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MPLA Past President

Report to the Board

Oct. 21, 2004

I would like to submit the following revised job descriptions for the approval of the Board. The revised evaluation process has been submitted to the Bylaws and Procedures Committee to be included in the updated Bylaws.

Respectfully submitted,

Jean Hatfield

Revised Job Descriptions

October, 2004

Executive Secretary

General

1. Serves at the pleasure of the Board of Directors, subject to an annual review by the *Finance and Management Committee* ~~Executive Committee of the Board of Directors~~ prior to reappointment.
2. *Serves ex-officio as a non-voting member of the Board of Directors.*
3. *Serves ex-officio as a non-voting member of the Electronic Communications Committee.*
4. *Receives a stipend as set by the Board of Directors and expenses paid to each Board of Directors meeting.*
5. *Establishes and maintains official MPLA mailing address.*
6. *Maintains bulk mail permit.*
7. Functions as the Fiscal officer of the Association.
 - a. Receives and accounts for all monies due and spent by the Association.

1. ~~———— If within the budget, allow the Executive Secretary to pay the bills directly. (Board of Directors, 10/28/2000)~~
 - i. Provides a ~~monthly~~ **quarterly** printout of MPLA financial transactions (income/expenditures, **including checks written**) to both the President and Chair of the Finance Committee.
 - ii. Provides Budget reports at Board meetings.
2. Deposits all receipts in the Association bank or investment accounts, under guidelines established by the Board of Directors.
 - i. Maintains a money market account for the Association
 - ii. **Deposits all checks received within two weeks of receipt.**
 - b. Pays promptly all bills authorized by the Board of Directors.
 - c. **Maintains paperwork necessary for 501 (c)3 reports and incorporated status.**
 - d. ~~———— Serves as a member ex-officio of the Finance **and Management** Committee with voting rights.~~
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*.
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. ~~———— Gives one year membership to each conference exhibitor and in negotiation with each state for joint conferences, gives consideration to providing each exhibitor with a free banquet ticket.~~

15. *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. ~~Provides~~ **Ensures** all incoming members of the Board of Directors ~~with copies of~~ **have access to** the Manual of Procedure.
2. Transfers official documents, vouchers, papers, etc. to the archivist when no longer needed for conducting the on-going affairs of the Association.
3. Provides the Committee Chairs and Conference Sub-Committee Chairs with a copy of the Manual of Procedure as needed.
4. Aids the Finance **and Management** Committee in consultation with the President and Vice-President/President-Elect to prepare a tentative budget for consideration by the Board of Directors.
5. Reports on the financial and membership status of the Association at all Board of Directors meetings.
6. Maintains the current membership file, including a mailing list for the MPLA Newsletter.
7. Notifies subscribers when renewals are due for the MPLA Newsletter subscriptions.

Pre-Conference Duties and Activities

1. Prepares the Membership Directory and distributes it to members of the Association by May 1. (Board of Directors 1/6/96) ***This currently remains in the job description; however by a vote of the Board in July, 2004, the membership directory will no longer be printed so this should be removed.***
2. 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.
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 them to members no later than three months prior to the first

date of the annual conference. Ballots shall be counted and candidates informed of the results no later than two months prior to the annual conference.

4. 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."
5. On receipt of the ballots from the membership, tallies them in accordance with procedures as outlined in the Bylaws.
6. Provides the Registration Sub-Committee Chair with a membership list prior to each conference.
7. 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 Board of Directors.

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

MPLA Newsletter Editor

General

1. Appointed by the Board of Directors, subject to an annual review *by the Finance and Management Committee* for reappointment.
2. Serves ex-officio as a non-voting member of the Board of Directors.
3. *Serves ex-officio as a non-voting member of the Electronic Communications Committee.*
4. Responsible for the editing of the *MPLA Newsletter*.
5. ~~Expenses paid to each Board of Directors meeting.~~

6. Receives a stipend as set by the Board of Directors *and expenses paid to each Board of Directors meeting.*
7. Maintains positive working relationship with Executive Secretary, members of Board of Directors, state association executive secretaries, advertisers, and joint conference planning committees.

Duties and Activities

1. Edits the MPLA Newsletter on a bimonthly basis sending copy to the Executive Secretary for publishing and mailing 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 MPLA Public Relations Committee and State Association Representatives, sharing and receiving information and publicity copy.
4. Works with the planning committee of the joint conference state to produce a preliminary conference program for the MPLA newsletter.
5. Provides the Executive Secretary with a list of national, regional, and other library publications to which the *Newsletter* should be sent.
6. Manages *Newsletter* advertising accounts.
7. *Works with executive secretary to set advertising rates for the newsletter based on rates for similar publications.*

MPLA Webmaster

General

1. Appointed by the Board of Directors, subject to an annual review *by the Finance and Management Committee* for reappointment.
2. Serves ex-officio as a non-voting member of the Board of Directors.
3. Serves ex-officio as a non-voting member of the Electronic Communications Committee *and the Continuing Education Committee.*
4. Responsible for organizing and maintaining the MPLA web site.
5. *Serves as a resource to all committees and sections.*

6. Jointly with the Electronic Communications Committee, manages the web site, including development of policies and guidelines, identification of content and links, additional uses and services, and recommending action to be approved by the Board of Directors.
7. ***Receives a stipend as set by the Board of Directors and expenses paid to each Board of Directors meeting.***

Duties and Activities

1. Organizes and designs the web site.
2. Produces a consistent visual image on the site through use of uniform fonts, formatting, icons, colors, templates and layout.
3. Adapts content to web format.
4. Establishes and maintains links to other sites and specific resources on other sites, including:
 - American Library Association
 - State Library Associations in MPLA Region
 - Annual conference site in member states
5. Posts new content identified or created by the Electronic Communications Committee (ECC)
6. Regularly adds the following:
 - UPDATED JOB LINE POSTINGS
 - Photographs of MPLA activities
 - Minutes of MPLA Board of Directors meetings and associated reports
 - Current *MPLA Newsletter*, to be provided by Newsletter editor
 - Archive of *MPLA Newsletter*
 - Current edition and revisions to the *Manual of Procedure* as approved according to
MPLA Bylaws and Procedures
7. Advises the Board of Directors and the EEC about emerging technologies, applications and additional uses for the web site.
 - Analyzes traffic statistics and use
 - Assesses new techniques and trends and suggest enhancements and improvements.