

Prison Libraries Committee Volunteer Position Description - PLC COMMITTEE CHAIR

Location: n/a

Responsibility: To support the functions of the MLA-PLC by working to solicit and make available collections that meet the diverse needs of the individuals served by the Committee, and to be the main communicator of the Committee.

Reports to: MLA board

Time commitment: Up to 6 hours a month.

Typical Duties:

- Ensures Committee members are communicating and engaged in activities as outlined in our “About Us” above.
- Maintains online information on the MLA website pertaining to the PLC activities.
- Liaises with Committee coordinators and members to maintain current knowledge of program activities, issues, and ideas.
- Liaises with institutional contacts to maintain current knowledge of program operations, including communicating any issues, concerns, or new ideas from the committee.
- Sits as MLA Director-at-large and submits monthly activity reports to the MLA board meetings. Submits an annual report to the MLA AGM.
- Calls regular committee meetings on at least a quarterly basis. Maintains the agenda and minutes and adds items to the Dropbox.

Requirements:

- Mature, reliable, and able to work with a team
- Commitment, respect, and genuine interest in understanding the needs of inmates of various backgrounds, literacies, and interests.
- Excellent organizational skills
- Strong verbal and written skills
- Timely communication
- Basic knowledge of reporting and budgets (MS Office, Excel, etc.)