

MLA Executive Director
Contingency Notes

- 1. Plays a major role in executing the decisions, policies and work of the Executive Board.** The Board will simply have to conduct its work without this assistance. **Would suggest retaining staff in some form to assist with the paperwork side of things.**
- 2. Participates in the work of MLA Divisions, Special Interest Groups, and Committees.** These groups also will have to operate without staff support. They should be asked how much support they now rely on and what they need so a method for supplying it can be designed. **The fact that staff support won't be available should be made clear to these groups – no supplies assistance, meeting planning assistance, etc.**
- 3. Works with the Legislative Committee and assumes major responsibility for the planning of MLA Library Day and MLA's involvement in ALA Legislative Day.** The Legislative Committee will have to assume the responsibility for MLA Library Day. The Federal Legislative Coordinator will have to assume the responsibility for ALA Legislative Day (which fortunately this year will be at ALA Annual). **Would notify the Legislative Committee soon of this, especially since they will need to handle registrations, monies and other tasks associated with the planning of this event, including communication with the Club and Randy on the planning. Registration details will drop later this month, so this one is very timely.**
- 4. Assists in the preparation of and maintenance of timelines and schedules for the work of the Association.** Probably devolves on the President or those Divisions most concerned with various activities. (i.e., YSD with MASL, etc.). **Current board reporting timelines and *MO INFO* timelines should be maintained by the President and Secretary in order to keep the organization on task. Also will need to keep track of the ever changing membership data – tracking incoming details and updates to the leadership lists both kept inhouse and on the web.**
- 5. Assumes primary responsibility for the planning of the Annual Conference by working with the Conference Coordinator and other appropriate individuals and committees.** Conference Coordinator and Conference Arrangements committee members will need to assume more responsibility. Room scheduling may be delegated to a volunteer off-site. A new volunteer position of Conference Registrar should be created. Other tasks? **Volunteers will need to be responsible for creating the conference budget, timelines, registration, collection of monies, tradeshow registrations and recruitment, conference planning onsite at the hotel, working with hotel staff, MLA conference store, speaker services and contracts, printing of materials for conference including the name badges and program books, sponsorship recruitment, transportation, signage, etc.**
- 6. Prepares and maintains or updates publications, communications, and records of the Association, such as *MO INFO*, the MLA Web Page, the JOBLINE, the Membership Directory, the MLA Handbook, the Bylaws, promotional brochures, and minutes of meetings and other records of Divisions, Special Interest Groups, and Committees.** *MO INFO* will have to become the responsibility of the Publications Committee. The MLA Web Page will have to be the joint responsibility of the Publications Committee and the Webmaster. The JOBLINE will probably be a joint responsibility of the Treasurer and the Webmaster. The Membership Directory may not be published for a year, although Membership records will need to be kept by the Treasurer. It is possible

that the Membership Directory could be the responsibility of the Membership Committee. The MLA Handbook and MLA Bylaws will be maintained by the Bylaws and Handbook Committee. Promotional brochures can be foregone for a year, unless the Publications Committee should choose to take on this project. Minutes of the Board meetings will be kept by the Secretary. The minutes and records of the various units should be maintained by their representative recorders or secretaries – and posted to the MLA website for transparency purposes.

7. **Prepares and submits an annual operating budget in consultation with the MLA treasurer.** The Treasurer, with the assistance of the Budget Committee, will do this.
8. **Receives dues and other monies, pays the bills of the Association, and prepares and disseminates financial reports as required.** The Treasurer with the software Quick Books will do this. The accounts are held at Boone County National Bank, deposits should be made in a timely manner and acknowledgements of donations, sponsorships and memberships should be sent and signed by the treasurer – these documents are required for tax purposes.
9. **Administers/supervises the Schmidt, Bohley, and Picture Book Award funds of the Missouri Library Association.** The Treasurer shares this responsibility with the respective committees.
10. **Researches, develops and presents other reports and proposals for the Association as required.** Probably dropped for a year – or if no staff then indefinitely.
11. **Promotes the Association and participates in membership recruitment.** The Membership Committee and the Public Relations Committee will share this responsibility – which will include the production and publication of all materials related to this activity. In addition, tradeshow recruitment at other organizational meetings will fall to this group as primary responsibility.
12. **Provides information about the Association as required.** The President will do this or delegate it to the appropriate unit.
13. **Promotes and represents MLA in meetings and conferences of associations and groups with similar purposes.** Volunteers will be needed to serve this function in those venues where they deem it necessary. The Secretary's Council on Library Development should be shared by Board members (perhaps, current, past, future presidents). The Association should retain the MASL liaison and plan to utilize that individual for MASL communications.
14. **Serves with the ALA Councilor as a liaison to the ALA Chapter Relations Office.** The President and the ALA Councilor should do this. Would also suggest appointing another Board member to assist with the ALA communications coming out of the CRO.
15. **Works with external consultants, such as auditors.** The Treasurer should work with the auditor. The President should direct others to the appropriate unit.
16. **Administers office operations and supervises the work of other personnel in the Association office.** There will not be any other personnel to supervise.

17. **Keeps abreast of new technologies that could apply to the conduct of the position.** Ignore this for a year. (Although it might be beneficial at this point to have the Treasurer investigate online financial payments as a means of reducing the paper work.)

The part which is not mentioned in the job description is the day-to-day answering the phone, opening mail, and answering e-mail. The telephone, at least in the short term, should have its voice mail turned off with a message indicating the work phone of the President. The membership form should be changed to send dues directly to the treasurer (or pay online). If this year's Board leaves the option of any money in the personnel account, someone could be hired to come in and gather and re-distribute mail twice a week. The e-mail account should be re-directed to the President.