

Position Description

Title: Director at Large - Website

Term: 2 years

Method of Appointment: Elected by Membership at Annual General Meeting

Reporting Structure: Reports to the President

Time Commitment: 0.5 to 1.5 hours per week

Our Association:

The Manitoba Library Association (MLA) is a provincial, voluntary, incorporated association with both personal and institutional members. As a registered charity, our Association has a strictly non-profit, educational orientation. Our Mission is to provide leadership in the promotion, development and support of library and information services in Manitoba for the benefit of MLA members, the library and information community and the citizens of Manitoba. Our Goals are:

- to promote public awareness of library services and library issues in Manitoba.
- to promote and foster ties among the individuals, organizations and institutions in the library community and information resource management sector in Manitoba and Canada.
- to provide educational opportunities in the library field throughout Manitoba.
- to advocate the development of comprehensive and accessible library and information services throughout Manitoba.
- to disseminate information, which supports the goals and objectives of the Association and the welfare of the library community, locally and nationally.
- to strive for the continued membership growth of the Association and in both rural and urban Manitoba.
- to ensure the Association's fiscal stability and accountability.

Position Scope:

The Director at Large - Website is responsible for the regular upkeep and maintenance of the Association's website. The Director at Large - Website works with the Executive and Board of Directors to post current and timely content, update webpages, upload documents, run updates, and liaise with MLA's hosting company about technology issues relating to the website and email.

Benefits of the Position:

- Opportunity to expand on and/or develop skills relevant to the profession in a safe and supportive environment
- Develop a rich and fulsome portfolio of experiences and strengthen your Resume or Curriculum Vitae
- Satisfaction of making a difference in the community

- Opportunity to connect with other, committed individuals in the profession and throughout Manitoba
- Ability to network with colleagues across Manitoba
- Increased understanding of group dynamics and relationships
- May have the opportunity to represent the Association at the national level, through The Partnership, which the Association is a member of

Required Skills:

- A commitment to, and a clear understanding of, the mission and vision of the Association
- Knowledge of the meeting procedures, decision-making rules, governance policies and the bylaws and constitution of the Association
- Strong organizational skills
- Excellent communication skills
- Detail oriented

Desirable Skills:

- One year of previous service on a Board
- One year of experience managing a website
- Experience with Word Press
- Understanding of User Experience in relation to web design

Duties:

- Regularly attends scheduled meetings
- Orients incoming Director at Large - Website
- Maintains passwords related to email and website for the Board members
- Post current content
- Update webpages
- Upload documents, such as letters
- Monitors email as appropriate
- Create and manage a committee to assist with website content and offer feedback on design
- Adjust website design to enhance navigation

Deliverables:

1. Provide a brief written report of activities for the Annual Report
2. Provide a report to membership at the Annual General Meeting on general activities and accomplishments
3. Provide reports on accomplishments at Board Meetings

Review Date: May 10, 2020 (BB; KM)

Approval Date: May 24, 2020