
Position Description

Title: Library Technicians Division Chair

Term: 2 years

Method of Appointment: Elected by Membership at Annual General Meeting

Reporting Structure: Reports to the Executive

Time Commitment: 2 to 3 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 Library Technicians Division Chair sits on the Board as the voice of the Library Technicians Division. Aside from meeting with and working alongside members of the Board, the Library Technicians Division Chair coordinates and leads meetings with the Library Technicians Division, a group that includes student representatives from Red River College's Library & Information Technology Program.

Benefits of the Position:

- Opportunity to connect with others in the field
- Ability to network in related areas across Manitoba
- To expand on and develop skills within communication, organisation, and leadership, with the benefit of relating experiences to your professional development and Curriculum Vitae
- The chance to take on or join projects for positive effect on our community
- Increased understanding of non-profit work and Rules-of-Order for board meetings
- To be a voice for a community and offer opportunity and awareness

Required Skills:

- A commitment to, and a clear understanding of, the mission and vision of the Association
- Strong organizational and leadership skills
- Passion to involve yourself in a community and its causes, bringing support and creating awareness

Duties:

- Regularly attends scheduled meetings
- Regularly corresponds with MLA Board and Division members via email
- Holds monthly Library Technician Division Committee meetings, often in a more casual manner
- Liaises and works with the Red River College Library & Information Technology Program first year students to present/advertise MLA and the Library Technicians Division and recruit a representative to join the Division
- Monitor and respond (or assign someone) to the Library Technician Division email
- Oversees a Division member responsible for the Job Board, including managing postings
- Together with Division members, plans and coordinates a Library Technician centered panel for the Manitoba Libraries Conference (every second year)
- Together with Division members, and with support from the Manitoba Library Association Director at Large, Professional Development, plans a 1-day workshop for Library Technicians (on non-Conference years)
- Monitors (or assigns monitoring) of the Library Technicians social media page and take advantage of the platform as a way to reach MLA members and non-members alike
- Orients incoming Library Technician Representative to the Manitoba Library Association Board

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. Provides verbal or written reports to the Board at monthly meetings

Review Date: 20 August 2018; KM

Approval Date: 24 May 2020