Missouri Library Association

Leadership Orientation
mla@amigos.org
Agenda

Welcome & introductions

About us!
Amigos
MLA's structure

Expectations

Getting things done
Money
Documentation
Introductions

Name
Workplace/role
Why you’re here
One Question
Amigos!
<table>
<thead>
<tr>
<th>Elected voting members (10)</th>
<th>Special appointments</th>
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<tbody>
<tr>
<td>President/President-Elect/Past-President</td>
<td>Archivist</td>
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<tr>
<td>Secretary</td>
<td>Webmaster</td>
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<td>Treasurer/Assistant Treasurer</td>
<td>Conference Coordinators</td>
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<td>ALA Councilor</td>
<td>CI Council Chair</td>
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<td>Membership Committee Chair(s)</td>
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<td>Member(s)-at-Large</td>
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<td>Standing Committees</td>
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<td>Access &amp; Innovation Fund</td>
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<td>Annual Conference</td>
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<td>Awards</td>
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<td>Budget &amp; Finance</td>
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<td>Bylaws &amp; Handbook</td>
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<td>Conference Site Selection</td>
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<td>Continuing Education</td>
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<td>Intellectual Freedom</td>
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<td>Legislative</td>
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<td>Membership</td>
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<td>Nominating</td>
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<td>Media &amp; Publications</td>
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## Communities of Interest

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<thead>
<tr>
<th>CI COUNCIL: All CI Chairs, plus CI Council Chair</th>
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<tbody>
<tr>
<td>Genealogy &amp; Local History (GLHCI)</td>
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<td>Missouri Association of College &amp; Research Libraries (MACRL)</td>
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<td>Professionalism, Education, Employment, and Recruitment (PEER)</td>
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<td>Public Libraries (PLCI)</td>
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<td>Technical Services (TSCI)</td>
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<td>Youth Services (YSCI)</td>
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<td>In abeyance: ASCI, CITCI, RGICI</td>
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Committee & CI Chair Responsibilities

• **Know your section of the handbook**
• Schedule meetings (one at conference, standing meetings throughout the year)
• Submit annual plan of work to board, with revisions as needed
• Submit report summarizing activities and requests for action to prior to each board meeting
• Ensure meeting minutes are kept and sent to archivist
• Ensure communication is distributed as needed to membership
• **Submit annual report**
• Complete budget request
• Delegate as needed!
Schedule Meetings

- Standing meetings with cancellations as needed
- Open meetings unless there is a specific reason to close (Awards, Scholarships, etc.)
- Share details with membership
Committee & CI Chair Responsibilities

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Board Reports

“Nothing to report”

Leadership distribution list

Consent agenda

Missouri Library Association – Board Report

Board Meeting Date: ________________________________

Submitted by: (Officer or Committee Chair)__________________________

Representing: (Position or Committee)______________________________

Information Items (activities since previous meeting):

Action Items (those items that require Board discussion and/or a Board vote):


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• Submit annual report
• Complete budget request
• Delegate as needed!
Getting things done
Spending money

• Budget requests due November 1
  • Submit even if it’s big! It will help plan for the future
  • Needs to be accompanied by a plan of work
  • Call will go out to leadership list – keep contacts up to date!

• Need reimbursement? Contact mla@amigos.org!

• Need to know your budget? Contact mla@amigos.org!

• Need to pay for something? Contact mla@amigos.org!

• Questions? Contact mla@amigos.org!

• Beware of SPAM
Google Suite: molib.org

Everything should go here
No, seriously, get it set up

Help and questions:
webmaster@molib.org

access.innovation@molib.org
archivist@molib.org
awardschair@molib.org
bylaws-handbook@molib.org
conference@molib.org
intellectualfreedom@molib.org
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mlajob@molib.org
mlarrtf@molib.org
mlasocial@molib.org
moinfo@molib.org
moinfo-editors@molib.org
peer@molib.org
web@molib.org
webmaster@molib.org
youthaward@molib.org
Q&A

- What did we miss?
- How did this go?
- Contacts:
  - mla@amigos.org
  - webmaster@molib.org
  - cindy@molib.org