



## **MLA Annual Conference Workgroup**

Approved September 2021

### **General Workgroup Description**

The Michigan Library Association's annual conference workgroup assists in the development, planning, and execution of the annual conference held every October. The conference is MLA's largest event and is targeted to library workers of all skill and experience levels.

### **Workgroup Membership and Meetings**

The workgroup shall include between 8-15 members. The workgroup will include a diverse cross-section of members representing varied experience level, library size and type, geography, and job title to provide insight and value for all conference attendees. The MLA Program and Event Director will serve as staff liaison.

All workgroup members are required to attend a virtual MLA volunteer development training. The workgroup will meet monthly or bi-monthly as needed at the call of the workgroup chair.

### **Authority and Responsibilities**

The annual conference workgroup shall be responsible for two distinct areas:

#### Content Development and Planning

- Understand the current needs of public, academic, and special library workers across the state of Michigan
- Determine event focus and goals
- Nominate featured and keynote speakers
- Draft the call for proposals and select breakout sessions for acceptance
- Recruit library leaders to present at the conference
- Develop special events and networking opportunities
- Solicit event sponsors and exhibitors
- Act as event ambassador by promoting the event to MLA members and non-members
- Provide reports when requested by the MLA Board of Directors or Executive Director

#### On-site Event Support

- Staff event registration desk
- Act as room moderators during breakout sessions
- Introduce speakers
- Thank sponsors and exhibitors
- Other duties as assigned

**Workgroup Terms**

Sixteen (16) months, beginning in July and concluding the following October.

**Chair and Vice Chair Selection**

The workgroup will have a chair and vice-chair as selected and approved by MLA. The vice chair is encouraged to serve as chair the following year.

**Chair Responsibilities**

The workgroup chair will be expected to provide a conference orientation to the MLA Board of Directors at either the September or December board meeting the year prior to the conference. This orientation shall include a review of conference goals, planned conference theme or focus, and any other relevant information.

**Qualifications**

This is an opportunity for an individual who is passionate about the success of MLA's members. Workgroup members should be current MLA individual members throughout the length of their term, and must be willing to be creative, innovative, and show leadership skills throughout the conference planning process. Members will have achieved leadership stature in MLA and/or in Michigan libraries, or show interest in developing those skills further. Members' accomplishments will allow them to attract other well-qualified, high-performing leaders.

**Service Without Remuneration**

Service on Michigan Library Association's workgroups are without remuneration or additional discounts for event attendance.