

5. State Association Representatives

General

Each MPLA member state is represented on the MPLA Executive Board by one State Representative. Each representative's term of office is for ~~two~~ **three** years, beginning at the first MPLA Executive Board meeting following the representative's selection. Representatives are selected in accordance with each state association's constitution and/or bylaws. A representative may be appointed by the MPLA President in consultation with the state association president if a state association fails to elect or appoint one within four months following the annual conference at which the previous State Representative's term ~~expires~~ **expired**.

A State Representative must be a member in good standing of MPLA.

State Representatives serve as voting members of the MPLA Executive Board.

Duties

1. State representatives serve three broad purposes:
 - a. Promotion of MPLA membership within the state represented.
 - b. Transmittal of publicity from MPLA to the state and from **the** state to MPLA.
 - c. Two-way liaison between the MPLA Executive Board and the state association's governing board.
2. Both MPLA and the state associations can be strengthened by mutual cooperation; the state association representative is the primary vehicle of that cooperation. Representatives are not only the state associations' representatives to MPLA, but also MPLA's representatives to the state associations. Active support of MPLA and its objectives is as important as loyalty to the state association. If for reasons of personal conviction, wholehearted support of MPLA is not possible, it is suggested that the appointment be declined and that the state association appoint another individual.
3. The duties of state representatives are not specifically tied to a conference timetable, but pertain throughout the term of office.
 - a. Attend state association executive board meetings and report on the activities of MPLA and the MPLA Board of Directors.
 - b. **Monitor the state association Bylaws and Procedures as they relate to its**

relationship with MPLA and encourage that they be kept up-to-date and adhered to in a conscientious manner. This should include the nomination of candidates/ appointees who are qualified successors.

- c. Attend MPLA Board of Directors meetings and report on the activities of the state association and of the association's board.
- d. Provide the **MPLA** Executive Secretary, upon request, with a complete up-to-date list of all state association members in the state for the purposes of mailing membership promotional information and the pre-conference issue of the *MPLA Newsletter*.
- e. Represent MPLA at the state association's conference; request time during the program to speak on MPLA activities and promote membership.
- f. Obtain membership brochures and MPLA information from the Executive Secretary and be sure they are included in state association conference packets.
- g. See to the placing of MPLA publicity, including that generated by the Public Relations Committee, in the state's library press.
- ~~g. Provide the Newsletter Editor and the Public Relations Committee with library news of the state, including:
 - i. State association officers, activities, programs, conference, etc.
 - ii. Library personnel changes.
 - iii. Innovative programs.(NOTE: moved to 5.5 under Reporting Responsibilities)~~
- h. Investigate possibilities of joint MPLA/state association conferences or places in the state to hold MPLA conferences.
- i. Actively assist the MPLA Conference Chair if an annual conference is to be held in the represented state.
- j. **Offer input to the MPLA Finance and Management Committee on the evaluation of Appointed Officers of the Association (Executive Secretary, Newsletter editor and Webmaster).**

State Association Conference Responsibilities

- 1. MPLA Executive Secretary
 - a. The MPLA Executive Secretary must be apprised of the state association

conference dates well in advance of the conference so that he/she can ~~i. Send~~ send the MPLA exhibit, membership brochures, membership directories, MPLA ribbons, conference packet stuffers, and free membership drawing applications to the conference locale.

2. MPLA Exhibit Space

- a. Space must be booked with the state association conference exhibit coordinator for the MPLA exhibit. The exhibit is often located in the conference registration area and requires at least one table in addition to the exhibit itself.
- b. The entire exhibit requires a space similar to that required by a 3' x 8' table.

3. MPLA President

- ~~a.~~ If possible, the MPLA President should be invited each year by the State Representative to attend his/her annual state conference. The State Representative is responsible for making the necessary arrangements with the MPLA President. MPLA has traditionally covered the cost of transportation and lodging, and the state association has provided a complimentary registration and meals. Time for the MPLA President to give a membership appeal during the conference should be requested from the state association president.

4. MPLA Exhibit Assembly and Materials

- a. The MPLA exhibit arrives in a large suitcase and must be assembled. Assembly instructions are not difficult to decipher. Assembly may require half an hour, and two people. The exhibit table should be stocked with membership brochures, *Newsletters*, free membership drawing applications (and a box in which to place the applications), and *Membership Directories*.

b. Free Membership Drawing

Arrange for a free membership drawing at each state conference (Board of Directors 8/27/82). Time should be ~~requested~~ requested in advance for the drawing to be held at a banquet or large gathering. The State Representative is responsible for publicizing the drawing, and for providing a box in which to place the application blanks. After the winning entry is drawn, it and the remaining forms should be mailed to the MPLA Executive Secretary.

5. Return of MPLA Exhibit

- ~~a.~~ The State Representative is responsible for sending the MPLA exhibit back to

~~Jim Dertien, who coordinates its shipment to the next site.~~ **the Executive Secretary or next location designated by him/her.** Use mailing label(s) included in the exhibit procedure ~~manual materials.~~ Send UPS and insure ~~for \$500~~ the “tube” and base for \$200 each.

Membership Promotion Responsibilities

1. Status of MPLA Members and Non-members within your State
 - a. Each year the State Representative should request from the Executive Secretary an up-to-date listing of MPLA members within his/her State so that non-members can be contacted for potential membership.
 - b. Nominees for the Board Choice Award of a free one-year MPLA membership should be sent to the Executive Secretary by December 10th as soon as possible after appointment.**
 - c. Request MPLA conference and regular stationery and envelopes as needed from the Executive Secretary.
2. Payment of Dues
 - a. At the spring MPLA Board of Directors meeting, the State Representatives are given a list of their states' former members, or members who have not paid their dues. State Representatives are responsible for contacting each party on the list with a renewal appeal, and sending all correction of status/address information to the Executive Secretary.
 - b. Encourage prompt payment of MPLA annual dues by state associations.
 - c. Resolve problems with membership by acting as liaison with the MPLA Executive Secretary.
3. Membership Promotion Appeals
 - a. MPLA membership promotion appeals should be made regularly at state association meetings, and other library functions.
 - b. In addition to the exhibit, you may request an MPLA membership promotion poster.
 - c. Promote MPLA state preconference grants, professional development grants, Jobline, and continuing education programs.

- d. Provide MPLA membership applications for state associations when they send out annual state association dues renewal forms.

Reporting Responsibilities

1. Annual Reports

- a. For the state association: report on MPLA
- b. For MPLA: report on the state (due before the *MPLA Newsletter's* August issue deadline: on or around **July 7**).
- c. Annual reports for state association boards need to be copied and sent to the MPLA Executive Secretary.

2. Reports at Meetings

- a. At state association meetings: report on MPLA and MPLA membership.
- b. At MPLA Board of Directors meetings (~~generally three times a year—May, December, and Joint conference~~): report on state's library activities and state association.
- c. A copy of the written report to the state association board needs to be sent to the MPLA Executive Secretary after each State Association Board meeting.
- d. ~~Written reports for state association boards should be presented on MPLA stationery; written reports for MPLA Board of Directors should be on state association stationery.~~

MPLA Newsletter

~~Provide the *MPLA Newsletter* Editor with library news of the State 6 times a year. See that the *Newsletter* Editor and the Executive Secretary are on the mailing list for the state association and state library newsletters. Publication deadlines for the six *MPLA Newsletter* issues are listed in the publication information box in each issue of the *Newsletter*. Encourage libraries in the state to mail their press releases and newsletters to the *Newsletter* Editor, and to place him/her on their mailing lists. Newspaper clippings should also be sent when available.~~

3. *MPLA Newsletter* and Public Relations

Provide library news of the state to the *MPLA Newsletter* Editor, the Webmaster, the Public Relations Committee and the Executive Secretary as appropriate, by:

- a. Providing lists of state association officers, activities, programs, conference, etc.
- b. Providing news of **significant** library personnel changes.
- c. Providing news of innovative programs.
- d. Providing an article regarding the selected Board Choice Awardees.
- e. Seeing that the *Newsletter* Editor and the Executive Secretary are on the mailing list for the state association and state library newsletters.
- f. Encouraging libraries in the state to mail their press releases and newsletters to the *Newsletter* Editor, and to place him/her on their mailing lists.
- ~~g. Sending newspaper clippings when available.~~

Publication deadlines for the six *MPLA Newsletter* issues are listed in the publication information box in each issue of the *Newsletter*.

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