and Management~~ **Administration** Committee, a proposed budget for approval by the Board.
2. Work with the ~~Finance and Management~~ **Administration** Committee to conduct evaluation of the ~~appointed officers~~ **paid staff** of the association: the Executive Secretary, the Newsletter Editor and the Webmaster. (See survey forms in ~~the Committee Section~~ **Appendix A** of this Manual)
 - a. **Give** **Send via email**, evaluation forms to all members of the retiring Board to be returned within 30 days to the past president.
 - b. Tabulate the results and review these with the ~~Executive~~ **Administration** Committee. ~~of the Board.~~
 - c. Prepare a recommendation for reappointment or non-reappointment to the **Executive** Board ~~of Directors~~ for presentation at the first Board meeting subsequent to the annual conference.
 - d. Following vote of the **Executive** Board ~~of Directors~~, convey the results to the persons being evaluated, noting particular strengths, weaknesses, and recommendations for changes or improvements.

~~Pre-Conference Duties and Activities~~

1. Attend all **Executive** Board ~~of Directors~~ meetings.
2. Advise the incumbent **Executive** Board ~~of Directors~~ of the actions of the preceding **Executive** Board ~~of Directors~~ -resolving conflicts where necessary.

Conference Duties and Activities

1. Attend Pre-Conference **Executive** Board ~~of Directors~~ meeting.
2. Advise and assist the President in every way possible.

~~(May 1978; Dec. 1987; Jan. 1995; Jan. 1996; July 2003)~~

Executive Secretary

General

1. Serves at the pleasure of the Executive Board of Directors, subject to an annual review by the Finance and Management Administration Committee prior to reappointment.
2. Serves ex-officio as a non-voting member of the Executive 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 Executive Board of Directors and expenses paid to each Executive Board of Directors meeting to which invited.
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 Administration Committee.
 2. Provides Budget reports at Board meetings.
 3. Deposits all receipts in the Association bank or investment accounts, under guidelines established by the Executive 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 Executive Board of Directors through the budget approval process. If within the budget, may pay bills directly. (Board of Directors, 10/28/2000).
 - c. Serves as a member ex-officio of the Finance and Management

Administration 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 **Executive** 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~~ **Administration** Committee in consultation with the President and Vice- President/President-Elect to prepare a tentative budget for consideration by the **Executive** Board ~~of Directors~~.
4. Reports on the financial and membership status of the Association at all **Executive** 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. 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."~~
3. 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~~ makes them available to members through the Web site for electronic voting 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.
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 an MPLA 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 records to MemberClicks and deposits dues collected at the annual conference.
2. Receives the financial report of the Conference Chair and distributes it to members of the Executive Board of Directors.

(May 1978; Sept. 1985; April 1995; Jan. 1996; Oct. 2004)

MPLA Newsletter Editor

General

1. Appointed by the **Executive** Board **of Directors**, subject to an annual review by the **Finance and Management Administration** Committee for reappointment.
2. Serves ex-officio as a non-voting member of the **Executive** 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 **Executive** Board **of Directors** and expenses paid to each **Executive** Board **of Directors** meeting **to which invited**.
6. Maintains positive working relationship with Executive Secretary, members of **Executive** 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, and an electronic version to the Webmaster for posting on the Association 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**/Membership 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)~~

MPLA Webmaster

General

1. Appointed by the **Executive** Board **of Directors**, subject to an annual review by the **Finance and Management Administration** Committee for reappointment.
2. Serves ex-officio as a non-voting member of the **Executive** Board **of Directors**
3. Serves ex-officio as a non-voting member of the **Electronic** Communications Committee and the **Continuing Education Professional Development** Committee.
4. Responsible for organizing and maintaining the MPLA web site.
5. Serves as a resource to all committees and ~~sections.~~ **Electronic Communities**
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 **Executive** Board **of Directors**
7. Receives a stipend as set by the **Executive** Board **of Directors** and expenses paid to each **Executive** Board **of Directors** meeting **to which invited**.

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 **Executive Board of Directors**, and the **EEC Communications Committee** 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)~~

~~Leadership Institute Coordinator~~— In Section 6

~~General~~

~~The Institute Coordinator will be offered a one year contract subject to renewal.~~

~~The Leadership Institute Committee will set the payment schedule and evaluation criteria~~

~~Qualifications~~

- ~~1. An individual who has experience coordinating similar events for library organizations.~~
- ~~2. Prefer a library professional with library work experience or a person who is very familiar with library organizations.~~
- ~~3. Prefer an individual who is not employed full time in another capacity.~~

~~Duties~~

- ~~1. Organize the selection process~~
 - ~~a. Create and manage application process~~
 - ~~b. Produce an application form (models available from ALA chapters)~~
 - ~~c. Collect and disseminate information from applicants~~
 - ~~d. Liaison for selection committee~~
- ~~2. Organize the promotion of the Institute and recognition of selected applicants~~
 - ~~a. Generate publicity, before and after~~
 - ~~b. Write press release to professional journals to motivate attendance~~
 - ~~c. Post news of program and application process to List Serves~~
 - ~~d. Write press release to attendee's local news and in-house newsletters~~
- ~~3. Organize getting people there~~
 - ~~a. Answer applicant questions~~
 - ~~b. Help attendees make travel itineraries to Albuquerque airport and local site~~

~~— (generally that should be fairly self service, but help if they seem unsure.)~~
 - ~~c. Arrange for transport to local site~~

~~(Liaison for site connection with ground transportation. Make sure this is transparent to the attendees. Check off arrival on site of each individual)~~
 - ~~d. Repeat the above items for mentors~~

- ~~4. Organize on-site flow~~
 - ~~a. Help with housing choices and getting settled~~
 - ~~b. Act as liaison between speaker(s)/attendees and the facility~~
 - ~~c. Arrange meal choices and snacks~~
 - ~~d. And, because little problems can arise, be on-site confidant/counsel/mother hen for all participants.~~

Reports to Board

- ~~1. Organize and administer evaluation~~
- ~~2. Assessment of factors involved in doing this activity
(Site, transportation, staffing, selection of applicants, et al)~~
- ~~3. Collect and report facts and stories that show successes~~
- ~~4. Collect, select, assess and report suggestions for improvement~~

~~(12/8/01 Board of Directors)~~

Parliamentarian Do we even have such a person?

General

Appointed by the President for a one-year term.

Post-Conference Duties and Activities

Advises President of correct parliamentary procedure at post-conference Board of Directors meeting and others throughout the year.

Pre-Conference Duties and Activities

Studies MPLA Bylaws and *Manual of Procedure* prior to the annual conference.

Conference Duties and Activities

Advises on the constitutionality of an action during annual conference meetings and sessions.

~~(May, 1978)~~