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MPLA Past President's Report – Carol Hammond
July 23, 2005

Activities

Reorganization Task Force: I have been an active participant in the reorganization task force, which will be bringing its recommendations to the Board at this meeting. I would note all of our work was done by conference calls and email, and we believe this was a viable alternative to face-to-face meetings for accomplishing specific goals. I also commend Donna Morris for her strong and effective leadership of this important project.

Newsletter Editor: Managed the transition from the most recent newsletter editor (Lisa Jackson) to the acting editor (Judy Zelenski). With input and feedback from the committee, I wrote and revised a job ad for a permanent newsletter editor to go in the next newsletter and on the web page. A copy is attached at the end of this report. The Management and Finance Committee will serve as the search and selection committee for this position.

Revised Job Descriptions and evaluation forms for Executive Secretary and Webmaster: Sent to chair of Bylaws for inclusion in Manual of procedure, and will be presented at this meeting.

Management and Finance Committee: Organized a meeting of the Committee to take place on the Friday before the board meeting (July 22). Tentative agenda to include:

Discussion of change in dues structure

Discussion of MPLA CD and alternative investment options (suggestion from last board meeting)

Proposed Memberclicks duties for Executive Secretary and Webmaster

Project to determine cost and ROI of various free memberships

Process & timeline for selecting newsletter editor

AD copy:

MPLA Seeks Applicants for Newsletter Editor

If you are well organized, interested in regional library news, and can use desktop publishing software, MPLA wants you for our next newsletter editor! The MPLA newsletter is published every other month; we are seeking someone who can manage this project with creativity and meet deadlines.

Duties: The editor solicits and collects news and photos from all of the elected state representatives as well as other MPLA members; May write some news, take photographs at events, and create promotional items about MPLA activities for the newsletter; Develops themes for each issue and feature stories, and does the layout so it can be sent to the printer. The editor may also solicit advertising. This is a paid position (\$260 per issue) and applicants must be an MPLA member.

If you are interested, please see the job description that is posted on the MPLA site. It is important that the editor have access to publishing software and is able to use it for layout.

To apply: Send a letter describing your qualifications for the position and relevant experience, a current resume, at least two samples of your work and at least two references who can evaluate your creativity, ability to manage a project, and record with meeting deadlines and working with others to get things done. Also, please specify the publishing software with which you have user experience

Deadline: September 20, 2005. Send your application to:

Carol Hammond
IBIC-Thunderbird: The Garvin School of International Management
15249 N. 59th Avenue
Glendale, AZ 85306-6001

Interviews may be scheduled at the Annual conference in Jackson, Wyoming.