

## Position Description

**Title:** Trustees Division Chair

**Term:** 1 to 2 years (negotiable)

**Method of Appointment:** Elected by Membership at Annual General Meeting

**Reporting Structure:** Reports to the President

**Time Commitment:** 3 to 4 hours per month

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### 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 Trustees Division Chair is responsible:

- To raise and highlight to the Executive and Board particular issues important to Library Trustees and public libraries generally
- To communicate with Trustees, Library Administrators, in addition to other stakeholders such as Public Library Services Branch (PSLB), other Library Trustee Associations, and persons and entities with interests similar to public libraries
- Lead and/or participate in planning for education or professional development, advocacy, and communications, including assisting with MLA Executive, Library Technicians Division, Communications, Professional Development, and Advocacy

### **Benefits of the Position:**

- Opportunity to advocate for interests important to public library boards, including funding and development
- Broaden knowledge about how other public libraries in Manitoba operate, including their challenges and successes
- Learn about issues important to all libraries, including in Manitoba, across Canada, and beyond
- Develop a network of connections with fellow trustees, library administrators, and other stakeholders in the library community
- Enhance your board experience participating in a Province-wide board, involved in local, provincial, and national issues
- Satisfaction of making a difference in the community

### **Required Skills:**

- Be a Trustee or former Trustee of a public library board
- Good communication skills

### **Desirable 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

### **Duties:**

- Regularly attends scheduled meetings
- Provide regular communications with Trustee members and Library Boards (this may be directly with Library Administrators), including responding to inquiries (email, mail, or phone etc.)
- Provide reports of Trustee Division activities to meetings
- Encourage, collect, and provide to Communications relevant or informative news items on activities of members
- Maintain a list of contacts of public libraries in Manitoba (member and non-member)
- Updates, as appropriate, Library Trustee Handbook or other reference materials
- As appropriate, use initiative (with authority of Board, if necessary) to respond to/or communicate about ongoing issues (e.g., COVID-19 pandemic response)
- Orients incoming Trustees Division Chair

### **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

Review Date: February 8, 2021

Approval Date: February 8, 2021