

## **4. State Association Representatives**

### **General**

Each MPLA member state is represented on the MPLA Executive Board by one State Representative. Each representative's term of office is for three years, beginning at the first MPLA Executive Board meeting following the representative's selection. Representatives are selected in accordance with each state association's constitution and/or bylaws. A Representative may be appointed by the MPLA President in consultation with the state association if a state association fails to elect or appoint one with four months following the annual conference at which the previous State Representative's term expired.

A State Representative must be a current member of MPLA.

State Representatives serve as voting members of the MPLA Executive Board.

### **Duties**

1. State representatives serve three broad purposes:
  - a. Promotion of MPLA membership within the state represented.
  - b. Transmittal of publicity from MPLA to the state and from the state to MPLA.
  - c. Two-way liaison between the MPLA Executive Board and the state association's governing board.
2. Both MPLA and the state associations can be strengthened by mutual cooperation; the state association representative is the primary vehicle of that cooperation. Representatives are not only the state associations' representatives to MPLA, but also MPLA's representatives to the state associations.
3. The duties of state representatives are not specifically tied to a conference timetable, but pertain throughout the term of office.
  - a. Attend state association executive board meetings and report on the activities of MPLA and the MPLA Executive Board.
  - b. Monitor the state association Bylaws and Procedures as they relate to its relationship with MPLA and encourage that they be kept up-to-date and adhered to in a conscientious manner. This should include the nomination of candidates/ appointees who are qualified successors.
  - c. Attend MPLA Executive Board meetings and report on the activities of the state association and of the association's board.

- d. Provide the MPLA Executive Secretary with a complete up-to-date mailing list of all state association members in the state for the purposes of mailing membership promotional information and the pre-conference issue of the *MPLA Newsletter*.
- e. Send publicity regarding MPLA to the state's newsletter editor.
- f. Write for every MPLA newsletter, reports on state activities.
- g. Investigate places in the state to hold MPLA/state conferences.
- h. Actively assist the MPLA Conference Chair when an annual conference is to be held in the represented state. Serve when possible on the state Site Selection committee to verify locations determined by the state association for their joint conference.
- i. Provide input to the MPLA Administration Committee on the evaluation of Appointed Staff of the Association (Executive Secretary, Newsletter Editor, Webmaster and Leadership Institute Coordinator).

### **State Association Conference Responsibilities**

1. Represent MPLA at the state association's conference; request time during the program to speak on MPLA activities and promote membership.
2. Obtain membership brochures and MPLA information from the Executive Secretary and be sure they are included in state association conference packets.
3. Work with MPLA Executive Secretary

The MPLA Executive Secretary must be apprised of the state association conference dates well in advance of the conference so that he/she can send the MPLA exhibit, membership brochures, membership directories, MPLA ribbons, conference packet stuffers, and free membership drawing applications to the conference locale.

#### **4. MPLA Exhibit Space**

- a. Space must be booked with the state association conference exhibit coordinator for the MPLA exhibit. The exhibit is often located in the conference registration area and requires at least one table in addition to the exhibit itself.

- b. The entire exhibit requires a space similar to that required by a 3' x 8' table.

#### 5. MPLA Exhibit Assembly and Materials

- a. The MPLA exhibit must be assembled upon arrival. Assembly instructions are not difficult to decipher. Assembly may require half an hour, and two people. The exhibit table should be stocked with membership brochures, Newsletters, free membership drawing applications and a box in which to place the applications.

- b. Free Membership Drawings

Arrange for 10 free membership drawings at each state conference. Time should be requested in advance for the drawings to be held at a banquet or large gathering. The State Representative is responsible for publicizing the drawings, and for providing a box in which to place the application blanks. After the winning entries are drawn, they and the remaining forms should be mailed to the MPLA Executive Secretary.

#### 6. Return of MPLA Exhibit

The State Representative is responsible for sending the MPLA exhibit back to the Executive Secretary or next location designated by him/her. Use mailing label(s) included in the exhibit procedure materials. Send UPS and insure the for \$200 each.

#### 7. MPLA President

If possible, the MPLA President should be invited each year by the State Representative to attend his/her annual state conference, beginning with the following rotation: 2007 – Utah, Montana, Nebraska, Kansas; 2008 – Arizona, North Dakota, Oklahoma, Wyoming; 2009 – Nevada, South Dakota, Colorado, New Mexico. The State Representative is responsible for making the necessary arrangements with the MPLA President. MPLA has traditionally covered the cost of transportation and lodging, and the state association has provided a complimentary registration and meals. Time for the MPLA President to give a membership appeal during the conference should be requested from the state association president.

### **Membership Promotion Responsibilities**

- 1. Status of MPLA Members and Non-members within your State  
MPLA Manual of Procedure

- a. Each year the State Representative should request from the Executive Secretary an up-to-date listing of MPLA members within his/her State so that non-members can be contacted for potential membership.
2. Payment of Dues
    - a. State Representatives are given a list of their states' former members, or members who have not paid their dues. They are responsible for contacting each party on the list with a renewal appeal, and sending all correction of status/address information to the Executive Secretary.
    - b. Encourage prompt payment of MPLA annual dues by state associations.
    - c. Resolve problems with membership by acting as liaison with the MPLA Executive Secretary.
3. Membership Promotion Appeals
    - a. MPLA membership promotion appeals should be made regularly at state association meetings, and other library functions.
    - b. Promote MPLA state pre-conference grants and professional development grants and Jobline,
    - c. Assist the Executive Secretary in maintaining and updating the membership records by reviewing lists and forwarding information on members who have relocated, retired, or become inactive for a similar reason, and contacting members who have not renewed. The last task should be done with the membership; committee member from the state.

### **Reporting Responsibilities**

1. Annual Reports
  - a. For the state association: report on MPLA
  - b. For MPLA: report on the state (due before the *MPLA Newsletter's* August issue deadline: on or around July 7).
  - c. Annual reports for state association boards need to be copied and sent to the MPLA Executive Secretary.

2. Reports at Meetings

- a. At state association meetings report on MPLA and MPLA membership.
- b. At MPLA Executive Board meetings report on state's library activities and state association.
- c. A copy of the written report to the state association board needs to be sent to the MPLA Executive Secretary after each State Association Board meeting.

3. *MPLA Newsletter* and Public Relations

Provide library news of the state to the *MPLA Newsletter* Editor, the Webmaster, and the Executive Secretary as appropriate, by:

- a. Providing lists of state association officers, activities, programs, conference, etc.
- b. Providing news of significant library personnel changes.
- c. Providing news of innovative programs.
- d. Seeing that the Newsletter Editor and the Executive Secretary are on the mailing list for the state association and state library newsletters.
- e. Encouraging libraries in the state to mail their press releases and newsletters to the Newsletter Editor, and to place him/her on their mailing lists.

Publication deadlines for the six *MPLA Newsletter* issues are listed in the publication information box in each issue of the Newsletter.

**For a checklist of state representatives responsibilities see Appendix A**  
**To see samples of announcements, reminders, etc, see Appendix B**  
**For Best Practices for State Representatives, see Appendix C**