

6. Standing Committees

Administration Committee

General

1. Responsible to the Board of Directors for overseeing the corporate affairs of the Association, including
 - a. Budgeting
 - b. Auditing
 - c. Investments
 - d. Dues structure
 - e. Bylaws and procedures
 - f. Personnel – See Appendix A for forms
2. The Chair of this committee is the Immediate Past President. The committee members are the President; Immediate Past President; Vice President/President-Elect and Recording Secretary. Three additional members are appointed by the President for one year terms renewable for a second year and staggered to provide continuity. One of these members shall be a state affiliate representative. A second shall be gifted in the area of writing bylaws and procedures and shall chair a subcommittee on bylaws and procedures. The third shall be either a committee chair or electronic community moderator.
3. The Chair reviews monthly printouts of financial transactions (income/expenditures) to keep apprised of the financial obligations, cash flow, etc.

Post-Conference Duties and Activities

1. Reviews prior year's budget and prepares the budget based upon predicted income and expenses.
2. Budgets seed money for the annual conference.
3. Presents the budget to the Board of Directors for approval at the first meeting of the new calendar year. The previous year's budget will remain in effect until a new budget is approved.
4. Approves retaining of a CPA firm to audit the Association's financial resources every 3 years.

Conference Duties and Activities

1. Provides annual report in conformance with reports section of this manual as appropriate.
2. Transfers pertinent Committee records and documents to the incoming Committee Chair.
3. Presents and moves for adoption of proposed changes to Bylaws, or report results of email ballot at membership meeting.
4. Supplies the Executive Secretary with an updated copy of the *Manual of Procedure*, both in print and on disk.

Pre-conference Duties and Activities

1. Prepares proposed bylaws changes.
2. Provides proposed bylaws changes to Executive Secretary to include in the conference mailing. This will include the proposed changes (to be mailed at least 30 days prior to first date of the annual conference).
3. Voting may be done via a vote at the membership meeting at the annual conference or via e-mail voting using Memberclicks. Electronic voting results will be jointly compiled by the Executive Secretary and the Chair of the Nominating Committee, who will certify the results to the Board of Directors

MPLA Audits

1. Audits will be carried out annually.
2. An audit will be carried out by a CPA firm every 3 years.
3. A CPA firm in the immediate locale of the Executive Secretary will be retained to audit the books of the Association. This will be done before March 1 in the year following the year on which the audit is to be performed. The executive Secretary will check with and obtain the approval of the Chair of the Administration Committee regarding the firm to be used and will be responsible for making sure that the audit is carried out in the appropriate years. A copy of the audit will be forwarded to the Chair of the Administration committee immediately after it is completed.
4. CPA audits will be standard minimum audits (balance verification, sampled verification of records, and verification of Executive Secretary's bond), except

when there is a change in Executive Secretary or an expanded audit is requested by the Chair of the Administration Committee, the President, or Board of Directors.

5. Member-conducted audits will expand the standard minimum audit to include greater emphasis upon verification of expenditures and receipts and compliance with MPLA financial policies.
6. Expenses for member conducted audits will be limited to \$300.
7. The audit report will be published annually in the *MPLA Newspaper*.

Guideline Statement on Investment of MPLA Funds

The MPLA Board of Directors recognizes the importance of maximizing the return on accumulated Association funds which are temporarily not being used for programs and activities. In like manner, it recognizes that the tax exempt status of the Association would probably preclude investments which, while financially sound, might hint of a "for profit" gain which could be construed as unaligned with the intent and purpose of the organization.

Therefore, it will be the investment policy of this Association, and to whom it delegates the authority to handle its funds, to secure the maximum available profit from commercial sources for all funds temporarily not needed. Currently, money market investments have proven reasonable investments; in the future, there may be other approaches within the parameter of allowable use as determined by the IRS status of the Association.

To assure that sufficient funds are available to meet the ongoing expenses of the Association without maintaining large non-interest bearing balances in the checking account, a money market fund should be established in which a reasonable level of relatively fluid money is available for current expenses obviating the need for the association to borrow money to avoid losing interest or paying penalties for the early withdrawal of funds from longer-term investments.

It is recognized that loans by the Association to any personal member could create conflicts which might result in embarrassment to the Association and to the individual concerned. All such activity should be avoided.

Conversely, it is recognized that loans by personal members to the Association could create conflicts which might also result in embarrassment to the Association and to the individual concerned. All such activity should be avoided.

MPLA Credit Card

The following guidelines were developed by the MPLA Finance and Management Committee with regard to the MPLA credit card:

1. A bank credit card in the name and financial responsibility of MPLA is authorized to be held and used only by the Association's Executive Secretary.
2. The MPLA credit card is to be used only for activities directly related to an Association meeting or event for the charge of expenses which cannot be handled conveniently through a reimbursed transaction. The Executive Secretary may use the charge account to assume authorized expenses of Association officers or other members when a reimbursement process is not expedient.
3. Original monthly account statements identifying all charges and related payments are to be kept on file for audit.
4. A current status fiscal note on the charge account should be included in each periodic Association financial statement prepared for the Board of Directors.

MPLA Dues Structure

The MPLA Finance and Management Committee recommended and the Board of Directors and the membership voted to adopt the following dues structure for the association effective January 1, 1997:

Personal

\$15.00 base w/\$1 for every \$1,000 of salary above \$15,000

Retiree, Student, Trustee

\$15.00/yr

State Library Associations

\$100.00/yr

Institutional

Total annual budget:

under \$100,000 -- \$50/yr

\$100,000-299,999 -- \$75/yr

\$300,000-499,999 -- \$100/yr

\$500,000-up -- \$125/yr

Dues are payable on January 1 of each year. Members who fail to renew their membership by April 1 of each year will be dropped from membership rolls.

(Mar. 1996)

Personnel - See Appendix A, Administration Committee Evaluation of Paid Staff

Bylaws and Procedures Sub-Committee – has not been discussed or approved yet

General

The Chair and at least three additional committee members are appointed by the President. Committee members are appointed for two year terms and appointments are staggered to provide continuity. New members are appointed by the President within two months following the annual meeting.

The Chair should have served on the Committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

Post-Conference Duties and Activities

1. Review the *Bylaws* and the *Manual of Procedure*, noting inconsistencies and additions or deletions required. Attempt to make the *Manual* a more usable document through revision wherever necessary.
2. Review the minutes of every Board of Directors meeting to make recommendations on changes that should be incorporated in the *Bylaws* and *Manual of Procedure*.

Pre-Conference Duties and Activities

1. Having noted required and suggested changes, solicit opinion from officers and other Committee Chairs as required. Meet with Committee members or provide contemplated changes by **mail email**. ~~Coordinate with Parliamentarian if necessary.~~
2. Provide proposed *Bylaws* changes to Executive Secretary to include in "Call to Conference" package. This may consist of notice of proposed changes (to be **mailed- posted to the web site** at least 30 days prior to first date of the annual conference) ~~and/or a ballot, with vote to be recorded at the annual conference. If a mail ballot is used, the Executive Secretary will open the sealed ballots in the presence of two responsible persons able to certify the results to the Board of Directors. If Bylaws changes are to be voted on by mail, proposed changes and ballot must be mailed out at least 30 days prior to the annual meeting.~~

Conference Duties and Activities

1. Present and move adoption of proposed changes to *Bylaws*. ~~or provide results of~~

~~mail ballot at annual meeting.~~

2. Provide annual report in conformance with Reports section of this Manual as appropriate.
3. Transfer pertinent Committee records and documents to the incoming Committee Chair when appointed.
4. Supply the Executive Secretary with an updated copy of the *Manual of Procedure*, both in print and on diskette in electronic format.
5. Supply the Webmaster with an updated copy of the *Manual of Procedure* in the current appropriate electronic format for posting to the Association web site.

Awards Committee

General

A Chair and six members are appointed by the President. No two members should be from the same state. Committee members are appointed by the President for two year terms and appointments are staggered to provide continuity. New members are appointed within two months following the annual meeting.

Committee appointees should have been active in MPLA for at least three years in order to be knowledgeable about people and concerns in the area. If possible, there should be representation from the state(s) in which conference(s) will be held.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

Every award need not be given every year; if no nominations are submitted for a category or the committee does not find a worth candidate among those nominated, no award should be given.

The award categories are

1. *Carl Gaumer Exhibitors Award*: To be given to the individual, organization or company whose positive support of the Mountain Plains Library Association is demonstrated by constant conscientious endeavors towards libraries, library staff, trustees and professional activities.
2. *MPLA Distinguished Service Award*: To be given to an MPLA member who has made notable contributions to the library profession or has furthered significant development of libraries in the Mountain Plains region, or has performed exemplary service for an extended period of time. In the case of retired individuals, the nominee may be a past member of MPLA.
3. *MPLA Legislative Leadership Award*: To be given to an individual or group (state legislature, city council, board of education, etc.) in recognition of exemplary legislative leadership or support for growth and development of a library or libraries in the MPLA area within the last two years.
4. *MPLA News Media Support Award*: To recognize the news media organization in the MPLA region making the strongest effort, either in a single presentation or in ongoing coverage, within the past two years, to promote libraries and library activities to the community. Criteria will include amount and effectiveness of coverage and manifestation of a positive commitment to generate public interest

in a library or libraries.

5. *MPLA Literary Contribution Award*: To be given to an author whose published writings are most successfully furthering an understanding and appreciation of the Mountain Plains region. The author need not reside in the region, and the selection may be based on either a single work or a body of works. Nominees will be evaluated on the basis of literary worth, readability, and evidence of responsible research.
6. *MPLA Beginning Professional Award*: To recognize an MPLA member, who as a librarian/media specialist within the first five years after receiving a library/media masters degree, has made a positive impact on the quality and role of library service. Factors such as innovative programming and planning, use of resources, and special projects will be considered.
7. *MPLA Youth Services Excellence Award*: To be given to a library that exemplifies excellence in library services to youth. This excellence can be demonstrated through one or more of the following: reference and information services, access to technology, reading promotion, youth participation, collaborative efforts, education support, staff and volunteer development, intergenerational activities, programs and services that address special needs patrons; programs and services that emphasize the library's role in a state, region or local municipality. (Board of Directors 4/2000)
8. *MPLA Intellectual Freedom Award*: This award is given to an individual or group making significant contributions to the enhancement of First Amendment rights. The recipient should have demonstrated a clear understanding of the principles, nature, responsibilities, and implications of the First Amendment. The recipient should live within the Mountain Plains region or be a non-resident whose contribution has a demonstrable effect on the Mountain Plains region. The recipient should have applied that understanding of the principles in one or more of the following ways: In defense of the First Amendment principles in the face of a serious challenge to those principles though not necessarily limited to libraries. In support of the First Amendment principles through an active role in: 1. Formulating programs which develop people's ability to deal with a full range of opinion/controversy and with the issues associated with such controversy, or 2. Developing, or materially assisting in the development of a legal base for the continued enjoyment of freedom of mind, its strengthening, and its defense, or 3. Expanding the philosophical foundations of the principles or contributing to a better understanding of them.

Nominations may be submitted from MPLA membership at large; the Awards Committee members should also take an active role in preparing nominations. Final determination of award recipients is the responsibility of the Awards Committee.

Additional award categories may be added if determined to be appropriate by the Board of Directors.

Post-Conference Duties and Activities

1. Post-conference activities related to the awards given at the just concluded conference include:
 - a. Submit article(s) detailing the recipients' achievements. The article(s), accompanied by a photograph of the winners should be forwarded to the *MPLA newsletter* editor in accordance with copy deadlines for the post-conference issue of the *MPLA Newsletter*.
 - b. Prepare and promptly distribute press releases regarding awards made at the MPLA conference to the news media and library publications in each recipient's area.**
 - c. Submit pertinent expense receipts for award recipients to the Executive Secretary for reimbursement. See Number 4:c-e under "Pre-conference duties and responsibilities" for policies on expenses that will be covered for award winners.
 - d. Update records of award recipients and send relevant materials to incoming chair.
2. The Chair and all committee members are responsible for soliciting nominations. The Committee Chair should prepare nomination forms for distribution in order to publicize the awards to be given and their criteria. Nominations should be solicited through the *MPLA Newsletter*, the various state publications, the web site and other appropriate means. Establish a deadline for the receipt of nominations at least three months prior to the next annual conference; this deadline should appear on the nomination form. The nomination form should also request supporting documentation to be submitted with the nomination form to ensure the Award Committee's ability to make critical assessments of the nominees' achievements and contributions.

Pre-Conference Duties and Activities

1. Chair to receive all nominations, verify current MPLA membership of submitting individual, and distribute copies of the nomination forms and the supporting documentation to all committee members.
2. Notify Board of Directors of the names of individuals and the awards for which

they were nominated.

3. Select with the committee award recipients during a pre-arranged telephone conference call. Final decision on awards should be made at least EIGHT WEEKS prior to annual conference. Written notification of the committee's selection(s) should be sent to all members of the Board of Directors.
4. Notify award recipients of their selection. The following items should be covered in the notification:
 - a. Recipient should provide a digital photograph for inclusion in the *MPLA Newsletter*.
 - b. Indicate the date, time, and location of the event.
 - c. Winners will be the guest of MPLA at the event and will be provided with two free meal tickets, for the recipient and one guest.
 - d. Reimbursement from the association will cover direct airfare, one night's lodging, appropriate meals, and taxi fees for non-members. Members of MPLA are expected to attend the conference at their own expense; the Association does not cover costs for members to attend conference. Members need not be present to accept an award.
 - e. Receipts covering these expenses should be submitted to the Awards Committee Chair.
 - f. Non-MPLA members receiving awards may appreciate the Chair making room reservations.
5. Prepare specific wording to be included on the plaque and submit to the Executive Secretary. Signatures of the MPLA President and the Awards Committee Chair should be submitted (4 or 5 signatures in black ink on white paper for each of the two officers) should be included for reproduction on the awards. These items should be submitted to the Executive Secretary at least six weeks prior to the conference. The Executive Secretary is responsible for production of the plaques and for their transportation to the conference.
6. Coordinate awards event with Conference Committee and host state association, including planning for table reservations and seating arrangements, meeting non-member recipients and taking them to the location of the event, information for the awards program, and order of awards ceremony.

Conference Duties and Activities

Prepare the script for the President to read for each award winner. Awards are presented by the MPLA President at the annual conference awards function.

For nomination form, see Appendix B, Awards Nomination Form

Communications Committee

DRAFT January 19 – not yet discussed/reviewed

Composition: At least six members, to be appointed by the president; no two should be from the same state. If possible, members should also be from different kinds of libraries so there is representation from academic, public, and school libraries. The Webmaster and newsletter editor are ex-officio members of this committee.

Major responsibility: Assists in developing policy and uses, and in some cases content and procedures, for the four major communications tools used by MPLA: Memberclicks, the newsletter, the web site, and the electronic communities. Serves as advisory group to the newsletter editor, webmaster, and moderators of electronic communities in their functions to communicate effectively with members. Contributes to evaluation of communication services and products and makes recommendations to the board on changes.

Newsletter: May suggest feature stories, themes, and topics for issues of the newsletter; help the editor make decisions about content and resolve policy questions, identify possible contributors; evaluate new ideas, and provide feedback to the editor and the board on the effectiveness and quality of the publication.

Web site: Forum for the webmaster when policy, structure and content questions arise; may serve as a test group for new services or design features; Suggest changes or improvements, and provide the board with input on the design, quality and effectiveness of the web site.

Electronic Communities: Provides orientation for electronic community moderators on the role and uses of electronic communities as this concept evolves in MPLA; supports electronic communities by exploring the existing and alternative electronic tools and services for the communities to use, such as electronic lists and hosts, bulletin boards, discussion tools, sites and resources; offers advice and assistance in planning and organizing discussion online; helps to promote, evaluate and improve electronic communities.

Memberclicks: Develop expertise in the structure and uses of this product; Identifies and promotes improvements and additional uses of Memberclicks, assists the board in evaluating the product and making recommendations on policies and for its use.

Post-conference duties and Activities

1. May create sub-committees or teams to serve as liaison and support for each of the four areas: web site, newsletter, Memberclicks and electronic communities.

2. Review previous year's newsletters and discuss plans for the coming year with newsletter editor.
3. Check various sections of web site and meet with webmaster to discuss any updates or changes.
4. Review strategic plan for activities to accomplish and develop strategies and timelines to complete them.
5. Chair to attend board meetings and provide regular reports on progress and activities.

MPLA Program Council – not discussed/reviewed

The President will appoint a Program Council to work with the Vice-President/President-Elect on the upcoming joint conference. A member of the council shall be appointed from each Electronic Community and from the Leadership Institute Committee and the Professional Development Committee. The Vice-President/President-Elect shall chair the Program Council and be the MPLA liaison with the host state association's planning group.

Duties:

1. Solicit conference program ideas from the Electronic Communities and committees.
2. Discuss and prioritize program proposals.
3. Send accepted program proposals to the host state association's planning group.

Leadership Institute Committee

General

1. Responsible for the planning and running of a Leadership Institute each calendar year, if funding has been obtained.
2. Committee shall consist of at least five members appointed by the MPLA President for two-year staggered terms commencing with the end of the annual conference. Appointees should have been active in MPLA for at least three years with preference to individuals who have experience with the leadership institute in some capacity. (ie, a mentor, graduate, a state association office holder previously charged with selection of attendees.)

The Committee Chair shall be an experienced committee member who has served at least one prior year. At the discretion of the MPLA President, the Committee Chair may serve a total of four years on the committee, up to two additional years after appointment as Chair.

The Chair shall coordinate communication and meetings of the committee, coordinate outside funding efforts for production of the Leadership Institute, prepare contract(s) for Institute staff, ensure the performance of committee and Institute staff tasks, and act as liaison to the MPLA Board for board approval of agreements to which they will be a party.

The Committee will recommend structure or recommend amending the selection process for participants, seek nominations for mentor slots and select mentors for the Institute. They will participate in fundraising efforts through personal contacts and proposal construction and review. They will meet as necessary to consider, revise, and advise the MPLA Board of the current state of Institute business, and of the processes, contracts, and procedures for the Institute.

The Committee shall recommend an Institute Coordinator and appropriate compensation to the MPLA Board.

The Institute Coordinator shall design the Institute forms, to include the Application form and Evaluation forms, create and enable the annual calendar for the Institute, and promote the Institute by sending announcements to state representatives. The coordinator will maintain communication with, and provide orientation information for Institute participants and mentors. The coordinator shall be charged with local arrangements details before and on-site for the Leadership Institute event. Serve as lead mentor for the Institute. The Institute Coordinator shall serve ex-officio on the LI committee to advise and assist the committee members' activities. (This list reflects primary duties.)

The Committee shall recommend a primary Content Provider as Institute Facilitator/Lead faculty member with appropriate compensation to the MPLA Board.

The Content Provider/Facilitator shall be the primary Institute content provider, structuring learning sessions and presenting content and learning exercises that effectively create a learning environment for participants. The facilitator will integrate mentors, including the Institute Coordinator as mentor leader, into the learning process for Institute participants.

The MPLA Board shall deliberate and act upon Committee recommendations, including:

- Criteria for Institute participants.
- Procedure for selection of Institute participants.
- Institute Coordinator Selection, and compensation.
- Institute primary Content Provider, and compensation.
- Approval of partnership agreements related to funding for the Institute.
- Registration fee for participants in Leadership Institute
- Other duties that would necessarily fall within the purview of the Board.

Membership Committee

General

A Chair and six members are appointed by the President. No two members should be from the same state. Committee members are appointed by the President for two year terms and appointments are staggered to provide continuity. New members are appointed within two months following the annual meeting.

Committee appointees should have been active in MPLA for at least three years in order to be knowledgeable about people and concerns in the area. If possible, there should be representation from the state(s) in which conference(s) will be held.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

The Membership Committee has two major goals:

1. Promotion of new membership.
2. Retention of members

The duties of the Committee in furthering these goals are closely tied in with those of the Executive Secretary, the State Association Representatives, the Newsletter Editor and the Webmaster. Close contact and communication should be maintained among all four; the Webmaster, Executive Secretary and the Newsletter Editor are ex-officio members of the committee.

Post-Conference Duties and Activities

New Members:

1. Set measurable goals for recruitment of new members for the year and review or develop strategies to reach goals.
2. Review content of packets sent to new members and recommend additions of changes that will help new members connect with MPLA
3. Recommend to the President a moderator from among the membership committee members for the New Member Electronic Community (NMEC), work with webmaster and Executive Secretary to register new members for the electronic community, plan, promote and sponsor discussions for new members for the year through the NMEC.

4. Propose a conference program for new members at the conference; plan, sponsor and promote the program if it is accepted.
5. Work with the state representatives to be sure every new member gets a personal contact from a committee member, state representative, or other MPLA member to welcome them to MPLA, answer questions, and tell them how to work with the organization.
6. Review Membership goals and objectives in the current Strategic Plan and develop strategies and actions to accomplish goals.
7. Review membership brochure and plan to update it as necessary.
8. Develop strategies to help get first-year members to the annual conference.

Retention of members

1. With the Executive Secretary, set up reports for collecting membership information, such as total years of membership, renewal data, effectiveness of programs that recruit new members and the retention rate of members. Review and analyze reports.
2. Develop ways to acknowledge those who achieve membership milestones (10, 15, 20 year members, for example).
3. Review renewal process, notices, and information that is sent to members for impact and improvement.
4. Survey those members who do not renew to find out reasons and address them in future plans.
5. Develop plans to assure that members continue to re-join.
6. Review Current strategic Plan for goals that relate to retention of members and plan strategies to accomplish objectives.

Conference Duties and Activities

1. Convey all relevant materials to the incoming Chair.

Nominating Committee

General

The Chair is appointed by the President. The committee members are all of the current state representatives on the Executive Council.

The Chair should have served on the Committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the Committee.

The Committee nominates two candidates for Vice-President/ President-Elect and two for Recording Secretary.

Post-Conference Duties and Activities

1. The Chair of the committee should review the Nominating Committee Procedure Manual – Appendix C for a calendar, specific forms and resources for guiding the nomination process.
2. Following appointments by President, the Chair solicits names of potential nominees from committee members. In lieu of a meeting, members participate in confidential discussions and tentative recommendations through conference calls and correspondence. Potential nominees are not notified that they are being considered.
3. Candidates may also be placed on the ballot from the membership at large through a petition process. The Committee chair must announce the availability of the petition process in a timely manner. To be valid, such petitions must be signed by no less than 10 members and received no later than five months before the first date of the annual conference and must provide the candidate's name and office to which the candidate is being nominated.
4. All candidates must be current members of the Association at the time of nomination.

Pre-Conference Duties and Activities

1. When consensus of committee is reached, Chair contacts each candidate in the order determined by the committee to request to request acceptance of nomination and formal consent for name to go on ballot. Chair also notifies committee members when nominations have been accepted.

2. The Chair is responsible for explaining the term of office and directing possible candidates to information about the role and duties that the office entails, and professional expenses that may need to be covered.
3. The Committee chair receives any petitions for nominations of officers for MPLA. Petition candidates must be included on the appropriate ballot along with those selected by the Nominating Committee.
4. Prepares and sends to Executive Secretary master copies of official ballots for General officer candidates at least four months prior to the first day of the annual conference. The election may be electronic or by paper ballot and is conducted by the Executive Secretary.
5. The count of Electronic or paper ballots, whichever are used, are validated jointly by the Chair of the Nominations Committee and the Executive Secretary.
6. Candidates are notified of the outcome by chair of the Nominations Committee.
7. The Committee provides information about all candidates to the Newsletter Editor so that it is available to members prior to the voting period, normally at least four months prior to the first day of the annual conference.

Conference Duties and Activities

1. Reports election results to Board of Directors and to membership at annual meeting (Executive Secretary notifies all candidates of election results prior to annual meeting).
2. Transfers pertinent Committee records and documents to incoming Chair when appointed.

**For nomination forms and procedures, refer to Nominating
Committee Manual - Appendix C**

Professional Development Committee

General

Support avenues of continuing education and research experiences for individuals employed in the library or related professions in the Mountain Plains region by:

- Coordinating MPLA grants for state association pre and post conferences
- Sponsoring and coordinating MPLA professional development grants

Committee Membership:

A Chair and three members are appointed by the President. No two members should be from the same state. Committee members are appointed by the President for two year terms and appointments are staggered to provide continuity. New members are appointed within two months following the annual meeting.

Committee appointees should have been active in MPLA for at least three years in order to be knowledgeable about people and concerns in the area. If possible, there should be representation from the state(s) in which conference(s) will be held.

The Chair should have served on the committee at least one year. When possible, the chair should be appointed from one of the second year committee members to serve a third year on the Committee.

Responsibilities:

1. Committee:
 - a. Examine pre/post-conference and individual grant applications for approval or rejection and notify recipients.
 - b. Require that they submit an evaluative report prior to the next annual conference
 - c. Review evaluative reports for approval or rejection
2. Chair:
 - a. Schedule and conduct committee meetings and conference calls.
 - b. Distribute grant applications and evaluative report forms, if a member is unable to access them electronically from the MPLA website.
 - c. Notify applicants of committee actions within 20 days following such actions
 - d. Serve as a member of the MPLA Board.
 - e. Provide the Board with committee reports.
 - f. Verify with Chair of the Administrative Committee the amount of funding available for the next calendar year grants and provide a suggested annual budget to the Administrative Committee.
 - g. Place announcements concerning the grants program and deadlines for submitting applications in the *MPLA Newsletter* and other state and regional

newsletters as well as the MPLA website.

3. Chair Post-conference responsibilities
 - a. Update records of the committee and other relevant materials and forward to new committee chair.
 - b. Provide copies of Evaluative Reports to the incoming *Newsletter* Editor, Webmaster, and the Executive Secretary for publicity.
 - c. Submit other materials to the Recording Secretary to be submitted to the Archives
 - d. Hold materials for one year past the year action was taken.
4. MPLA Executive Secretary responsibilities
 - a. Participate ex-officio as a non-voting member of the committee.
 - b. Receive and distribute applications and evaluative reports.
 - c. Determine grant eligibility.
 - d. Issue checks to reimburse grant related expenses.
 - e. Advise the committee on policies and procedures

Meetings

1. The committee holds conference calls or electronic meetings on a bimonthly schedule set by the chair.

For grant forms and procedures, refer to Appendix D – Professional Grants Procedures and Forms