

The duties of the state representative can be grouped into three major categories: communication, representation, and advocacy. Most is done by e-mail and some by phone, but occasional travel is required. These include:

#### Advocacy

- Assist all members in your state with problems and questions involving their MPLA membership.
- Encourage new or non-involved members to participate in the Community Portal and to volunteer for committees.
- Inform library staff in your state about plans and logistics for the next MPLA joint conference and encourage their attendance.
- Promote MPLA at all library gatherings in your state.
- Promote MPLA to library school students in your state.
- Assist the Nominating Committee in identifying potential candidates from your state
- Solicit nominations from your state for all MPLA Awards.
- Encourage multiple links to MPLA from your state association web site.
- Encourage presentations by Leadership Institute attendees at your state association conference.

#### Communication

- Contact and welcome new MPLA members from your state as well as those who have not renewed for the current year.
- Contact MPLA Executive Secretary regarding members who have relocated.
- Submit articles about library news and activities in your state for the MPLA newsletter.
- Write or recruit people to write articles about MPLA for your state association newsletter.
- Submit an email report about library-related activities in your state before each MPLA board meeting.
- Submit a written annual report to the state association.
- Report intellectual freedom issues in your state to the MPLA Board and to the Newsletter Editor.
- Notify your state association conference planning committee about MPLA preconference grants.
- Notify MPLA members in your state about professional development grant opportunities and deadlines.
- Publicize and seek applicants for the MPLA Leadership Institute, and coordinate and participate in the rating of the applications.
- Publicize award winners and Leadership Institute attendees.
- Publicize candidates for ALA offices who are from MPLA states.
- Publicize the availability of the joint conference handouts archive on the MPLA website.

#### Representation

- Serve as an active member of your state association's board, participate in board meetings and state association events, and make regular reports to the board about MPLA.

- Make arrangements for the MPLA booth to appear at your state association's annual conference, including notifying the MPLA Executive Secretary of the dates of the conference, and making any necessary arrangements with the conference organizing committee.
- Mount and staff or arrange for staffing of the booth, and ship it to the next destination as determined by the MPLA Executive Secretary.
- Conduct the drawing for the predetermined number of free memberships, preferably at one of the gatherings near the end of the conference, and forward their information to the MPLA Executive Secretary.
- Plan and, if appropriate, present at least one state association conference program or activity about MPLA, such as a table talk.
- Attend and actively participate in all MPLA board meetings.
- Assist with planning the next joint conference with your state association, including facilitating communication between the appropriate personnel in both organizations.

Within these categories fall the following responsibilities:

#### Executive Board Meetings

- During the interim between meetings, compile information about library happenings in your state, particularly those of regional significance.
- For in-person meetings, make reservations at the host hotel.
- Post your report on the library happenings in your state, particularly those of regional significance, by the date given in the meeting announcement. Writing these in the form of short articles will facilitate their addition to the newsletter as space is available.
- Post annual report on the state.

#### Leadership Institute

- Upon completion of the current year's Institute, contact the participants from your state and ask each to draft a testimonial of their experience at the Leadership Institute. These can be used in email postings to the state list or as articles for the state newsletter to advertise the program for the following year.
- Announce the availability of applications for the Leadership Institute as soon as you receive the announcement from the Institute Coordinator.
- Contact the state association president and advise him/her of the selection process for the Leadership Institute. Also contact the State Librarian if he/she has also been participating in the selection process.
- Issue reminders to librarians in your state throughout the application window. These can include announcements of the availability of CE grants through your state association &/or MPLA, the testimonials, etc.
- Upon receipt, forward your state's applications to the member(s) of your review committee. Advise them of selection deadline and establish time/occasion to review applications and make selections.
- Forward the names of each candidate to the appropriate office/person in your state association to check the status of their membership. Current membership in the state association is one of the minimum requirements for eligibility.

- Check the MPLA membership status of all applicants in the MemberClicks database. This will help to determine those who qualify for the at-large positions.
- Review all applications and identify any who are not eligible according to the minimum qualifications.
- Meet with the member(s) of the selection committee to choose the recipients of the two guaranteed spots for your state and to identify candidates to recommend for the at-large positions.
- Before the specified deadline, notify the Leadership Institute Coordinator of the outcome of your selection process as outlined in the instructions he/she provided.
- Upon notification from the Institute Coordinator, announce the attendees from your state.

### Membership

- Within two weeks of receiving the information provided by the Executive Secretary, contact the members from your state who have not renewed and encourage them to do so. When possible, collect information on their reasons for not renewing and forward this to the Executive Secretary and the Chair of the Membership Committee within two weeks of receipt.
- Within two weeks of receiving the information provided by the Executive Secretary, contact new members and welcome them to MPLA.
- At the beginning of the fall semester, contact any academic institutions in your state with accredited library education program and make arrangements to do a presentation about MPLA and the benefits of membership. Include this activity in your report for the next board meeting.
- Before January 1, contact previous winners of the free membership drawing at the previous state conference to encourage them to renew their membership for the next year and remind them that their first “paid” year will be ½ price.
- Before January 1, post email to state list and/or provide article to state association newsletter reminding current MPLA members that it is time to renew and encourage prospective members to take advantage of the ½ price offer for new members.
- Before January 1, ensure that your membership has been renewed for the following year.

### Miscellaneous

- Keep your MemberClicks profile up to date by making changes as they occur.
- One month prior to each deadline, post a reminder of the upcoming application deadline for the next round of professional development grants. These are issued several times per year on a schedule decided by the Professional Development Committee. Check the MPLA calendar at the beginning of the fiscal year to determine the reminder dates for that year.
- Within two weeks of the end of your term, transfer briefcase and any pertinent documents to your replacement.
  - In cooperation with the State Agencies, Cooperatives, and the current MPLA President, facilitate partnership with the state library to develop PSAs and other resources for their web sites and newsletters.

### MPLA Awards

- Upon receipt of notice from the Awards Committee, post notice of the awards presented by MPLA and encourage those in your library community to nominate any potential recipient(s) they deem worth of such recognition.
- Following the annual joint conference, post announcement of the MPLA award winners to all appropriate email lists and newsletters.

### Newsletters

- Upon receipt, forward news items (i.e. email postings from your state list, newsletter articles from state association newsletter) to the Newsletter Editor for possible inclusion in the newsletter. Solicit photos to go along with these as appropriate.
- Upon notification of the Newsletter Editor of the deadline for the upcoming newsletter, solicit contributions from libraries and library organizations in your state to be submitted to the newsletter editor by the posted deadline. NOTE: Some of these may be included in the MPLA Stories portion of the web site if space is not available in the newsletter.
- Provide MPLA-related articles to the state association newsletter, electronic new lists, etc. by the deadline for each issue.
- Upon release of each issue, contact state newsletter editors encouraging them to use articles from the MPLA newsletter along with appropriate citation.

### State Association

- Before last state association meeting of each calendar year, request invoice from Executive Secretary for renewal of state affiliation and forward that invoice to the appropriate personnel in the state association for payment at the last meeting of the calendar year.
- Within two weeks of their occurrence in your state, advise the Executive Secretary of the:
  - Name and contact information for the new president of your state association
  - Name and contact information for the newsletter editor
  - The date of your election or appointment as state representative and the end date for your term
  - The dates of your upcoming state conference (also advise Webmaster of this)
- Within two weeks of your state association meeting, forward a copy of your report about MPLA to the state association to the MPLA Executive Secretary.

### State Conference

#### **Before your state conference:**

When conference planning begins:

- Issue reminder of the availability of and January deadline for pre-conference grants.
- Contact your state conference planners to reserve MPLA membership table at the conference site.

At least four weeks before your state conference:

- Invite MPLA President to the conference beginning with the following rotation: 2007 - Utah, Montana, Nebraska, Kansas; 2008 - Arizona, North Dakota, Oklahoma, Wyoming; 2009 - Nevada, South Dakota, Colorado, New Mexico.

Three weeks before your state conference:

- Contact Executive Secretary to confirm delivery arrangements for MPLA booth/display and promotional materials.

Two weeks before your state conference:

- Solicit volunteers among the MPLA members in your state to staff the MPLA table.

One week before your state conference:

- Send email to your state list (or other appropriate email list) inviting conferees to stop by the MPLA table and register for the drawing for a free, 1-year membership.

**During your state conference:**

- Set up MPLA booth at beginning of conference, including the drawing for free memberships.
- Staff booth as possible to promote membership in MPLA.
- Announce or ask for announcement of drawing winners of free MPLA memberships at some strategic, high profile event at the conference.

**Within one week after your state conference:**

- Send winning entries from membership drawing to MPLA Executive Secretary along with all remaining drawing entries.
- Mail display back to Executive Secretary or forward to next destination as previously instructed.
- Send message to drawing winners, welcoming them to MPLA.

State Conference Held Jointly with MPLA

- Upon request of the current president of your state association, make a presentation to the MPLA Board requesting that your state host a joint conference with MPLA.
- Upon acceptance by the MPLA Executive Board, make a similar presentation to the governing board of the state association at their next meeting.
- Upon acceptance by the state association board, facilitate the introduction of the executive staff of the state association with the MPLA Executive Secretary and of the current state association president with the current MPLA President. This can include sharing name and contact information for both by email.
- Upon their taking office, facilitate the introduction of those who will be in charge of conference planning for both organizations in the year of the joint conference.
- Attend the first conference planning meeting for the joint conference.

State Website

- Upon their assumption of the positions, facilitate the introduction of the state association webmaster and the MPLA webmaster by issuing an email to both that includes contact information for both.
- At the beginning of each state association year, contact the state association webmaster regarding the addition and/or maintenance of an information area for MPLA on the state association website that includes the MPLA logo, a description of MPLA, and links to the MPLA newsletter, Jobline, contact information for current state representative, etc.
- Upon its appearance in the MPLA website, contact the state association webmaster to publicize and create a link to MPLA Conference Handouts Archive.