

# **POLICIES HANDBOOK: MPLA REPRESENTATIVE**

## **SCOPE OF RESPONSIBILITIES**

The MPLA Representative is to act as a liaison between the MPLA Board and the NDLA Executive Board, sharing information and concerns of both organizations. The Representative is a voting member of both boards. In order to run for MPLA Representative, a person must be both an NDLA and an MPLA member.

## **TERM OF OFFICE**

The Representative serves for three years or until a successor is chosen. A term of office will begin at the first MPLA Board of Directors meeting following election by the state association. (4.1.Section 1 Association Bylaws, MPLA Manual of Procedure). A three-year term of office was adopted by NDLA in 1998.

## **MEETINGS**

Represent NDLA at the MPLA Annual Conferences and Executive Board meetings. Attend NDLA Executive Board meetings and keep the Board informed of MPLA activities and policies.

## **DUTIES**

### **General Duties**

- For the annual NDLA conference, the MPLA Representative will exhibit the MPLA display (each state rep. to MPLA has their own, though additional handouts may need to be requested from MPLA's Executive Secretary), ask for space from the NDLA exhibits chairperson, set up the display, monitor the display and take the display down and store it until the next conference.
- MPLA records are kept electronically and the Board Report Archives are available at: <http://www.mpla.us/documents/reports/index.html>. If you have tangible archival materials for the NDLA archives, submit them to NDLA's archivist.
- Meet with the newly elected representative to discuss the duties and responsibilities before he/she begins serving his/her term (this can be done during the conference).
- Coordinate membership appeals with the membership chairman of MPLA. Appeal personally to past North Dakota MPLA members that have not renewed in a timely manner. Promote membership benefits to NDLA members who have not joined MPLA.

### **Joint Conference Responsibilities**

- When a joint conference is planned, activities of the conference-related sub-committees, the Local Arrangements Chair and the Conference Program Committee may have to adjust to accommodate their counterparts in the other Association (see: MPLA Manual of Procedures, <http://www.mpla.us/documents/procedures/index.html>).
- Serve as a conveyor of information between MPLA and NDLA and take part in Tri-Conference Planning Committees as needed
- Act as a liaison for MPLA/NDLA conferences held in North Dakota. This happens about every 11 years, on average, because North Dakota and South Dakota usually combine to form a Tri-conference (NDLA/SDLA/MPLA). If MPLA adds more member states, the schedule will change.

### **Annual Conference Awards**

- It is the current practice of MPLA to give away ten free MPLA memberships at the NDLA conference. Set up a membership drawing box in the exhibit area at the MPLA display. Sign-up forms and information are available from the Executive Secretary of MPLA; place them at the booth. Hold the drawing during the Awards Banquet at the NDLA Conference, if feasible. Send the winners' names and all other entries to the MPLA Executive Secretary. Report the winners' names to *The Good Stuff*.

### **Newsletter Articles**

- Draft and submit articles for each issue of both *The Good Stuff* and the *MPLA Newsletter*.
- Newsletter articles submitted to *The Good Stuff* should provide information about MPLA events and activities, such as the Leadership Institute, conference, membership drives, etc.
- Newsletter articles for the *MPLA Newsletter* should provide information about NDLA events and activities, as well as the North Dakota legislative activities that impact libraries, news about North Dakota State Library activities affecting ND libraries, and news regarding libraries in North Dakota (the State Library's newsletter, *The Flickertale*, is a good source for this information).
- Provide the date and location of the annual MPLA conference to *The Good Stuff* a year in advance.
- Provide the date and location of the annual NDLA conference to the *MPLA Newsletter* a year in advance.

### **Reports**

- Draft reports about MPLA activities for electronic submission to the NDLA Executive Board prior to each board meeting (submit to: [ndla-exec@listserv.nodak.edu](mailto:ndla-exec@listserv.nodak.edu)).
- Draft reports about NDLA activities and other major ND library events for electronic submission to the MPLA Executive Board prior to each board meeting (submit to: [mpla-ex@mpla.memberclicks.net](mailto:mpla-ex@mpla.memberclicks.net)).

- Draft an annual report regarding MPLA activities for submission to the NDLA Executive Board prior to the conference.
- Present an oral report and membership appeal to the NDLA membership during a General Session, as scheduled by the NDLA President.

## **BUDGET**

The following expenses are covered: conference registrations, flight, lodging, transportation to and from the airport, and food. An itemized budget request for all meetings should be submitted to the NDLA Finance Committee when requested using the standard NDLA form. It is expected that people will use every possible means to economize, such as seeking reduced/super saver airline rates and considering rooming with others. The food allowance will follow out-of-state per diem guidelines. NDLA has traditionally covered the major expenses for conferences, but it is possible that the Representative's library might be willing to underwrite some of the expenses if they have sufficient travel funds. No funding is included for NDLA conference programming.

Itemized expenses to attend NDLA Executive Board meetings may also be budgeted.

Funding is not available from MPLA to attend conferences (MPLA Expense Reimbursement Policies 2.3 MPLA Manual of Procedure, <http://www.mpla.us/documents/procedures/index.html>).

## **REIMBURSEMENT**

See Reimbursement Policy Handbook

<http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

## **CHRONOLOGICAL GUIDELINES**

### September

- Submit *MPLA Newsletter* article
- Submit annual and quarterly reports to the NDLA Executive Board electronically
- Attend NDLA's Annual Conference, including the Pre-Conference Executive Board Meeting and the Post-Conference Executive Board Meeting
- Present an oral report and make a membership appeal to the general membership during a general session designated by the NDLA President (typically the second general session)
- Exhibit the MPLA booth, extolling membership benefits, taking applications, and encouraging entries in the membership drawing
- Outgoing representative visits with incoming representative regarding duties and responsibilities and hands off any pertinent tangible materials (typically at the post-conference NDLA meeting)

- Draw ten free membership winners during the Awards Banquet or another prominent public venue
- Send all membership drawing slips to MPLA Executive Secretary and inform him or her of the ten winners
- Submit budget requests, if any, to the NDLA Finance Committee, as solicited by the committee
- Submit MPLA board report

#### October

- Submit article to *The Good Stuff*, including the membership winners
- Attend the MPLA conference and board meetings (if on the fall conference schedule) or the MPLA Executive Board meeting conference call (note that conference schedules may vary)

#### November

- Submit *MPLA Newsletter* article

#### December

- Submit quarterly NDLA board report
- Attend the NDLA Executive Board meeting (if held)

#### January

- Submit MPLA board report
- Attend the MPLA Executive Board meeting (conference call)
- Submit *MPLA Newsletter* article
- Submit article to *The Good Stuff*
- Remind the NDLA Past President that MPLA has monies to sponsor pre-conference workshops at the NDLA conference

#### March

- Submit MPLA board report
- Attend the MPLA Executive Board meeting (conference call)
- Submit *MPLA Newsletter* article
- Submit article to *The Good Stuff*
- Attend the NDLA Executive Board meeting (if held)

#### April

- Attend the MPLA conference and board meetings (if on the spring conference schedule - note that conference schedules may vary)

#### May

- Submit MPLA board report
- Attend the MPLA Executive Board meeting (conference call)
- Submit *MPLA Newsletter* article
- Submit NDLA quarterly board report

June

- Submit article to *The Good Stuff*
- Attend the NDLA Executive Board meeting (if held)

July

- Submit *MPLA Newsletter* article

August

- Make a membership appeal to NDLA members to join MPLA in cooperation with the membership chair of MPLA

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