

COMMUNICATIONS STANDING COMMITTEE

Introduction:

The Committee oversees communications activities carried out by the Manitoba Library Association (MLA) via the MLA website (<http://mla.mb.ca/>), the MLA News email list, and other means of communication.

Intent:

It is the intent of the Committee to disseminate news, events, issues, and any other items that express the activities and interests of the MLA to all MLA members, to the library and information community in Manitoba, and to all Manitoba citizens.

Membership:

The Committee is chaired by the Communications Director. There should be a minimum of 2 and a maximum 5 committee members. Members are usually from the MLA board, however MLA members-at-large are also welcome.

Membership should rotate annually with ideally one continuing member from a previous year to maintain continuity.

Governance:

The Communications Committee works on consensus with the Chair as a voting member and authority on procedures. The committee reports directly to the MLA executive board.

The committee is sanctioned according to bylaws of MLA.

Duties/Deliverables:

- Update and oversee the maintenance of the MLA website as required.
- Compile items of interest for the MLA News email list, and send out on a regular basis.
- Maintain and regularly update the MLA social media accounts.
- Coordinate with the executive board to create an annual report for the MLA.
- Use other means of communication to disseminate information of interest to MLA members and the library and information community in Manitoba.
- Coordinate with other MLA Standing Committees to disseminate information of interest as required.
- Assist with communications technologies as required by the MLA executive board.
- Liaise with other library associations as required.
- The Chair will regularly report on Committee activities at MLA executive board meetings.

Guidance/Jurisdiction:

The Committee will follow the guidance of the MLA executive board as required.

Budget:

There is no budget accorded to this committee.