



## **Webinar and Workshop Workgroup**

February 2022

### **General Workgroup Description**

The Michigan Library Association's webinar and workshop workgroup (WWW) assists in the development, planning, and execution of a variety of professional development programs and events held throughout the year. The workgroup will determine appropriate educational content and evaluate the success of professional development activities in order to ascertain the effectiveness and sustainability of the programs.

### **Workgroup Membership and Meetings**

The workgroup shall include between 8-15 members that meet bi-monthly. The workgroup will include a diverse cross-section of members representing varied experience level, library size and type, geography, and job title to best develop programs for library workers of all skill and experience levels. The MLA Program and Event Director will serve as staff liaison. All workgroup members are required to attend a virtual MLA volunteer development training.

### **Authority and Responsibilities**

The webinar and workshop workgroup shall be responsible for two distinct areas:

#### Content Development

- Understand the current needs of public and academic librarians across the state of Michigan.
- Develop engaging and timely professional development content based on the needs of MLA membership.
- Meet bi-monthly to determine upcoming educational workshop goals and objectives.
- Provide reports when requested by the MLA Board of Directors or Executive Director.

#### Event Attendance and Personal Professional Development

- Attend at least one MLA professional development offering each year and report back to the committee.
- Attend at least one non-MLA sponsored professional development opportunity each year and report back to the committee.
- Evaluate the outcome of professional development activities to determine success level, as well as whether to adapt or discontinue in the future.
- Advise MLA staff on delivery methods for future professional development or networking activities (webinars, podcasts, workshops, etc.)

### **Committee Terms**

One-year terms begin in July and concluding in June.

### **Chair and Vice Chair Selection**

The committee will have a chair and vice-chair, or two co-chairs, as selected and approved by

MLA, who serve a one-year leadership term.

### **Chair Responsibilities**

The workgroup chair/vice-chair will be expected to help lead the workgroup members and develop meeting agendas. The vice-chair is encouraged to serve as chair the proceeding year.

### **Subcommittees and Special Assignments**

Volunteers will be assigned to subcommittees, which are focused on the planning one professional development event. Volunteers may serve on multiple subcommittees if they chose to do so. Occasionally, a special subcommittee may be formed by the MLA Executive Director to achieve a specific goal or develop a new program or event.

### **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.

### **Service Without Remuneration**

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