

Mountain-Plains Library Association
Duties Assigned to State Representatives
from the MPLA Manual of Procedure and the Long Range Plan 2004-09
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State Representatives have duties that are defined in the MPLA Handbook, the MPLA Long Range Plan, and from the individual state organizations that they represent on the MPLA Board.

There are many responsibilities assigned to the State Representatives, but they needn't be done alone - many of these tasks can be accomplished by working with other MPLA members in your state, especially those who are on committees. Almost every MPLA committee is made up of an appointed member from each state. Check the web site for the list of committees and to find out who is the committee member from your state for each. State Representatives are to attend all MPLA board meetings and whatever meetings are required for their position within their state organization.

State Representatives have a major responsibility for two way communications between MPLA and its member states, and promotion of membership, as well as other areas which are detailed below

Conferences

- Pre-conference grants: Meet with the conference committee in your state as soon as it is organized and be sure they are aware of the MPLA State Association pre-conference grants, the deadlines and application process. These are awarded by the MPLA Continuing Education Committee.
- For joint conferences in your state, make the conference planning committee aware of the opportunity to post and archive conference handouts on the MPLA web site.
- Organize, sponsor or co-sponsor a program or activity at your state conference to increase awareness of MPLA and attract new members.
- MPLA table/drawing for free memberships: You are responsible for receiving the MPLA booth which will be shipped to you, arranging for a table at your state conference, and setting up the booth. You are also to provide a box or jar for conference attendees to enter a drawing for a free membership, and to announce the 10 winners at some large conference-wide function. Be sure to send the names to Joe Edelen, and pack and ship the exhibit back to him.

- Invite the MPLA President to your state conference: The MPLA President will attend 2 state conferences a year at a minimum.

Two-way Communication and PR

- Regularly contribute news items and articles about MPLA and its activities to their state association newsletters, online lists, and websites.
- Regularly contribute news items and articles about their state and library activities to the MPLA Newsletter for each issue.
- Give the MPLA Executive Board short reports of significant library issues in each state at each executive Board meeting.

Recruiting New Members and Retaining members

- Participate in the Board Choice Awards by selecting and announcing an outstanding individual from your state for a free one-year membership which also includes free conference registration for that year's joint conference. Follow up with those to whom awards are made to encourage membership and conference attendance.
- Assist the executive secretary in maintaining accurate membership records by reviewing the list of members in your state, and notifying him of anyone you know has moved or left the region. Some state representatives also contact new members individually with a welcome, and follow up with members who have not renewed. These are tasks you can share with the MPLA membership committee member for your state, and you can use Memberclicks to send out messages to whole groups. These personal contacts are significant in maintaining our membership.
- Make a presentation annually at each library school, if there is one in your state, about MPLA and the benefits of membership.

Leadership Institute

- Promote applications to the Institute in your state by distributing the call for participants widely and encouraging good candidates to apply..
- Contribute to the selection process for the institute; you will be asked to rate the applicants from your state and make recommendations on who should attend.

Intellectual Freedom

- Report at every Executive Board meeting about freedom of information activities in their states, which may be of interest to all members. State Representatives will share with their state boards and associations unique activities of other MPLA member states.