

3. ELECTED OFFICERS AND APPOINTED STAFF

MPLA Executive Board

Elected Officers

President
Vice-President/President-Elect
Past President
Recording Secretary

State Association Representatives

Arizona
Colorado
Kansas
Montana
Nebraska
Nevada
New Mexico
North Dakota
Oklahoma
South Dakota
Utah
Wyoming

Standing Committee Chairs

Administration
Awards
Communications
Leadership Institute
MPLA Program Council
Membership
Nominating
Professional Development

Task Forces, Subcommittees & Ad Hoc Committees

Chair, Administration Subcommittee on Bylaws and Procedures

Paid Staff and Contractors

Executive Secretary
Newsletter Editor
Webmaster
System Administrator

Others

Leadership Institute Coordinator

A simple majority of the voting members defines a quorum of the Executive Board.

Board Meetings

In Person

1. Immediately prior to each annual conference at the conference location
2. Once between scheduled conferences assuming there is sufficient business to require the time and expenses for the second in person meeting.
3. During a transition year from spring-to-fall or fall-to-spring conference schedules, the Board may meet up to three times in person if the Administration Committee deems it necessary.

Electronic or Telephone Conference Meeting

The president may call an electronic or telephone conference meeting when there is sufficient need for Board action. Special meetings to discuss specific concerns shall be called by the president, as a result of floor action, or upon petition in writing by five or more members of the organization.

Items to be posted to the Website prior to a face to face or electronic meeting:

1. Minutes: Draft minutes from each Board meeting must be available on the web no later than two weeks after any meeting is held. Once minutes have been approved by an online vote of the Board members, the corrected minutes should replace the draft on the website.
2. Agenda
3. Committee Reports with recommendations
4. Reports from Executive Secretary, Newsletter Editor, Webmaster, and System Administrator
5. President's Report
6. State Representative Reports
7. Any reports from working groups or activities requiring decisions

8. Conference program reports, as needed from Vice President/President-Elect

Activities to take place online before a face to face or electronic meeting:

1. Additions or corrections to minutes, and approval (vote)
2. Amendments to the agenda
3. Opportunity to ask questions, seek clarification and get answers on all reports prior to the meeting
4. Announcements

Activities to take place during a face to face or electronic meeting

1. Decisions on action items from committees
2. Decisions on spending money, new policies or resolutions
3. Decisions on Bylaws changes or procedures
4. Issues related to Long Range Plan activities and goals
5. Working sessions on membership strategies and other initiatives or programs of the Board
6. Discussion on policies and procedures as needed

President

General

1. Term of office for one year, or approximately 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual or transitional year conference.
2. Serves ex-officio as an advisory member of all committees, except the Nominating Committee.
3. In order to be aware of all procedures and policies, the President must read and become familiar with the *Manual of Procedure* and discuss any problems with the Past President.

Executive Board Appointments

1. Appoint chairs of committees, according to procedures in Section 6 of this Manual. Committees may include but are not limited to:
 - Administration
 - Awards
 - Communications
 - Leadership Institute
 - MPLA Program Council
 - Membership
 - Nominating
 - Professional Development
2. Select and appoint other committee members according to the procedures outlined in Section 6, Standing Committees, of this Manual.
3. When finalized, submit lists of all committee members to the *MPLA Newsletter* Editor, the Webmaster, and to the Executive Secretary.
4. Appoint State Representatives in consultation with state association presidents, if state associations have not provided representatives within four months after the annual conference date.

Meeting Activities

1. Notify Recording Secretary of each meeting date for the Executive Board and Administration Committee. Specify other officers and functionaries whose attendance is required. Send announcements of a meeting to the Administration

Committee and Board members at least one month in advance, so that travel, phone or electronic conferencing arrangements can be made.

2. Preside over each Executive Board meeting called.
3. Notify Committee Chairs from whom reports are appropriate, and State Representatives that an annual report summarizing the year's activities is to be submitted in conformance with Section 2.4, Board Reports, of this Manual.

Conference Duties and Activities

1. Preside over Pre-Conference Executive Board meeting.
2. Schedule and hold membership meeting at each annual conference.
3. Attend conferences of member-state library organizations on a rotating basis, ideally attending four such conferences per year and thus appearing at each state conference once every three years. Maintain a record of conferences with the assistance of the Executive Secretary.
4. Preside over general sessions and other selected meetings, luncheons, banquets, etc., as necessary.
5. Present awards to winners at conference award events.
6. Pass the gavel to the incoming President at the last conference business meeting.

Vice-President/President-Elect

General

1. Term of office for one year, or approximately 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual conference.
2. Become familiar with and perform the duties of the President in that officer's absence.
3. Represent the President when necessary.
4. Chair the MPLA Program Council and serve as liaison between MPLA and the host state association's conference planning group.
5. Serve as a member of the Executive Board.

Pre-Conference Duties and Activities

1. Consult with the President and the state Conference Chair in seeking qualified annual conference speakers and in offering a proper honorarium based on status and qualifications.
2. Correspond with possible speakers, notifying them of tentative conference details and specifying allowed honoraria (if requested) and other paid expenses.
3. Obtain copies of biographies and photos, when possible, from speakers.
4. Provide President, Executive Secretary, conference webmaster, and Newsletter Editor with details about speakers as they are received.
5. Finalize details with the state Conference Planning Committee concerning all program events, especially awards, membership meeting times and the Board meeting. Provide copy to the state Conference Chair for printing of programs, and to the Newsletter Editor and Executive Secretary.

Conference Duties and Activities

1. Maintain close liaison with the state Conference Chair. Insure that all speakers are properly greeted, transported, and housed.
2. Arrange for award winners to be met and escorted to tables and arrange for their guests, if they have any.

See Appendix A, Program Planning – Vice President/President-Elect

Past President

General

The Past President has several responsibilities required by the Bylaws or assigned by the Executive Board:

1. Advise and counsel the President.
2. Chair the Administration Committee, which consists of the President, Past President, Vice-President Elect, Recording Secretary, Chair of the Bylaws and Procedures Subcommittee, one Committee Chair and one State Representative.

Duties and Activities

1. Prepare, with the Administration Committee, a proposed budget for approval by the Board.
2. Work with the Administration Committee to conduct evaluation of the paid staff and independent contractors of the association: the Executive Secretary, the Newsletter Editor, the System Administrator and the Webmaster.

See evaluation forms in Appendix A of Section 6

- a. Electronically send evaluation forms to all members of the retiring Board to be returned within 30 days to the past president.
- b. Tabulate the results and review these with the Administration Committee.
- c. Prepare a recommendation for reappointment or non-reappointment to the Executive Board for presentation at the first Board meeting subsequent to the annual conference.
- d. Following vote of the Executive Board, convey the results to the persons being evaluated, noting particular strengths, weaknesses, and recommendations for changes or improvements.

Pre-Conference Duties and Activities

1. Attend all Executive Board meetings.
2. Advise the incumbent Executive Board of the actions of the preceding Executive Board resolving conflicts where necessary.

Conference Duties and Activities

1. Attend Pre-Conference Board meeting.
2. Advise and assist the President in every way possible.

Recording Secretary

General

1. Term of office for one year, or approximately 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual or transitional year conference.
2. Serve as a member of the Executive Board.

Duties and Activities

1. Record all meetings of the Executive Board and Administrative Committee throughout the year.
2. Submit minutes of each meeting no later than 10 working days following the meeting.
3. After outgoing Recording Secretary has drafted the proceedings of the annual conference, request the file of past minutes and other pertinent correspondence.
4. Assist with other correspondence as called upon by the President or Vice-President/President-Elect.

End of the calendar year

1. Secure and deliver to the archives the following designated records of the Association:
 - a. Official correspondence of President and Committee officers.
 - b. Minutes of Executive Board, Administration Committee, and committee meetings.
 - c. Membership directories.
 - d. Copies of the *MPLA Newsletter*.
 - e. *Manual of Procedure* (each new edition) and revisions to present edition.
 - f. Conference Planning Manual, conference programs, and other relevant conference materials.

- g. Financial reports, budgets, audit reports.
 - h. Reports of Association, State Representatives, and committees.
 - i. Files of State Representatives and committees.
- 2. Determine the easiest method of securing material for the archives. This may include, but is not limited to, collecting reports at Board Meetings, printing documents from the web site, picking up materials at conferences, requesting documents from Officers, the Executive Secretary, State Representatives, and Committee Chairs.

Executive Secretary

General

1. Is given a two year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Expenses reimbursed as per contract.
4. Establishes and maintains official MPLA mailing address.
5. Functions as the Fiscal officer of the Association.
 - a. Receives and accounts for all monies due and spent by the Association.
 - i. Provides a quarterly report of MPLA financial transactions (income/expenditures, including checks written) to both the President and Chair of the Administration Committee.
 - ii. Provides Budget reports at Board meetings.
 - b. Deposits all receipts in the Association bank or investment accounts, under guidelines established by the Executive Board. All checks received must be deposited within two weeks of receipt.
 - c. Maintains a money market account for the Association.
 - d. Pays promptly all bills authorized by the Executive Board through the budget approval process. If within the budget, may pay bills directly.
 - e. Attends by invitation meetings of the Administration Committee.
6. Responsible for maintaining membership records and emailing materials to members.
7. Sets rates for subscriptions and advertising for the newsletter in consultation with the Administration Committee.
8. Sends committee preferences to the Vice-President/President-Elect as indicated by members on membership application or in their member profiles.

- 9.. Maintains the MPLA booths and exhibit materials, schedules their use with the State Representatives, and ships or arranges shipping to arrive at the time and place arranged with the state representative.
10. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
11. 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. Ensures all incoming members of the Executive Board are listed on the website and understand the resources available on the website.
2. Aids the Administration Committee in consultation with the President and Vice-President/President-Elect to prepare a tentative budget for consideration by the Executive Board.
3. Reports on the financial and membership status of the Association at all Executive Board meetings.
4. Maintains the current membership file.

Pre-Conference Duties and Activities

1. Provides information to aid the Vice-President/President-Elect in contributing to the conference website. Reviews proposed contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
2. Checks to be sure the conference website is up and fully functional no later than two months prior to the first day of the annual conference.
3. Receives the reports of the Nominating Committee indicating Association candidates for officer positions no later than four months prior to the first date of the annual conference at which elections are to be concluded. Posts the slate (including brief biographical information) and makes it available for electronic voting no later than three months prior to the first date of the annual conference. The Executive Secretary and the Chair of the Nominating Committee will verify the election results, and the Chair of the Nominating Committee will inform candidates of the results no later than two months prior to the annual conference.
4. Prepares the contract for annual conference and assists in its negotiation.

5. Provides membership list to state associations as requested.
6. 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 information 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 Executive Board.

MPLA Newsletter Editor

General

1. Is given a two year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Serves ex-officio as a non-voting member of the Communications Committee.
4. Responsible for: soliciting articles, writing, setting special themes, production, editing and layout of the *MPLA Newsletter*.
5. Expenses reimbursed as per contract..
6. Maintains positive working relationship with Executive Secretary, members of Executive Board, state associations, 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 an electronic version to the Webmaster for posting on the Association web pages. Maintains and meets all deadlines for submitting to the newsletter.
2. Works with MPLA Webmaster on coordination of photos and news releases between the two communication mediums.
3. Communicates with Membership Committee and State Association Representatives, sharing and receiving information and publicity copy.
4. Works with the Planning Committee of the joint conference to produce feature stories about the coming conference for the *MPLA Newsletter*.
5. Provides the Executive Secretary with a list of national, regional, and other library association publications to which the newsletter should be sent.
6. Manages newsletter advertising accounts: solicits advertising, and handles billing.
7. Works with Executive Board (on advice of the Communications Committee) to set advertising rates for the newsletter based on rates for similar publications.

System Administrator

General

1. Is given a one year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Serves ex-officio as a non-voting member of the Communications Committee.
4. Serves as a resource to all committees and Webmaster.
5. Jointly with the Communications Committee manages the website, including development of policies and guidelines, identification of content and links, additional uses and services, and recommending action to be approved by the Executive Board.
6. Expenses reimbursed as per contract and registration paid to MPLA conference if invited to attend.

Duties and Activities

1. Configure and manage web hosting server for the MPLA website
 - Select and arrange for web hosting.
 - Configure the Web Hosting Server through the services control panel.
 - Develop and manage the data and application backups.
 - Troubleshoot server problems and resolve issues utilizing the web-host's support system.

Webmaster

General

1. Is given a two year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Serves ex-officio as a non-voting member of the Communications Committee and the Professional Development Committee.
4. Responsible for organizing, designing and maintaining the MPLA web site.
5. Serves as a resource to all committees.
6. Jointly with the 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 Executive Board.
7. Expenses reimbursed as per contract.

Duties and Activities

1. Produces a consistent visual image on the site through use of uniform fonts, formatting, icons, colors, templates and layout.
2. Adapts content to web format.
3. 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.
4. Posts new content, updated and revised material, identified or created by the Communications Committee.
5. Regularly adds the following:
 - Updated Job Line postings
 - Photographs of MPLA activities
 - Minutes of MPLA Executive Board 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.
6. Advises the Executive Board and the Communications Committee 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.
 7. Retains Board Reports posted on the Association web site in electronic format for at least five years.

Leadership Institute Coordinator

General

1. Organizes the selection process for attendees and mentors.
 - a) Creates and manages application process with state committees and the Leadership Institute Committee.
 - b) Produces an application form and the evaluation form for state committees to use.
 - c) Collects and disseminates information to and from applicants. Responds to all applicants upon receipt of their initial application. Prepares letters of notification for all applicants regarding their final status (unqualified, not selected, selected or alternate).
 - d) Assists the Leadership Institute Committee in the selection of mentors each year.
 - e) After applicant selections are completed by the state committees, identifies, organizes and distributes information for the MPLA Leadership Committee's selection of additional attendees and alternates.
2. Organizes the communication for the Institute including promotion of the Institute and recognition of selected applicants.
 - a) Generates publicity, before and after.
 - b) Writes press release to professional journals to motivate attendance.
 - c) Posts news of program and application process to email distribution lists.
 - d) Writes generic press release that attendees may customize to release to local newspapers and other media.
 - e) Prepares pre and post event emails, letters and thank you notes as well as participant certificates.
 - f) Encourages ongoing communication among the cohorts of each year via an email distribution list.
3. Maintains contact information file of participants.

4. Organizes information for attendees:
 - a) In coordination with the MPLA Webmaster, prepares information on the Institute for the MPLA website.
 - b) Answers applicant questions.
 - c) Advises attendees and mentors regarding all practical information for the week at the Institute including the likely weather and altitude-related health issues.
 - d) Collects and organizes all travel, contact, employment and emergency contact information for all attendees and mentors.
 - e) Gathers special dietary needs of participants and mentors and communicates this information to the Institute Conference Coordinator and the kitchen staff.
 - f) In cooperation with major speaker(s), creates participant's handout notebook, a detailed agenda and any pre-institute recommended reading. Arranges transportation of notebooks and other institute materials to the Institute site in advance of the institute.
 - g) Organizes mentors to provide some of the directed learning experiences with panel discussions or other instructional modes.
 - h) The Institute Coordinator may provide last day content and learning experiences for the MPLA Leadership Institute.
5. Organizes on-site flow:
 - a) Assigns roommates and arrange for appropriate housing for all attendees including those with special needs.
 - b) Provides transportation to the Institute site for those with special needs.
 - c) Acts as liaison between speaker(s)/attendees and the facility.
 - d) Plans, purchases, transports, and serves appropriate snacks for two daily breaks and evening activities.

6. Reports to Board
 - a) Organizes and administers participants (fellows and mentors) evaluations include preparation of the forms.
 - b) Assesses the Institute site, transportation, staffing, selection of applicants, etc.
 - c) Collects and reports facts and stories that show successes.
 - d) Collects, selects, assesses and reports suggestions for improvement.
 - e) On completion of the Institute, the Contractor shall provide, within 60 days, an in-depth evaluation that will be used as the basis of planning subsequent institutes or successor leadership development sponsored by MPLA.
7. Leadership Institute Budget
 - a) Recommends annual Leadership Institute fee structure for participants.
 - b) Submits all expenses in a timely manner.
 - c) Reviews bills, resolves inaccuracies and forwards to the Executive Secretary for payment.
8. Negotiate contracts and agreements in accordance with MPLA policy. Agreements may be made with suppliers of goods and services for the Institute.