

Position Description

Title: Vice President

Term: 1 year

Method of Appointment: Elected by Membership at Annual General Meeting

Reporting Structure: Reports to the President

Time Commitment: 1 hour 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.
- promote and foster ties among the individuals, organizations and institutions in the library community and information resource management sector in Manitoba and Canada.
- provide educational opportunities in the library field throughout Manitoba.
- advocate the development of comprehensive and accessible library and information services throughout Manitoba.
- disseminate information, which supports the goals and objectives of the Association and the welfare of the library community, locally and nationally.
- strive for the continued membership growth of the Association and in both rural and urban Manitoba.
- ensure the Association's fiscal stability and accountability.

Position Scope:

The Vice President assists the President in providing leadership to the Executive and Board of Directors. The Vice President is responsible for leading, guiding, and directing the work of the Board in order to achieve the Association's overall strategic goals. The Vice President maintains awareness of both the local and national library and information community, including trends, events, and activities. The Vice President is responsible for running the elections at the Annual General Meeting.

Benefits of the Position:

- Development of key leadership goals required for managerial and supervisory employment positions
- 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
- In the absence of the President, 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 clear understanding of, the mission and vision of the Association
- Excellent verbal and written communication skills
- Ability to lead a diverse team
- Strong organizational skills

Desirable Skills and/or Experience:

- One year previous service on a Board

Duties:

- Regularly attends scheduled Board meetings
- Orients incoming Vice President
- May be required to serve as a secondary signer on Board bank account
- Serves on the Financial Standing Committee
- Assumes presidential responsibilities should the President position become vacant
- Moves into the President position at the end of a one year term as Vice President

Deliverables:

1. Provide a brief written report of activities for the Annual Report
2. Assists the President in organizing the Annual General Meeting and leads the call for nominations for the Board
3. Recruits for and arranges the planning committee for the biannual Manitoba Libraries Conference
4. Coordinates and oversees the MLA Awards & Scholarships Committee

Creation Date: Feb 9, 2021; KM

Review Date: July 23, 2021; KM