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Section I: Voting Members

President

Term:

Two Years. Elected two years earlier as Vice President/President-Elect and shall serve two years as Past President (six-year total commitment).

Position Description:

Set direction and tone of MLA as a whole. Makes final decisions and guides MLA

Responsibilities:

- Sets board meeting agendas
- Shares board meeting agendas
- Leads board meetings
- Sets retreat agenda
- Leads annual retreat
- Leads weekly (virtual) meetings with Vice President, Past President, and Executive Director.
- Communications with other state level organizations: Maine Library Commission, Maine InfoNet, State Library, Others as necessary (CBB, URSUS, Minerva, MASL, NELA)
- Takes active role in planning of MLA Annual Conference
- Decides on the annual budget
- Acts as a mouthpiece for the organization
- Supervises the MLA Executive Director

Attends MLA meetings: Yes

Votes at MLA meetings: Yes

Travel expectations: ALA Annual for two years, NELLs once per summer, NELA both years and presents a State of the State, MLA Annual

Travel funding: \$2000 (2019-2020 budget)

Vice-President/President-Elect

Term: Two years followed by a two-year term as President, and a two-year term as Past President (total six-year commitment). Terms begin in odd-numbered years.

Position Description: Serves as chair of the Nominations Committee, which fills future board vacancies. Also serves on the Conference Committee. Supports the President and fills in when the President is unavailable.

Responsibilities:

- Meet with the President, Past-President and Executive Director once a week

Attends MLA meetings: Yes

Votes at MLA meetings: Yes

Travel expectations: None.

Past President

Term:

Two years. Elected four years earlier as VP/President Elect.

Position Description:

Being elected as Vice President/President Elect is a six-year commitment- two as VP, two as President, and two as Past President. The Past president provides continuity and guidance to the President and Vice President, in various ways.

Responsibilities:

- Participates in weekly virtual meetings with the President, Vice President, and Executive Director.
- The Past President serves on the Conference Committee and provides support to various committees and projects when needed.
- Take on a special project such as: reviewing bylaws (biennial) or other similar that is helped by familiarity with the organization.

Attends MLA board meetings: Yes

Votes at MLA board meetings: Yes

Travel expectations: None regularly planned. Could substitute for President or Legislative chair travelling to NELA, ALA, or Library Legislative Day if necessary. In which case they would use the funds for those or ask for specific funds at a meeting.

Treasurer

Term:

Elected to a two-year term. Terms begin in even-numbered years.

Position Description:

The Treasurer shall provide fiscal planning, tracking the overall financial health of the organization, and keeping the board informed of any important financial events or trends that may impact the organization. The Treasurer works with the Executive Director and the President to prepare the annual budget and prepares bi-monthly reports prior to board meetings.

Responsibilities:

- Preparation of the annual budget.
- Communicating with committee chairs, interest group chairs, and other board members about their budgetary requirements, during the budget preparation process.
- Presenting the budget to the board for approval.
- Making recommendations to the board about investments.
- Informing the board of any donation activity and making recommendations on how to use unrestricted donations.

Attends MLA board meetings: Yes

Votes at MLA board meetings: Yes

Travel expectations: None.

Secretary

Term:

Elected to a two-year term. Terms begin in even-numbered years.

Position Description:

Takes notes and produces official meeting minutes for board meetings and the annual retreat.

Responsibilities:

- Records the minutes, which accurately reflect meetings held and business conducted. Adheres to Robert's Rules and general best practices. Distributes minutes to board members in advance of meetings and ensures Communications Chair receive copy of approved minutes for website.

Attends MLA meetings: Yes, or assigns proxy well in advance.

Votes at MLA meetings: Yes

Travel expectations: None.

Member-at-Large (two positions with staggered terms)

Term:

Elected to a two-year term

Position Description:

Serves at the discretion of the president as a liaison to interest groups or leader of projects.

Responsibilities:

- Works on projects at behest of president within areas of interest that support and strengthen the Maine Library Association. May also serve on committees or with interest groups.
- Generally, the Member(s) at-Large will set goals for the year at the annual retreat, to determine their particular project(s) for the year, so specific duties will vary from year-to-year.

Attends MLA board meetings: Yes

Votes at MLA board meetings: Yes

Travel expectations: None.

ALA Councilor

Term:

Elected to a three-year term.

Position Description: Serve as a liaison between the American Library Association and the Maine Library Association.

Responsibilities:

- Prepare a report for each meeting about current news and actions of ALA.
- Share reports between organizations
- Attend ALA annual and midwinter conferences. Attend Council Relations Committee (CRC) meetings and Council forums, if possible, and prepare summaries of these meetings to include in MLA board meeting reports.
- Provide necessary receipts and expense reports to the MLA Treasurer for travel reimbursement.
- Attend all required virtual ALA council meetings and provide summaries of relevant information to MLA.

Attends MLA meetings: Yes

Attends ALA council meetings: Yes

Votes at MLA meetings: Yes

Votes at ALA council meetings: Yes

Travel expectations: Intensive. Attendance at MLA, ALA (annual and midwinter).

Travel funding:

- None for MLA meetings
- Up to \$4,000 (2019-2020 budget) for travel and expenses related to attendance at ALA annual and midwinter.

NELA Representative

Term:

Appointed, no term limit

Position Description: Serve as a liaison between the New England Library Association and the Maine Library Association.

Responsibilities:

- Prepare a report for each meeting about the actions of the other organization
- Share reports between organizations
- Serve on NELA Nominations Committee (annually)
- Serve on NELLs Selection Committee (biannually)
- Serve on Emerson Greenaway Award Committee (annually)
- Collaborate on regional projects

Attends MLA meetings: Yes

Attends NELA meetings: Yes

Votes at MLA meetings: Yes

Votes at NELA meetings: Yes

Travel expectations: Intensive. 6x MLA plus retreat and conference, 6x NELA and conference. Some opportunity for online attendance.

Travel funding:

None for MLA meetings

Mileage, tolls and hotel (if location is far enough) for NELA meetings

NELA conference attendance when the position is actively involved in the conference

Committee & Interest Group Chairs

Term:

Committee and interest group chairs are appointed by the President and have no term limits, with the exception of the Youth Services (YSS) chair (see below).

Position Description:

Chairs of committees and interest groups are appointed by the President and serve as voting members of the board

Responsibilities:

Specific responsibilities vary and will be described below. Responsibilities shared by all chairs include:

- regular attendance at board meetings and providing chair reports prior to those meetings,
- attendance at the Annual Meeting and preparing an annual group/committee report,
- communicating with the President about issues involving the chair's committee or group,
- maintaining structure and succession planning for the committee or group,
- and providing programming for the annual conference.
- Reaching out to new group members upon receipt of quarterly group membership updates from Membership Committee Chair.

Attends MLA board meetings: Yes

Votes at MLA board meetings: Yes. In the case that there are co-chairs for a committee or interest group, the co-chairs share one vote.

Standing Committees (December 2019):

- Communications
 - Communications Chair coordinates the publication of the quarterly MLA to Z newsletter and coordinates MLA's social media. This person also works with the President, Vice President, and Past President to keep the content of the MLA website up-to-date. The Chair also produces and sends marketing emails pertaining to MLA events, such as the Annual Meeting and the Annual Conference. The chair shall recruit and maintain a committee to help with the above tasks and with any other communications to be handled throughout the year.
- Conference & Continuing Education
 - The Conference and Continuing Education Chair acts as a support structure for the other MLA interest groups. It coordinates different events and communication, ensuring each group has an active presence in the state. It

encourages other chairs to schedule yearly activities for their groups and makes sure those meetings don't conflict with each other. It also acts as a resource for those chairs, offering advice and guidance as needed.

- Finance & Budget (chaired by Treasurer)
 - See Treasurer responsibilities.

- Intellectual Freedom
 - Monitor SIFnet (State Intellectual Freedom Network) and share pertinent updates with MLA Board
 - Present, or schedule a presenter, for MLA annual meeting
 - Support the work of the Legislative Chair and Committee as needed
 - Provide support to Maine libraries and librarians during book challenges or other attempts to abridge intellectual freedom in libraries, including school, special, and public library institutions
 - Advocate for diverse collections and inclusive library practices
 - Advance awareness of the role of intellectual freedom plays the continued relevance libraries

- Legislative
 - Solicits from each section and the general membership each year suggestions for legislative objectives, both federal and state, in order to prepare a list of such objectives for approval by the Executive Board and distribution to the membership.
 - The Legislative Chair shall monitor state and national laws affecting Maine libraries of the state.
 - Monitor meetings and proposed bills of the Maine Legislature. Most activities occur during the session of the Maine General Assembly that runs from January through the Spring each year.
 - Communicate necessary information to the MLA Executive Board and/or the proposed MLA Legislative Quick Response Team.
 - Keep the MLA members informed on state and national laws that affect Maine Libraries via Engage advocacy software provided by the American Library Association.
 - Collaborate with the MLA representative for all ALA Legislative initiatives and projects.
 - Attend National Library Legislative Day (NLLD) in Washington, D.C. Prepare a report for the Executive Board and submit an article for the MLAtoz Newsletter.
 - Communicate with legislators on the state and national level to advocate on behalf of the Maine Library Association and Maine libraries.
 - Works with Maine State Library to develop plans yearly for a State Legislative Day, including a workshop for training of participants.
 - Makes and/or coordinates input on behalf of libraries and librarianship at legislative hearings.

- As necessary, communicate with other professional groups that advocate for libraries.
 - Manage and utilize an online advocacy webpage to communicate with members and their elected officials about Maine library issues.
- Membership
 - The Membership Chair shall track active member counts and send reminders to Library Membership “bundle” administrators, and also to lapsed members. The chair will work on any new membership-related initiatives, along with the Executive Director and other board members. The chair will do periodic database maintenance (purging of 3-year lapsed members and merging of duplicate member profiles), and will also provide updated quarterly membership lists to interest group chairs, to assist those chairs in tracking current, active membership of their interest groups.
 - Nominations (chaired by Vice President)
 - The Vice President shall provide a slate of nominees to fill future board seat vacancies, either for appointment, or for election.
 - Scholarship & Loan
 - The Scholarship & Loan chair organizes, along with committee members, fundraising for the Ainsworth scholarship, loans, and conference grants. The chair receives all applications, distributes them to committee members, and facilitates discussion and voting for successful applicants. The chair directs the treasurer to keep accurate financial records and to send information to MLA as necessary.

Interest Groups (December 2019):

- Academic
 - Maintaining an active listserv.
 - Planning professional development (examples: securing academic-focused content for the annual MLA conference, planning Maine Academic Libraries Day, etc.).
 - Other optional activities may also be developed (examples: social events for AIG members, discussion groups about topics of interest, etc.).
- Archives & Special Collections
 - Works to establish and maintain listserv.
 - Plans a minimum of one in-person professional development event per year.
 - Gathers and disseminates information on electronic/virtual professional development opportunities, either through the listserv or via member emails.

- Actively solicits ideas from IG members in regards to event ideas, professional development opportunities, and general feedback.
- Genealogy
 - Plans and holds professional development events throughout the year.
 - Works with the Maine State Library and Maine Archives on joint event opportunities.
 - Seeks collaborative opportunities with other organizations and community groups.
- Rural & Small Libraries
 - Maintains active listserv.
 - Works with state Rural and Small Libraries Consultant to seek out and disseminate information of interest to IG members.
 - Holds IG mixer event at annual conference.
- Youth Services Sections (YSS)
 - 2 year term as YSS President with a consecutive 2 year term as Past President. Election of officers shall take place at the annual meeting or by online vote.
 - prepare an annual report for the membership and attend the MLA Annual Meeting,
 - represent YSS at the MLA Council meetings.
 - YSS shall be responsible for at least two programs a year, one of which must take place at the MLA Annual Conference. YSS is also responsible for being involved in Reading Round Up (RRU).

Section II: Ex-Officio (non-voting) Members

State Librarian (Ex-Officio)

Term:

Permanently established member of the MLA Board, based on position as State Librarian

Position Description:

As part of an effort to improve communication and collaboration between organizations with missions supporting libraries, the MLA Board invites ex-officio members appointed by the President to attend board meetings and retreats.

Responsibilities:

- To represent the interests of the State Library, and to provide updates to the Council about the work, initiatives, and vision/mission of the State Library. Work to build partnerships between MSL and MLA.

Attends MLA meetings: Yes, or provides a designee in absence

Votes at MLA meeting: No, but may raise hand to indicate opinion

Travel expectations: As much as necessary to fulfill designated role on the council. At minimum expected to attend MLA Annual Conference and other MLA events.

Maine Association of School Libraries (MASL) Liaison (Ex-Officio)

Term:

Permanently established member of the MLA Board, based on position as MASL President.

Position Description:

As part of an effort to improve communication and collaboration between organizations with missions supporting libraries, the MLA Board invites ex-officio members appointed by the President to attend board meetings and retreats.

Responsibilities:

- To represent the interests of the MASL, and to provide updates to the Council about the work, initiatives, and vision/mission of MASL.

Attends MLA meetings: Not required

Votes at MLA meeting: No, but may raise hand to indicate opinion

Travel expectations: None.

Section III: Guidelines for Board Members

Funding Requests for Committees and Interest Groups

If a committee or interest group requires funding for its activities, a budget request must be made to the Treasurer during the budget planning process. The Treasurer will announce when budget planning has begun for the next fiscal year, which begins on July 1st.

Keeping Track of Current, Active Members of Interest Groups

In order for a person to be an active member of a committee or interest group, that person must have a current, active MLA membership. The Membership Chair shall provide quarterly reports to chairs, letting them know who is a current member of their group. This is a fairly simple list that is run in Wild Apricot, our member management software. MLA no longer charges any extra fees to members, for joining committees or interest groups.

Board Meeting Attendance

MLA board meetings are held every other month, at the Maine State Library. Meetings may be attended in-person, or virtually. According to the bylaws, a board member's seat may be vacated, if they miss three or more board meetings, during the period of one year.

Board Meeting Reports

All board members are expected to provide a report, prior to the board meetings. The President will send out a call for reports and a meeting agenda prior to meetings. The reports shall be sent to the MLA Board Google Group. At meetings it will be assumed that all members have reviewed the reports prior to the meeting, so that we don't have to go over every report, and can make the meetings more productive.