

Position Description

Title: Director at Large - Professional Development

Term: 2 years

Method of Appointment: Elected by Membership at Annual General Meeting

Reporting Structure: Reports to the President

Time Commitment: 0.25 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.
- 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 - Professional Development is responsible for assessing and analyzing the professional development needs of the Manitoba library community and Association members. The Director organizes at least one professional development event each year, which may include oversight and/or direct involvement in any of the following responsibilities: event planning, securing speakers, promotion, budgeting, registration, arranging catering, assessing outcomes, gathering feedback. The Director provides support to other Board members in professional development initiatives and may partner with external associations or organizations to bring professional opportunities to the community.

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
- Experience planning or developing, and hosting professional development events
- Strong organizational skills
- Excellent communication skills
- Detail oriented

Desirable Skills:

- One year of previous service on a Board

Duties:

- Regularly attends scheduled meetings
- Regularly corresponds with MLA Board and Division members via email
- Orients incoming Director at Large - Professional Development
- Analyzes and anticipates professional development needs of the Manitoba library community and Association members
- Liaises, networks and partners with other Manitoban or Canadian associations and/or organizations in order to develop and offer collaborative on-target professional development events
- When and where appropriate, relays professional development opportunities to members through the Association newsletter, email, and/or social media
- May lend support to the annual conference
- May seek out grants or funding to support professional development initiatives

Deliverables:

1. Provide a brief written report of activities for the Annual Report
2. Provide a verbal or written reports to the Board at monthly meetings
3. Organizes one or more professional development opportunities for Association members, including playing a leading role in planning, securing/contracting speakers, promotion, budgeting, and registration

Creation Date: 23 July 2021; KM

Review Date: