



Composition of the Board of Directors and Board Member Responsibilities

The Michigan Library Association's Board of Directors consists of thirteen (13) voting Directors and two (2) non-voting, Ex-Officio Directors. The ex-officio positions are held by the State Librarian of Michigan and the Michigan Library Association Executive Director. Voting Directors hold their positions for three (3) years.

The officers of the MLA Board of Directors and the Executive Director make up the Executive Committee. The officer positions include; President, Past-President, President-Elect, and Secretary/Treasurer.

Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the Executive Director as she/he develops and implements Michigan Library Association's strategic plan
- Reviewing outcomes and metrics created by Michigan Library Association for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board meetings
- Approving Michigan Library Association's annual budget, audit reports, 990 tax form, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director and past board chair in identifying and recruiting other board members
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing Michigan Library Association to stakeholders; acting as an ambassador for the organization

Fundraising

Michigan Library Association board members will consider MLA a philanthropic priority and provide assistance to the Executive Director in carrying out this priority.

General information regarding Board member terms and qualifications.

More detail regarding board member terms and positions can be found in the Michigan Library Association's By-laws. The information provided below is a general overview.

Board terms/participation

Michigan Library Association's board members will serve a three-year term. Board meetings will be held quarterly. Executive Committee meetings will be held the month prior to the Board meetings or when deemed necessary by the MLA President.

Qualifications

This is an opportunity for an individual who is passionate about MLA's mission and who possesses the skill sets needed on the Board.

Ideal candidates will have the following qualifications/skills:

- Extensive professional experience with significant leadership accomplishments
- A commitment to and understanding of MLA's mission and guiding principles, preferably based on experience
- Diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of MLA's members
- Leadership, Organizational Development, Change Management, Financial, Human Resources, Fundraising, and Legal experience contribute to a well- rounded Board.

Service on Michigan Library Association's Board of Directors is without remuneration.

General Position Description

As a partner to the Executive Director and other board members, the MLA President will provide leadership to the Michigan Library Association. The MLA President will support and sustain the work of the Michigan Library Association, and provide governance leadership and strategic fundraising support. Specific responsibilities include:

Leadership, governance, and oversight

- Preside at all Board of Directors meetings and Executive Committee meetings
- Ensure that the Board Policies are being followed and promptly address any cases when they are not
- Be a trusted advisor to the Executive Director as she develops and implements MLA's strategic plan
- Develop and maintain relationships with members, partners, vendors, funders and other stakeholders
- As a board member, approve MLA's annual budget, audit reports, Form 990, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Review outcomes and metrics created by MLA for evaluating its impact, and regularly measure its performance and effectiveness using those metrics
- Coordinate and perform an annual performance evaluation of the Executive Director along with the past president
- Assist the Executive Director and Nominating Committee in recruiting board members
- Periodically consult with board members on their roles and helping them assess their performance
- Plan, preside over, and facilitate board and executive committee meetings; partnering with the Executive Director to ensure that board resolutions are carried out
- Act as an ambassador for the organization
- Ensure MLA's commitment to a diverse board that reflects the communities MLA serves
- Perform all duties incident to the Office of the President and such other duties as are prescribed by the Board of Directors from time to time

Fundraising

- Treat MLA as a top philanthropic priority
- Ensure that 100 percent of MLA's board members participate in fundraising activities of the association
- Identify, qualify, cultivate, solicit, and steward donors, corporate, and/or foundation gifts

Board terms

MLA's President will serve a three-year term; year one as President-Elect, year two as President, and year three as Past President. Board meetings will be held quarterly and executive committee meetings will be held in coordination with full board meetings.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about the success of MLA's members and who has a track record of board leadership. The selected President will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Demonstrated success as a nonprofit board member or board chair
- Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit
- A commitment to and understanding of MLA's members and mission preferably based on experience
- Diplomatic skills and a natural affinity for cultivating relationships to persuade, convene, facilitate, and build consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of MLA's members

Service on Michigan Library Association's Board of Directors is without remuneration.

General Position Description

As a member of the Board of Directors and Executive Committee, the MLA President-Elect will provide leadership to the Michigan Library Association. The MLA President-Elect will support and sustain the work of the Michigan Library Association, and provide governance leadership and strategic fundraising support. Specific responsibilities include:

Leadership, governance, and oversight

- Develop and maintain relationships with members, partners, vendors, funders, and other stakeholders
- As a board member, approve MLA's annual budget, audit reports, Form 990, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Review outcomes and metrics created by MLA for evaluating its impact, and regularly measure its performance and effectiveness using those metrics
- Assist the Executive Director and Nominating Committee in recruiting board members
- Act as an ambassador for the organization
- Perform all duties incident to the Office of the President-Elect and such other duties as are prescribed by the Board of Directors or the President from time to time
- Preside over Board of Director, Executive Committee, and Annual Membership Meetings if the MLA President and the MLA Past President are unable to attend

Fundraising

- Treat MLA as a top philanthropic priority
- Identify, qualify, cultivate, solicit, and steward donors, corporate, and/or foundation gifts

Board terms

MLA's President-Elect will serve a three-year term; year one as President-Elect, year two as President, and year three as Past President. Board meetings will be held quarterly and committee meetings will be held in coordination with full board meetings.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about the success of MLA's members and who has a track record of board leadership. The selected President-Elect will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. Their accomplishments will allow them to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Demonstrated success as a nonprofit board member or board chair

- Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit
- A commitment to and understanding of MLA's members and mission preferably based on experience
- Diplomatic skills and a natural affinity for cultivating relationships to persuade, convene, facilitate, and build consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of MLA's members

Service on Michigan Library Association's Board of Directors is without remuneration.

General Position Description

As a member of the Board of Directors and Executive Committee, the MLA Past President will provide leadership to the Michigan Library Association. The MLA Past President will support and sustain the work of the Michigan Library Association, and provide governance leadership and strategic fundraising support. Specific responsibilities include:

Leadership, governance, and oversight

- Develop and maintain relationships with members, partners, vendors, funders, and other stakeholders
- As a board member, approve MLA's annual budget, audit reports, Form 990, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Review outcomes and metrics created by MLA for evaluating its impact, and regularly measure its performance and effectiveness using those metrics
- Preside over Board of Director, Executive Committee, and Annual Membership Meetings if the MLA President is unable to attend
- Serve as Chair of the MLA Nominating Committee
- Assist the Executive Director and Nominating Committee in recruiting board members
- Act as an ambassador for the organization
- Perform all duties incident to the Office of the Past President and such other duties as are prescribed by the Board of Directors or the President from time to time

Fundraising

- Treat MLA as a top philanthropic priority
- Identify, qualify, cultivate, solicit, and steward donors, corporate, and/or foundation gifts

Board terms

MLA's Past President will serve a three-year term; year one as President-Elect, year two as President, and year three as Past President. Board meetings will be held quarterly and committee meetings will be held in coordination with full board meetings.

Service on Michigan Library Association's Board of Directors is without remuneration.

General Position Description

As a member of the Board of Directors and Executive Committee, the MLA Secretary/Treasurer will provide leadership to the Michigan Library Association. The MLA Secretary/Treasurer will support and sustain the work of the Michigan Library Association, and provide governance leadership and strategic fundraising support. Specific responsibilities include:

Leadership, governance, and oversight

- Have a financial qualification or relevant experience
- Significant experience in financial control and budgeting
- Develop and maintain relationships with members, partners, vendors, funders, and other stakeholders
- As a board member, approve MLA's annual budget, audit reports, Form 990, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Review outcomes and metrics created by MLA for evaluating its impact, and regularly measure its performance and effectiveness using those metrics
- Work with staff to develop annual budget
- Review financial reports on a monthly basis
- Provide financial reports for meetings of the Board of Directors, Executive Committee, and the Annual Membership
- Assist the Executive Director and Nominating Committee in recruiting board members
- Verify the spring election results
- Act as an ambassador for the organization
- Perform all duties incident to the Office of the Secretary/Treasurer and such other duties as are prescribed by the Board of Directors or the President from time to time
- Ensure minutes for all Board and Executive Committee meetings are being recorded

Fundraising

- Treat MLA as a top philanthropic priority
- Identify, qualify, cultivate, solicit, and steward donors, corporate, and/or foundation gifts

Board terms

MLA's Secretary/Treasurer will serve a three-year term. Board meetings will be held quarterly and executive committee meetings will be held in coordination with full board meetings.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about the success of MLA's members and who has a track record of board leadership. The selected Treasurer/Secretary will have a financial qualification or relevant experience, significant experience in financial control and budgeting, as well as, achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Demonstrated success as a nonprofit board member or board chair
- Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit
- A commitment to and understanding of MLA's members and mission preferably based on experience
- Diplomatic skills and a natural affinity for cultivating relationships to persuade, convene, facilitate, and build consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of MLA's members

Service on Michigan Library Association's Board of Directors is without remuneration.

General Position Description

As a member of the Board of Directors, a Member-at-large, will provide leadership to the Michigan Library Association. The MLA Member-at-large will support and sustain the work of the Michigan Library Association, and provide governance leadership and strategic fundraising support. Specific responsibilities include:

Leadership, governance, and oversight

- Develop and maintain relationships with members, partners, vendors, funders, and other stakeholders
- As a board member, approve MLA's annual budget, audit reports, Form 990, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Review outcomes and metrics created by MLA for evaluating its impact, and regularly measure its performance and effectiveness using those metrics
- Preside over Board of Director, Executive Committee, and Annual Membership Meetings if the MLA President is unable to attend
- Serve as chair the MLA Nominating Committee
- Assist the Executive Director and Nominating Committee in recruiting board members
- Act as an ambassador for the organization
- Perform all duties as prescribed by the Board of Directors or the President from time to time

Fundraising

- Treat MLA as a top philanthropic priority
- Identify, qualify, cultivate, solicit, and steward donors, corporate, and/or foundation gifts

Board terms

MLA's Member-at-large will serve a three-year term. Board meetings will be held quarterly.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about the success of MLA's members and who has a track record of leadership. The selected Member-at-large will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. Their accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Demonstrated success as a nonprofit board member or board chair

- Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit
- A commitment to and understanding of MLA's members and mission preferably based on experience
- Diplomatic skills and a natural affinity for cultivating relationships to persuade, convene, facilitate, and build consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of MLA's members

Service on Michigan Library Association's Board of Directors is without remuneration.

ALA Councilor

The ALA councilor is a position on the MLA Board of Directors that is elected by members for a three-year term. The ALA Councilor has the following additional commitments.

The ALA councilor *should*:

- Attend and represent MLA at all council meetings at the ALA annual conference and midwinter meeting. MLA may provide some assistance for travel expenses if the budget permits
- Provide summary reports of major issues discussed at ALA conferences and meetings within one month of attendance for the board
- Participate in and monitor the ALA councilor electronic discussion list
- Forward items that require prompt action by MLA members via the MLA member e-mail list